



BY-LAWS OF NORTHERN SYDNEY AND BEACHES HOCKEY ASSOCIATION

Version: 1, as approved at General Meeting of 9th February 2015



BY-LAWS

of

NORTHERN SYDNEY AND BEACHES HOCKEY ASSOCIATION

INCORPORATED

1. DUTIES AND FUNCTIONS OF EXECUTIVE OFFICERS

All Executive Committee members are the executive officers of Northern Sydney and Beaches Hockey Association (**NSBHA**, **NSBHockey**, the **Association**) and must:

- use the email address and website dedicated to Northern Sydney and Beaches Association for all correspondence – no personal emails are to be used in regards to the business of the Association;
- confirm their acceptance of the Association's Code of Conduct;
- as far as practicable attend and chair all Committee meetings and all General Meetings; and
- seek to assist all members through their leadership and fairness.

1.1. President:

It is the duty of the President of the Association to:

- represent the Association externally including with key stakeholders including Hockey NSW and local councils
- plan, organise and carry out responsibilities akin to the Association's chief executive officer;
- public officer of the Association; and
- attend to all other responsibilities as required.

1.2. Secretary:

It is the duty of the Secretary of the Association to:

- prepare the agenda for all Board and General Meetings;
- record and prepare minutes of the proceedings of all Board meetings and General Meetings, and shall use their best endeavours to make those minutes available to each Affiliated Entity promptly from the date of the meeting;
- regularly report on the activities of, and issues relating to, the Association;
- manage the main correspondence to and from the Association;



- call for nominations for members of the Executive in accordance with the Constitution and manage the on-boarding compliance requirements of all new executive committee members;
- compile the annual report of the Association from input contributions of each of the executive committee portfolios and together in overall oversight with the President;
- hold and maintain the records of the Association including in/out correspondence, membership register, certificate of incorporation, bank account details, working with children compliance requirements; and
- attend to all other responsibilities as required.

1.3. Treasurer:

It is the duty of the Treasurer of the Association to:

- ensure that all money due to the Association is collected and received and that all payments authorised by the Association are made;
- ensure that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association; and
- attend to all other responsibilities as required.

1.4. Facilities Convenor:

It is the duty of the Facilities Convenor of the Association to:

- develop and lead the Association's strategy to -
 - a. secure new artificial turf and grass hockey grounds, including appropriate complementary infrastructure, in our region;
 - b. ensure successful operation, maintenance and renewal of Association facilities;
- attend to all other responsibilities as required.

1.5. Representative Convenor:

It is the duty of the Representative Convenor of the Association to:

- develop and lead the Association's strategy to -
 - a. promote broad representation opportunity for players, coaches and officiators of the Association;
 - b. support the Association's representatives through effective preparation and training;
 - c. collaborating with Development towards achieving a full spectrum (in all age categories and across both genders) of Association representation over the medium term; and



- attend to all other responsibilities as required.

1.6. Development Convenor:

It is the duty of the Development Convenor of the Association to:

- develop and lead the Association's strategy to -
 - a. grow hockey participation and Association membership;
 - b. develop talent in playing, coaching and officiating;
- contribute to the goals of Representative Hockey in the Association towards well prepared representatives; and
- attend to all other responsibilities as required.

1.7. Competitions Convenor:

It is the duty of the Competitions Convenor of the Association to:

- develop and lead the Association's strategy to -
 - a. operate hockey competitions within the Association's area;
 - b. adapt and introduce competitions within the Association's area, particularly in support of changing demographics and in consultation with Development's growth priorities; and
- attend to all other responsibilities as required.

1.8. General Committee Members (up to 2):

The General Committee Member positions are provided for under the Constitution of the Association to facilitate broad representation, independent governance and/or enable the experiences potentially important to developing future succession candidates for the core executive portfolios. General Committee Members can be expected to be assigned specific tasks or responsibilities subject to the emerging demands of the Association.



2. MEETINGS

2.1. Delegates

An Affiliated Entity is to be represented at general meetings by their nominated Delegate.

In the event that a Delegate is unavailable for a general meeting, that Delegate or their Affiliated Entity may arrange for an alternate and together shall be responsible for providing the alternate with relevant or necessary materials including any Association notices.

2.2. Notices

The Association shall issue notices for general meetings to Affiliated Entities via both their nominated Delegate and their designated contact.

