

MANNING VALLEY HOCKEY ASSOCIATION



CONSTITUTION AND PLAYING RULES

GENERAL AND PLAYING RULES
OF MANNING VALLEY HOCKEY ASSOCIATION INCORPORATED
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Section 1

GENERAL

RULES

GENERAL RULES

I. Title

The Association shall be called the Manning Valley Hockey Association Incorporated and shall consist of such members as may from time to time be affiliated with the Association in accordance with the provisions of these Rules.

The Model Rules as set out by the NSW Corporate Affairs Commission together with the various changes voted on and registered with the Corporate Affairs Commission will overrule any rule decided on by any subcommittee of this Association.

II. Terms of Reference

Unless the contrary intention appears from the context of a clause;

"Act" means the Associations Incorporation Act of 1984.

"Administrative Director" (Hon Secretary) hereinafter referred to as the Secretary.

"Association" means the Manning Valley Hockey Association Incorporated.

"Club" means a Hockey Club affiliated with the Association.

"Competition" means a competition of hockey matches.

"Delegate" means a person duly appointed by a club or a body having the right of representation in accordance with these rules.

"Director" a member of The Committee.

"Executive Committee" means Board of Management Executive Committee.

"Financial Director" (Hon Treasurer) hereinafter referred to as the Treasurer.

"Match" means a hockey match played between two teams under the control of the Association.

"Member" means a person who has applied for and been granted membership of the Association and who has paid all membership fees as required by the Association.

"Office" or "Office Bearer" means an Honorary Officer of the Association.

"Public Officer" person nominated by The Committee to fulfil obligations as defined under the Act.

"Rules" means the rules of the Association made under these General Rules and Competition Rules.

"Sub Committee" means a group of members delegated by The Committee to carry out the affairs of the Association.

"Team" means a team of a club.

"The Committee" means the Board of Management Committee of the Association elected or appointed in pursuance of these rules.

III. Objects

Objects of the Association shall be:

To promote and control the game of hockey throughout the Manning Valley.

- A. To promote, provide for, regulate and manage hockey contests, competitions and matches played in the Manning Valley.
- B. To promote an interest in amateur team sports particularly hockey.
- C. To develop and improve facilities for hockey in the Manning District.
- D. To secure, establish and maintain membership with the New South Wales Hockey Association.
- E. To liaise with other organisations in matters concerning the game of hockey.
- F. To secure finance and sign contracts for the construction of facilities for hockey in the Manning Valley.

IV. Affiliation with New South Wales Hockey Association

The Association shall affiliate with the New South Wales Hockey Association or such other Association as the Association shall from time to time determine and the delegates thereto shall be appointed by The Committee.

- (i) Manning Valley Hockey Association Inc shall at all times be bound by the Constitution, Rules and Regulations of Hockey New South Wales Limited;
- (ii) Where there is any inconsistency between any provision of the Constitution and or Rules and Regulations of Manning Valley Hockey Association Inc and those of Hockey New South Wales Limited, then to the extent of such inconsistency the Constitution Rules and Regulations of Hockey New South Wales Limited shall prevail;
- (iii) Manning Valley Hockey Association Inc shall be bound by the lawful decisions of the Board of Hockey New South Wales Limited and shall do all things reasonably necessary to implement and enforce such decisions.

V. Membership of the Association

A person is qualified to be a member of the Association if and only if:-

- A. the person is a person referred to in Section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the Association at the time after incorporation of the Association under The Act; or
- B. the person is a natural person who -
 - 1. Has been nominated for membership of the Association as provided by Rule 3 of the Model Rules; and
 - 2. Has been approved for membership of the Association by The Committee of the Association.

VI. Register of Members

- A. The Hon. Secretary of each affiliated Club shall lodge with the Secretary of the Association, all applications for membership of the Association on the Application for Membership Form (refer to Section 6 - Forms) for all new members within one week of the members joining that club. The Hon. Secretary of that club will also furnish to the Association Secretary team registration and statistical form of all financial members listed in their Club's Register of Members (refer to Section 6 - Forms).

- B. From such information thus furnished, and from the list of office-bearers of the Association, and from the names and addresses of the members of Affiliated Clubs to whom The Committee may have granted the right of representation, the Association Secretary shall compile a Register of Members. A Register of Members will be kept by the Public Officer of the Association as set out in the Model Rules for incorporation. All notices required to be given to any member shall be deemed to be duly given if delivered at or posted to that persons last registered address.

The register of members shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.

- C. No person shall be entitled to exercise the rights or privileges of a member unless his name appears on the Register of Members and unless all moneys due by him or by the club of which he is a member to the Association have been paid.

VII. Termination of Membership

The name of any member shall be removed from the Register, and they shall thereupon cease to be a member:-

- A. If a resolution of The Committee be passed to that effect (as set out in the Model Rules)
- B. If deceased.
- C. If they resign that membership as set out in Section 1 - Rule VIII

VIII. Resignation of Membership

- A. A member of the Association who has paid all amounts payable by the member to the Association in respect to the member's membership, may resign from membership of the Association by first giving notice (being not less than one month or less than such period that The Committee may determine) in writing to the Secretary, of the members intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- B. Where a member of the Association ceases to become a member pursuant to Section 1 - Rule VIII A - and in every case where a member ceases to hold membership, the Secretary shall make the appropriate entry in the register of members recording the date on which the member ceased to be a member.
- C. A member of the Association is not entitled to resign that membership except in accordance with this rule.

IX. Membership Entitlements Not Transferable

A right, privilege of obligation which a person has by reason of being a member of the Association

- A. is not capable of being transferred or transmitted to another person: and
- B. terminates upon cessation of the person's membership.

X. Fees

- A. A member of the Association shall, on admission to membership, pay to the Association a fee of \$1.00 or, where some other amount is determined by The Committee, of that other amount.
- B. In addition to the amount payable by a member under Rule X - Fees, Part A - a member of the Association shall pay to the Association an annual membership fee of two dollars or, where some other amount is determined by The Committee, of that other amount -
1. Except as provided by paragraph 2 before the 1st July in each calendar year; or

2. Where the member becomes a member on or after the 1st July in any calendar year upon becoming a member and before 1st July in each succeeding calendar year.
- C. Each member shall pay to the Association on or before a date determined by The Committee, each year, such other fees as decided by The Committee.
 - D. The Committee may, by regulation/s made in their behalf, prescribe any further fees in addition to those mentioned in Rule X to be paid by the affiliated clubs in proportion to the number of members registered with each club affiliated with the Association towards meeting all or any expenses incurred in connection with the management or control of the game of hockey in its territory including the financing of inter-association teams and the expenses incurred in the connection therewith. Provided that the Association General Meeting may alter or rescind any regulation made by The Committee under this or the preceding rule.
 - E. No member shall be permitted to take part in any of the activities of the Association so long as any moneys are owing to the Association by such members.

XI. The Committee (Office Bearers)

The Office Bearers of the Association shall be:-

- * The President
- * The Vice President
- * The Treasurer
- * The Secretary
- * Six Ordinary Members or Directors.

- A. The Committee shall be elected at the Annual General Meeting of the Association pursuant to Rule 12 Model Rules.
- B. Each member of The Committee shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
- C. In the event of a casual vacancy occurring in the membership of The Committee, The Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold Office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of the appointment.

XII. The Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Field Director who will meet when required to carry out the business of the Association and dispense with what routine matters need immediate attention. Minutes of their meeting shall be kept and presented to the General Meeting, for confirmation and approval.

XIII. Election of Members

- A. Nominations of candidates for the election as office-bearers of the Association or as ordinary members of The Committee -
 1. Shall be made in writing, signed by two members of the Association and be accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and
 2. Shall be delivered to the Secretary of the Association not less than seven days before the date fixed for the holding of the Annual General Meeting at which the election of office bearers is to take place.
- B. If insufficient nominations are received to fill all vacancies on The Committee, candidates nominated shall be deemed elected and further nominations shall be received at the Annual General Meeting.
- C. If insufficient further nominations are received, any vacant positions remaining on The Committee shall be deemed to be casual vacancies.

- D. If the number of nominations received is equal to the number of vacancies to be, the persons nominated shall be deemed to be elected.

- E. If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- F. The ballot for the election of office-bearers and ordinary members of The Committee shall be conducted at the Annual General Meeting in such usual and proper manner as The Committee directs.
- G. A nomination of a candidate for election under this clause is not valid if the candidate has been nominated for election to another office at the same election.
- H. Two nominations for positions of Ordinary Members on The Committee will be received from each of the Sub Committees namely: The Men's Sub Committee, Women's Sub Committee and Junior Sub Committee.

XIV. Casual Vacancies

A casual vacancy in the office of a member of The Committee occurs if the member:

- A. dies;
- B. ceases to become a member;
- C. becomes insolvent under administration within the meaning of the Companies'(New South Wales) Code;
- D. resigns office by notice in writing given to the Secretary;
- E. is removed from office under Section 1 Rule XV.
- F. becomes of unsound mind or a person or estate is liable to be dealt with in any way under the law relating to mental health; or
- G. is absent without consent of The Committee from three consecutive meetings.

XV. Removal of Member

- A. The Association, in a Special General Meeting, may by resolution remove any member of The Committee from the office of member before the expiration of the member's term of office and may, by resolution, appoint another person to hold office until the expiration of the term of office of the member so removed.
- B. Where a member of The Committee to whom a proposed resolution referred to in Section 1 Rule XV - Part A, relates makes representations in writing to the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not to be sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

XVI. Meetings and Quorum

- A. The Committee shall meet at least three time in each period of 12 months at a place and time as The Committee may determine.
- B. Oral or written notice of a meeting of The Committee shall be given by the Secretary at least 48 hours (or such other period as may unanimously agreed upon by the members of The Committee) before the time appointed for the holding of the meeting.
- C. Notice of a meeting given under Section 1 Rule XVI Part B shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- D. Any three members constitute a quorum for the transaction of business at Executive Meetings.
- E. Any five members constitute a quorum for the transaction of business at The Committee meetings.

- F. If at these meetings a quorum is not present within half an hour of the time appointed for the meeting, the meeting stands adjourned to the same time and place the following week.

XVII. Director's Responsibilities

The election of Field Director, Umpires Director, Promotions Director, Coaching Director, Records Director, Publicity Director and Turf Director shall be conducted at a Board of Management Meeting to be held no later than 30 days after the election of office bearers.

The duties and areas of responsibility for each Director will be as follows:

A. PRESIDENT

1. Convene meetings of the Association.
2. Preside over meeting conducted by The Association.
3. Represent the Association at official functions or nominate delegate.

B. VICE PRESIDENT

1. Assume role of President in his/her absence.

C. FINANCE DIRECTOR (Treasurer)

The Finance Director will co-ordinate a committee, consisting of the Assistant Treasurers of all the Sub Committees within the MVHA Inc whose function will be to:-

1. To maintain proper books and records of accounts.
2. be responsible for collections and accounting for all dues, fees, levies and funds.
3. Pay all accounts of the Association under proper authority.
4. Investment of funds as available.
5. Prepare an Annual Balance Sheet and Income and Expenditure statements for presentation at the Annual General Meeting.
6. Preparation of an Annual Budget for presentation at the meeting that sets out fees for the forthcoming season.
7. To ensure that the Annual Accounts are duly audited as prescribed by the Act.
8. Annual Statement must be lodged by the Public Officer within one month after the date of each Annual General Meeting of the Association. The statement is a summary of the year's financial transactions which must include liabilities, mortgages and securities held by the Association.
9. Any other matter of a financial matter.
10. Sign cheques together with the President or Secretary.

D. **ADMINISTRATIVE DIRECTOR (Secretary)**

The Secretary will co-ordinate a sub committee whose functions will include the following:

1. Maintain the Rules of Association.
2. Oversee stocks held by the Association. Equipment Officers appointed by the Divisional Sub Committees will be responsible for maintaining uniforms of the representative teams and other equipment owned by the Association.
3. Liaison on matters of administration with New South Wales Hockey Association and other Associations. The Secretary will be responsible for the collection and distribution of mail to the committees concerned.
4. To collect and organise the minutes of the various committees.

E. **FIELD DIRECTOR (Ordinary Member)**

This Directorship will be responsible for overseeing the following:

1. Divisional Match Committees
2. Divisional Carnival Committees
3. Divisional Representative Teams
4. Divisional Registrars

The Field Director will co-ordinate sub committees whose statement of duties are as follows:

- a. To carry out any task specifically directed by The Committee.
- b. To oversee Divisional Match Committees who will make all arrangements for the conduct of winter and summer field hockey competitions conducted by the Association.
- c. Divisional representative team committees who will be responsible for the arrangements of representative team fixtures and ensure that all M.V.H.A. Inc representative teams are properly organised, dressed and equipped.
- d. Publish the draw for competitions conducted by the Association.
- e. To make appropriate recommendations to The Committee as to the selection of Coaches, Managers and players for the representative teams, and to receive and act accordingly upon the reports of these Teams.
- f. To make appropriate recommendations for programs of competitions between the Association and other Associations.
- g. To conduct seminars on all aspects of the game of hockey.
- h. To establish such sub-committees or co-opt such assistance as may be needed for the proper discharge of The Committee's functions.
- i. To liaise with Greater Taree City Council and outlying district clubs regarding the preparation of the facilities for hockey competitions.

F. **UMPIRES DIRECTOR (Ordinary Member)**

The Umpires Director will co-ordinate an Umpires Sub Committee. This Committee will consist of five representatives elected from:-

1. One member from the Men's Divisional Sub Committee
2. One member from the Women's Divisional Sub Committee
3. One member from the Junior Divisional Sub Committee
4. Two other members

This committee's statement of duties are as follows:

- a. To take necessary action to give effect to any decision or direction made by the meetings of the Association.
- b. To take all necessary action and determine any question on any matter arising relative to umpiring in such a manner as it deems fit.
- c. To administer the rules of the game of hockey as provided by Australian Hockey Association and to interpret and issue such interpretation(s) of the rules as is necessary or desirable in securing uniformity in umpiring and playing the game.
- d. Develop, encourage and assist umpires in the Association.
- e. To conduct Umpire Coaching Courses for players in the Association.
- f. To improve the umpiring standard in the Association's competitions.
- g. To liaise with the Coaching Director.
- h. To organise and co-ordinate Judiciary Meetings and Appeals and be responsible for maintaining records of these meetings.
- i. To oversee the allocation of umpires to matches under the control of the M.V.H.A. Inc.

G. **COACHING DIRECTOR (Ordinary Member)**

1. The Coaching Director must have a National Coaching Accreditation of Level I or greater to be eligible for this position.
2. The Coaching Director will co-ordinate a sub-committee. This committee will consist of a minimum of three representatives elected from:
 - a. One member from the Men's Divisional Sub Committee
 - b. One member from the Women's Divisional Sub Committee
 - c. One member from the Junior Divisional Sub Committee

This committee's statement of duties are as follows:

- (1) To take necessary action to give effect to any decision or direction made by the meetings of the Association.
- (2) In consultation with the Hockey NSW Coaching Director and the Mid North Coast Regional Hockey Coaching Director to
 - (a) Provide an access point for the dissemination of coaching related material to any member club or individual.
 - (b) Liaise with the N.S.W. Director and the Regional Director on a regular basis via meetings, seminars etc., in order that up-to-date information may be made available to Association members.

- (c) In conjunction with the Representative Team Sub Committees to make recommendations to the Association with regard to the appointment of Coaches and Manager/ess of Association teams or coaches for any other coaching programs or seminars organised by the Association.
- (d) To develop and maintain a Coaching Program for schools as required.
- (e) To organise and administer the conduct of National Coaching Accreditation Schemes in conjunction with the Regional Coaching Director and Hockey NSW.
- (f) To maintain a library of coaching resources and equipment.
- (g) To liaise with all Hockey Associations.
- (h) To maintain a file of accredited coaches among the members of the Association.
- (i) To identify areas of weakness in the skill levels of member players and coaches and specifically set about a program to improve overall playing and coaching standards in the Association.

H. **PROMOTIONS DIRECTOR (Ordinary Member)**

To Co-ordinate with Divisional Sub Committees to:-

1. Promote the game of hockey
2. Assist with sponsorship proposals, drives and presentations.
3. Organise format for presentation of trophies.
4. Seek and obtain sponsorship for Association representative teams.
5. To approve all fund raising activities of the Association.

I. **RECORDS DIRECTOR (Ordinary Member)**

1. To liaise with the records officers of the various Divisional Sub Committees.
2. To maintain the following records of the Association:-
 - a. Maintain and supply to the Public Officer of the Association an accurate record of the membership of the Association including the members name, address, phone number, occupation, date of birth, club, division and type of membership.
 - b. Keep records as directed by The Committee.
 - c. To establish a sub committee or co-opt such members as necessary to fulfil their responsibilities.
 - d. To produce an Annual Report for presentation at the Annual General Meeting of the Association.

J. **PUBLICITY DIRECTOR (Ordinary Member)**

To co-ordinate with Divisional Sub committees to:-

1. To promote the game of hockey
2. Provide media coverage of hockey
3. Assist with sponsorship proposals, drives, and presentations,
4. Oversee the distribution of relevant publications
5. Liaise with Publicity Officers nominated from each Divisional Sub Committee.

K. TURF DIRECTOR (Ordinary Member)

1. Organise turf bookings
2. Oversee the rules governing the use of the synthetic field
3. Conduct ballot for allocation of training times
4. Liaise with Treasurer regarding turf hire
5. Liaise with Match Committees
6. To ensure necessary maintenance of the synthetic surface and surrounding area is carried out
7. responsible for issue of GOLD PASSES

XVIII. Powers of the Committee

The Committee shall be called The Committee of Management of the Association and subject to the Associations Incorporation Act, the regulation and these rules and to any resolution passed by the Association in general meeting.

- A. shall control and manage the affairs of the Association;
- B. may exercise all the functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by a General Meeting of the members of the Association; and
- C. has the power to perform all such acts and do all such things as appear to The Committee to be necessary or desirable for the proper management of the affairs of the Association.
- D. The Committee may by instrument in writing, delegate to one or more sub-committees the exercise of such of the functions of The Committee as are specified in the instrument, other than -
 1. This power of delegation; and
 2. A function which is a duty imposed on The Committee by the Act or by any other law.
- E. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by The Committee.
- F. The Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- G. The sub-committees may meet and adjourn as it thinks proper

XIX. Voting and Decisions.

- A. Questions arising at a meeting of The Committee or of any sub committee appointed by The Committee shall be determined by a majority of votes of the members of The Committee or sub-committee present at the meeting.
- B. Each member present at a meeting of The Committee or of any sub-committee appointed by The Committee (including the person presiding at the meeting) is entitled to one vote, but in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

XX. Member's Liabilities

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by Section 1 Rule X - Fees.

XXI. Disciplining of Members

- A. Where the Committee is of the opinion that a member of the Association:-
1. Has persistently refused or neglected to comply with a provision or provisions of these rules; or
 2. has persistently and wilfully acted in a manner prejudicial to the interests of the Association, The Committee may, by resolution
 - A. expel the member of the Association; or
 - B. suspend the member from membership of the Association for a specific period.
- B. A resolution of The Committee under Section 1 Rule XXI Part A is of no effect unless The Committee, at a meeting held not earlier than 14 days and not later than 28 days after service of the member of a notice under Section 1 Rule XXI Part C, confirms the resolution in accordance with this rule.
- C. Where The Committee passes a resolution under Section 1 Rule XXI Part A, the Secretary shall as soon as practical, cause a notice in writing to be served on the member:-
1. Setting out the resolution of The Committee and the grounds on which it is based;
 2. Stating that the member may address The Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 3. Stating the date, place and time of that meeting; and
 4. Informing the member that the member may do either or both of the following:-
 - a. attend and speak at the meeting,
 - b. submit to The Committee at or prior to the date of that meeting written representations relating to the resolution.
- D. At a meeting of The Committee held as referred to in Section 1 Rule XXI Part C, The Committee shall -
1. Give to the member an opportunity to make oral representation;
 2. Give due consideration to any written representations submitted to the Committee by a member at or prior to the meeting; and
 3. By resolution determine whether to confirm or to revoke the resolution.
- E. Where the Committee confirms a resolution under Section 1 Rule XXI Part D, the Secretary shall, within 14 days after confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under Section 1 Rule XXII.
- F. A resolution confirmed by The Committee under Section 1 Rule XXI Part D does not take effect -
1. Until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 2. Where within that period the member exercises the right of appeal, unless and until the Association confirms the resolution pursuant to Section 1 Rule XXII Part D.

XXII. Right of Appeal of Disciplined Member

- A. A member may appeal to the Association's General Meeting against a resolution of The Committee which is confirmed under Section 1 Rule XXI Part D, within seven days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- B. Upon receipt of a notice from a member under Section 1 Rule XXII Part A, the Secretary shall notify The Committee which shall convene a General Meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- C. At a general meeting of the Association convened under Section 1 Rule XXII Part B -
 - 1. No business other than the question of the appeal shall be transacted;
 - 2. The Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - 3. The members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- D. If at the General Meeting the Association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

XXIII. Life Membership

- A. Nominations for Life Membership should be submitted 14 days before the Annual General Meeting and nominees to be accepted by the preceding season's Judiciary and Investigation Committee to see if they are eligible.
- B. Qualifications:-

They must be a registered member of the Association and -

 - 1. Have fostered hockey for ten years, or
 - 2. Have been a registered player and/or umpire for 15 years or
 - 3. Have ten years service as a member of The Committee or a Divisional Sub Committee/s.
- C. System of Voting - that each eligible nominee be accepted by a 2/3 majority of the Annual General Meeting and then if necessary, the required number by secret ballot.
- D. Where qualifying period was interrupted by Military Service, such time to be counted as continued membership, provided that:-
 - 1. The said member was considered a financial member of the Association although absent.
 - 2. That they commenced active membership with the Association immediately following his return from Military Service.
 - 3. Where time absent is in excess of three years, such time be only counted as three years.
 - 4. At all times this Rule to be at the discretion of the Judiciary and Investigation Committee and to be considered on its own merits.
- E. Life Members be afforded the same privileges as a financial member of the Association.

XXIV. Bank Accounts

- A. Bank Accounts of the Association will be kept at such a bank that The Committee shall from time to time determine, and cheques drawn on the accounts shall be signed by the Treasurer and countersigned by the President or Secretary.
- B. Cheques will be completed before signing.

XXV. Audit

Each year the accounts of the Association shall be examined for correctness of the Statement and Balance Sheet ascertained by one duly elected Hon. Auditor who will be elected at the Annual General Meeting and hold office for one year.

If the position of Auditor is vacant a Registered Accountant will be employed to audit the Associations Statement and Balance Sheet.

The audited accounts will be presented at the Annual General Meeting.

XXVI. Winding Up Of the Association

The Association will vest its surplus property to the New South Wales Hockey Association Incorporated as required under Section 53(2) of the Associations Incorporation Act in the event of the winding up or the cancellation of the Incorporation of the Association.

XXVII. Organisational Structure - Sub Committees

The Organisational structure will consist of:

- A. Chairperson
- B. Assistant Secretary
- C. Assistant Treasurer
- D. Publicity Officer
- E. Match Committee
- F. Registrar
- G. Carnival Committee
- H. Representative Team Committee.
- I. Umpires Co-ordinator
- J. Equipment Officer

Each member of these committees shall, subject to these rules, hold office until the conclusion of the Annual General Meeting of the Sub Committee following the date of the member's election, but is eligible for re-election.

In the event of a casual vacancy occurring in the membership of these committees, the sub committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of the appointment.

A. Chairperson

This person's responsibilities will be as follows:

1. Chairing meetings of the Sub Committee.
2. be responsible for the following committees:-
 - * Match Committee (minimum of three)
 - * Carnival Committee (minimum of three)
 - * Representative Team Committee (minimum of three)
 - * Selection Committee (minimum of three)
 - * Umpire's Co - ordinator
 - * Registrar
 - * Publicity Officer

B. Assistant Secretary

1. Will record the minutes of the Sub Committee Meetings.
2. Liaise on behalf of The Committee on matters concerning the Sub Committee with New South Wales Hockey Association and other Associations. The Assistant Secretary will be responsible for the collection and distribution of mail to the committees concerned.

C. Assistant Treasurer

1. Will liaise with the Treasurer of The Committee to prepare a budget for the hockey season.
2. Collect all dues, fees, levies and funds due by the clubs and teams in the competition on behalf of The Committee.
3. Liaise with the Treasurer regarding payment of accounts.

D. Publicity Officer

1. To promote the game of hockey,
2. To provide media coverage of hockey.
3. To assist with sponsorship proposals, drives and presentations.
4. To oversee the distribution of relevant publications.

E. Match Committee

A **Match Committee** will be elected:

1. To supervise all arrangements for the conduct of winter and summer field hockey competitions.
2. To organise and publish the draw for the competition.
3. to process regrading applications
4. To make appropriate recommendations to the Sub Committees as to the selection of coaches, managers and players for the representative teams, and to receive and act accordingly upon the reports of these teams.
5. To make appropriate recommendations for programs of competitions between the Association and other Associations.
6. To organise purchase and presentation of trophies.

F. Registrar

1. to record score cards and keep a record of competition information.
2. Supervise the registration of players.
3. Has the authority to award or deduct points for infringements of rules/by-laws.
4. Notify the Umpires Director of red and yellow cards recorded on score cards.

G. Carnival Committee

A **Carnival Committee** will supervise the carnivals conducted by the Sub Committee eg, State Championships.

H. Representative Team Committee

1. A **Representative Team Committee** who will be responsible for the arrangements of representative team fixtures and ensure that all representative teams are properly organised, dressed and equipped.
2. A **Selection Committee** will be responsible for selection of representative teams of the Sub Committee.

I. Umpires Co-ordinator

1. To take all necessary action and determine any question on any matter arising relative to umpiring in such a manner as they deem fit.
2. To administer the rules of the game of hockey as provided by Australian Hockey Association and to interpret and issue such interpretation(s) of the rules as is necessary or desirable in securing uniformity in umpiring and playing the game.
3. Develop, encourage and assist umpires.
4. To improve the umpiring standard in the Association's competitions.
5. To supply a list of all available umpires to the Match Committee and assist with allocation of umpires to control competition matches.

J. Equipment Officer

The Equipment Officer will be responsible for:

1. Storage, maintenance and replacement of Association equipment.
2. Distribution of equipment to representative teams.
3. Notification to the Association of equipment which is not returned.

XXVIII. Representative Teams

- A. No representative team shall be styled a M.V.H.A Inc team unless it is duly representative and has been authorised by the Association's Representative Teams Sub Committees.
- B. All players trialing and/or playing for representative teams must be:
 1. A registered player of the Association
 2. A financial member of the Association
 3. Play in the Association Competition.

- C. Representative Teams will be selected by the Selection Committees.
- D. The captains of the association's representative teams shall be appointed by the selectors.

XXIX. Duties and Conduct of Representative Team Manager/Manageresses and Coaches

- A. Representative Team Manager/Manageress duties shall be:
 - 1. Arrange for the transportation, proper care, comfort and accommodation of their team. All team members must travel and be accommodated together (exemption may be considered in exceptional circumstances in consultation with the Representative Team Committee). Manager/Manageress must use official Association Order forms when arranging transport and accommodation for teams.
 - 2. Represent the Associations Sub Committees in an executive capacity where no member of this Sub Committee is in attendance.
 - 3. To be responsible for Association property placed in their care, to issue uniforms to players and collect same after matches.
 - 4. To be responsible for good conduct of the team whilst it is under their control.
 - 5. To give a report to the relevant Sub Committee of the performance of the team that was under their control. All media reports or publicity in relation to representative teams or fixtures must be directed to the Association Publicity Officer.
 - 6. Association equipment issued to a player for use in a match or carnival shall be returned to the Team Manager at the conclusion of the match or carnival.
- B. Job Description of Representative Team Coach
 - 1. Code of conduct must comply with the Associations Constitution, Rules and By Laws.
 - 2. Must have National Coaching Accreditation of Level I or greater.
 - 3. In the event that a coach with the minimum required accreditation has not applied for the position the following should apply:
 - (a) The applicant coach must seek and attain the appropriate qualification, as stated above, at the earliest possible New South Wales Coaching Clinic.
 - (b) If the above condition has been adhered to, the appointed coach will be under the authority and supervision of the Association Coaching Director until such times that official accreditation has been received.
 - (c) Coaches not agreeing to these conditions will not be appointed.
 - 4. All media reports or publicity must be directed to the Association Publicity Officer.
 - 5. Coaches, Managers/Manageresses should liaise with the Associations Promotions Director before initiating sponsorship or fundraising activities.
 - 6. Money collected by team managers and coaches must be passed directly to the relevant sub committee treasurer who will in turn liaise with the Association Finance Director.

XXX. Equipment and Trophies

A. Equipment

Association equipment issued to a member/player for use in a match or carnival shall be returned to the Team Manager at the conclusion of the match or carnival.

1. Should a member/player fail to comply with this rule, the Team Manager shall give notice in writing to that player/member's club,
2. Should the equipment not be returned within six days after the date of this notice, the member/player concerned shall be suspended, thereafter until such times as the equipment is returned or paid for.
3. A minimum suspension of one match shall apply, when appropriate, to the following season and a team playing any such suspended player shall forfeit any points gained in that match.
4. All Association equipment shall be under the control of the Equipment Officer and shall be accounted for and reported on by the clubs to whom it is loaned, when requested by the Equipment Officer and made available for inspection by him when required.

B. Trophies

1. Trophies from competitions conducted by all Divisional Sub Committees will be returned to these Sub Committees before the last playing Saturday before the semi-finals.
2. Clubs and players will be responsible for the return of these trophies, owned by the Association, in good condition and inscribed with the appropriate inscription.

XXXI. Association "Best and Fairest Awards"

A player will be ineligible to receive Association's "Best and Fairest Awards" if that player has been found guilty of an offence by the Judiciary and Investigative Committee during the season in which the award is conducted.

XXXII. Permission to sell Alcohol

Permission must be obtained from the Board of Management before alcohol can be sold at any venue under the control of the Association.

XXXIII. Glass Containers

All glass containers are banned from fields controlled by the Association.

XXXIV. Purchase or Hire of Equipment

Before any expenditure can be made on behalf of the Association it must be approved by The Committee and an order form be obtained and signed by a member of the Executive Committee.

Section 2

MEETINGS

I. Annual General Meeting - Order of Business

The order of business at Annual General Meetings shall be as follows:

- A. Attendance
- B. Apologies
- C. Minutes of the A.G.M. and any special general meetings - confirmation.
- D. Business Arising
- E. Correspondence
- F. Annual Reports from Sub Committees Clubs and Directors
- G. Receive and consider Treasurer's Statement (pursuant to Section 26(6) of the Act)
- H. Finance Committee's Budget for the ensuing season - adoption.
- I. Motions to which notices have been given.
- J. Election of Office Bearers and other functionaries
- K. Election of Life Members
- L. Receipt of Notice of Motion.
- M. General Business

II. Special General Meeting - Order of Business

The order of business shall be:-

- A. Attendance
- B. Apologies
- C. Confirmation of Minutes
- D. Finance
- E. Motions of which notices have been given.

III. Committee Meetings - Order of Business

The order of business shall be:

- A. Attendance
- B. Apologies
- C. Minutes of previous meetings.
- D. Acceptance and confirmation of minutes from the various sub committees.
- E. Business Arising

IV. Divisional Sub Committee Meetings

- A. Meetings shall be terminated at 10.30 pm unless a motion of extension is agreed to by the majority of members present. This motion must state a definite period of time in its context and only one extension of time per meeting will be permitted.
- B. No motion, from the floor of the meeting, of a contentious nature shall be accepted by the chair after 9.40 pm. Notice of such motion may be given in writing for the next meeting. The Chairperson shall determine whether or not such a matter raised is of a contentious nature or otherwise.
- C. A maximum of ten minutes be spent on debating time for each motion presented.
- D. Sub Committee Meetings are to be held monthly on a date and at a venue to be determined at their AGM.

V. Voting

Voting on a motion or amendment shall be taken by a show of hands provided that:-

- A. A delegate, or any officer may prior to, or immediately after the vote is taken, demand a division where upon tellers shall be appointed by the chairperson.
- B. A delegate, or officer may, prior to taking the vote request a secret ballot thereon, and any such request shall be granted if it is endorsed by a 3/4's majority of those present and voting.
- C. The election of office-bearers and personnel of Sub Committees shall be by simple ballot.
- D. Women's Sub Committee Meetings - Each Team is required to have one delegate at each meeting, these delegates being identified prior to the commencement of business. Each team is entitled to only one vote.
Men's Sub Committee Meetings - A quorum is necessary.
Junior Sub Committee Meetings - Each Club is required to have at least one delegate at each Meeting. Each Club is entitled to two voting delegates, these delegates being identified prior to the commencement of business.

VI. Unfinancial Clubs

- A. Accounts issued by the Association to clubs shall be due and payable within one month of the date of issue, and if not paid, or if no written dispute of calculation or otherwise be given within such month shall be deemed overdue. Clubs whose accounts are overdue for 14 days or more shall be declared unfinancial by the the Committee.
- B. Delegates of the clubs declared unfinancial shall be deprived of a vote at all meetings and any such clubs shall be allowed 14 days to become financial, failing to which they shall be deprived of all competition points gained whilst unfinancial.
- C. An administration charge may be imposed on overdue accounts.
- D. The Committee reserves the right to take whatever action they deem necessary to recover outstanding debts.

Section 3

JUDICIARY

I. Suspensions

A. If a player receives **three (3) yellow dismissal cards** in a season, on receipt of the third card:-

Women's Division - that player will automatically receive a one match suspension. The player has the right to appeal against this suspension subject to Section 3 Rule III Part 3 "**Appeals**".

Men's Division - will be required to appear before the Judiciary and Investigative Committee for consideration of further action to be ascertained by that committee - under the normal rules of that committee.

Junior Division - will be required to appear before the Judiciary and Investigative Committee for consideration of further action to be ascertained by that committee - under the normal rules of that committee.

B. If a player(s) is/are permanently suspended in a match:-

1. The suspending umpire(s) must submit to the Umpires Director a completed Association "Umpires Dismissal Report" within 24 hours.

Umpires must realise the importance of submitting a report to the Judiciary and Investigative Committee because of the effect that letting such actions go unreported has on playing standards.

2. Should the umpire fail to submit an "Umpires Dismissal Report" (Refer to Section 6 - Forms) the Umpires Director shall on behalf of The Committee make a submission to the Judiciary and Investigative Committee.

3. that player/s and the suspending umpire/s shall appear before the Judiciary and Investigative Sub Committee within a week following the match, provided that the Judiciary and Investigative Sub Committee may, at its discretion, accept the umpire's written report on the suspension in lieu of their attendance, the committee may also accept a written report from the other umpire.

C. The suspended player has the right of representation and will be allowed to call witnesses to appear on that player's behalf before the Judiciary and Investigative Sub Committee. Should the player against whom a charge has been made, fail to attend the meeting when requested to do so by the Umpires Director or who fails to apply for a postponement of the hearing, shall abide by the finding/s of the Judiciary and Investigative Sub Committee.

Players under the age of 18 years are required to be accompanied by their parent/guardian.

D. No player permanently suspended from a match will play in any matches conducted by the Association until such times that they appear before the Association's Judiciary and Investigative Sub Committee. Should the Judiciary and Investigative Sub Committee fail to convene for the lack of a quorum, a suspended player shall be permitted to resume playing until the Judiciary and Investigative Sub Committee can be convened. The Umpires Director will notify the player/players concerned as soon as practicable should this situation arise.

E. The Judiciary and Investigative Sub Committee have the right to call witnesses.

F. A player will be ineligible to receive Association's "Best and Fairest Awards" if that player has been found guilty of an offence by the Judiciary and Investigative Committee during the season in which the award is conducted.

G. A player on suspension from another Association shall not be eligible to play in any competition conducted by The Association.

II. Judiciary and Investigation Sub Committee Meetings

- A. At the Annual General Meetings of each of the Association's Sub Committees a minimum of five nominations will be accepted for position of member of the Judiciary and Investigative Sub Committee.
- B. The Umpires Director will convene the Judiciary and Investigative Sub Committee which shall consist of a maximum of five but not less than three members (including the Chairperson who will be nominated from the Sub Committee members by the Umpires Director for each meeting).
- C. The Judiciary and Investigative Sub Committee have the power to suspend or discipline members of the Association and to determine all matters before the committee.
 - 1. A charge against a member or player (except one made under Section III Rules A and B "Suspensions") shall be lodged in writing with the Umpires Director within 14 days of the event giving rise to the charge.
 - 2. The Chairperson of the Sub Committee shall have the right to determine the way in which the meeting is to be structured including:
 - a. The order to which the parties to the hearing will give evidence.
 - b. The calling of witnesses and the order in which they give evidence.
 - c. Determine questions of order, sum up evidence and notify the parties to the dispute the decision/s of the Sub Committee.
 - d. At any properly constituted hearing by the Judiciary and Investigative Committee, such committee shall have the power to caution, reprimand or suspend the player or member appearing before it in such amount or for such duration as it thinks fit or may impose such other conditions as it sees fit on the player or the member before such player or member may again participate in any activity conducted by the Association.
 - 3. **Players under the age of 18 years** are required to be accompanied by their parent/guardian.
 - 4. A. The sub committee shall record its findings, made by a majority vote, in the form of a written resolution, in duplicate over the signatures of the sub committee members and of the Chairperson.
 - b. Copy to be sent to Umpires Director and player/member involved.

III. Appeals

- A. An application to The Committee for leave to appeal against a finding of the Judiciary and Investigative sub Committee shall only be on the grounds of new evidence which was not reasonably available at the time of the hearing.
- B. Application shall be made to the Umpires Director, in writing, within 14 days of the relevant meeting of the Judiciary and Investigative Sub Committee.
- C. Leave to appeal against a decision will only be given to the member or player to whom a penalty has been applied or against whom a finding has been made.
- D. A player or member that has applied to The Committee for leave to appeal against a finding of the Judiciary and Investigative Sub Committee and who has been suspended from playing in further matches by this Committee shall be permitted to play in any match conducted by the Association until such times that the appeal is heard.

- E. An Appeal, if granted, will be heard by four members of the Judiciary and Investigative Sub Committee. These members will consist of one member from the original Sub Committee who shall be Chairperson plus three other members who were not on the original Sub Committee.

The Appeal must be heard within seven days of The Committee receiving the application.

- F. If the right to appeal is granted each appeal shall be accompanied by a deposit of \$50.00 which shall be forfeited if the appeal is either lost or declared frivolous by the Judiciary and Investigative Sub Committee.

IV. Protest

- A. A protest arising from a match shall be lodged in writing with the appropriate Match Committee within 48 hours of the relevant match for their adjudication within seven days of receiving the protest.

Leave to appeal against the decision of the Match Committee must be made in writing to The Committee within seven days. The Umpires Director will convene the Judiciary and Investigative Sub Committee for hearing and determination within 14 days of receiving the appeal.

- B. Each Appeal shall be accompanied by a deposit of \$50.00 which shall be forfeited if the protest is either lost or declared frivolous by the Judiciary and Investigative Sub Committee.

Section 4

ALLAN TAYLOR

MEMORIAL FIELD

MANNING VALLEY HOCKEY ASSOCIATION INC IS THE LESSEE OF THE ALLAN TAYLOR MEMORIAL FIELD AND SURROUNDING AREAS AND THE COMMITTEE RESERVE THE RIGHT TO ENFORCE THE RULES PERTAINING TO THE LEASED AREA.

I. Rules Governing the Allan Taylor Memorial Hockey Field

The responsibility for supervision of the leased area, in accordance with the guidelines outlined, rests with all members of the Association. All people entering the leased area are to behave in accordance with the following rules and conditions of hire and are to obey the instructions of the supervisors without question.

A. Footwear

Players are NOT permitted to wear footwear with leather, metal or moulded plastic springs, screw-in-plastic sprigs or moulded rubber sprigs of less than fifteen per boot. Soft soled jogging type shoes or boots/shoes with moulded studs (15 or more) are required. Players will ensure that the soles of their shoes are clean and free from mud or stones on each occasion that they go onto the surface.

B. Equipment

Teams are responsible for providing all of their training and playing equipment including sticks, balls, witches hats and so on. All sticks must be regulation size and material. Split or jagged ends are not permitted. Paper tape must not be used for protection.

C. Goalkeepers

Goalkeepers are of special concern because of the equipment they wear and the manner in which they often slide on the field. All sharp objects such as buckles and toecaps must be taped so that they cannot become unprotected during a match or training session. The practice of goalkeepers marking specific points in the circle which is often seen on natural surfaces is NOT allowed.

D. Goal Area

Specialised goalkeeping and corner practice is not permitted in the two filed circles and thus saves possible damage to the two most important areas of the surface.

E. Matches/Training Sessions

Only those who have confirmed bookings of Gold Passes are to use the centre. The Turf Director, or delegate, will ensure that matches and training sessions commence and end at the allotted time and shall have the power to reduce the time of any match, no matter what division, if the later starting is caused by either team. He/shall report the reasons for the delay and if necessary, make any recommendations to avoid repetition. Any time to be deducted will be deducted equally from both halves.

Bookings are to be made with the Turf Director.

A deposit at the time of booking may be required. Confirmation of bookings may take time.

Order of priority of bookings:

1. State Championships
2. State Competitions eg State League, C.H.S., P.S.S.A.
3. Local Competitions.
4. Touring Teams
5. School Sports Days
6. Carnivals
7. Approved Coaching Clinics
8. Training
9. Social

Competition games and State Championships take precedence over training.

F. Ground Control

Organisations hiring the surface will be responsible for normal ground control, timekeepers, umpires and so on. Dug outs, change rooms, toilets and other areas used are to be left in a clean and tidy condition before departure. An additional fee may be charged if the above is not adhered to.

G. Prohibited Items

The following items are prohibited from the playing surface area;

1. Cigarettes, cigars and pipes
2. Chewing gum
3. High heel or stiletto type shoes
4. Glass containers
5. Personal jewellery (eg watches, rings, earrings) etc
6. Food
7. Any sharp object INCLUDING STICKS that may damage the surface
8. Players are not to spit or clear their nose on the playing surface.

H. Entry to the Field

Entry to the field **MUST** be via the western side through the gates provided. **JUMPING THE FENCE IS NOT PERMITTED.**

I. Dug Outs

Dug outs are for the teams who are playing at that time. Spectators are asked not to use the dug outs. Teams are requested to use the dug outs and **NOT** the grass bank as shoes may pick up soil and therefore require further cleaning.

These rules are designed to extend the "life" of the surface and to make the game more enjoyable for everyone.

2. The Allocation of Training Times for the Allan Taylor Memorial Hockey Field will be by way of ballot as outlined below:
 - a. Allocation of time slots will be on the basis of units - one unit being the equal of one hour of training time.
 - b. A unit is made up of three teams - (Must be registered and financial teams only.)
 - c. The closing date for applications will be decided by the each year. Applications **MUST** be made on the official application form (Refer to Section 6 - Forms).
 - d. A ballot will be conducted after applications close at a time and venue decided by the committee.
 - e. Times available for training will be announced at time of application.
 - f. One representative from each unit must attend the ballot and nominate their preferred time when their unit is drawn from the ballot. The first drawn unit has first preference - etc in order drawn.
 - g. Teams who cannot form a unit can book the time slots that are left vacant after the ballot allocation is complete.

II. Turf Fees

Fees for turf hire will be set annually by The Committee.