2.3. Annual General Meeting

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

1. Apologies
2. Minutes
3. Correspondence
4. Treasurer's financial report
5. Annual Report
6. Election of Executive Committee office bearers
7. Motions on Notice

2.4. General Meetings

The order of business at a General Meeting shall normally be:

1. Apologies
2. Minutes
3. Correspondence
4. Treasurer's financial report
5. Convenor reports
6. Motions on Notice
7. General business

2.5. Special General Meetings

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

1. Apologies
2. Reading of notice convening the meeting
3. Special business for which the meeting was summoned



3. LIFE MEMBERSHIP

3.1. Service Criteria:

Life Membership may be granted to any Member who has given outstanding service to the Association for not less than fifteen (15) years except that this period shall be reduced by one year for each year of service as member of the Executive or sub-committee Convenor to a minimum of ten (10) years. Service in only one such position may be counted in any one year.

3.2. Exceptional Circumstances:

In exceptional circumstances, the recommendation may be made for a lesser period or it may be made for outstanding service to the Association for a similar period or for exceptional achievement in some other sphere of the Association's activities.

3.3. Verification:

The Executive shall verify the validity of each nomination.

3.4. Notice:

Notice of each valid nomination for Life Membership shall be provided, as part of the normal notifications required for any general meeting, in advance of the general meeting at which it is proposed to consider any such nomination.

3.5. Voting:

Life Membership shall be granted by a simple majority of those present and voting. Voting shall be by ballot.

3.6. Registration and Recognition:

Confirmed Life Memberships shall be recorded in the membership register of the Association and shall be publically recognised on the website of the Association.

3.7. Legacy Association Service:

In recognition of the special circumstances of the 2014-15 Hockey NSW association reform, that may result in the winding-up of legacy hockey associations within the catchment area of the Association, NSBHA wishes to preserve the acknowledgement of previous distinguished service specifically within North Shore Women's Hockey Association and Warringah Hockey Association. The Association shall:



- 3.7.1. Make record and acknowledgment of any deceased Life Members of North Shore Women's Hockey Association and Warringah Hockey Association including by public acknowledgment on the website of the Association;
- 3.7.2. Automatically confer Life Membership of the Association to all other established Life Members of North Shore Women's Hockey Association and Warringah Hockey Association; and
- 3.7.3. Consider the service history within North Shore Women's Hockey Association and Warringah Hockey Association as equivalent of service to the Association in any future consideration of Life Membership nominations.



4. SUB-COMMITTEES

The Association has established an Executive Committee of functional portfolios, where-in each portfolio is encouraged to consider and establish an appropriate Sub-Committee organisation.

It is the express desire of the Association to encourage and strive for a diverse participation of members in the governance, management and strategy development of the Association. It therefore aims to encourage a full and wide involvement of members at Sub-Committee level and to foster all reasonable autonomy to the Sub-Committees in their decisions and delivery execution on behalf of the Association.

4.1. Executive Committee Convenors:

The relevant Executive Committee Convenor shall:

- 4.1.1. Chair their respective functional Sub-Committee;
- 4.1.2. Establish a preferred Sub-Committee structure;
- 4.1.3. Seek a diverse participation on the Sub-Committee by ensuring annual renewal opportunities are advertised, participation interest invited and that representation comes from a reasonable spread of interests;
- 4.1.4. Have the authority to co-opt additional members, on behalf of the Sub-Committee, as necessary;
- 4.1.5. Ensure that as the Sub-Committee organisation matures that it develop and maintain appropriate learning. This may include documenting role descriptions, operating manuals and/or other guidelines as appropriate;
- 4.1.6. Ensure that the Sub-Committee prepares an annual budget and is accountable for the ongoing management of both revenues and costs according to the stipulations of duly approved budgets;
- 4.1.7. Represent the Sub-Committee at the Executive Committee level including to bring forward issues, opportunities, recommendations and/or budgets for approval.

4.2. Terms:

Sub-Committee involvements shall be for a one year term.

4.3. Code of Conduct:

Sub-Committee members shall each accept the Association's Code of Conduct.

4.4. Meetings:

All Sub-Committees shall make their own arrangements in respect of meetings.

4.5. Finance Sub-Committee:

The Finance Sub-Committee shall:



- 4.5.1. Be chaired by the Treasurer of the Association;
- 4.5.2. Require at least one other member with appropriate financial competencies;
- 4.5.3. Be required to:
 - 4.5.3.1. Deal responsibly with the funds of the Association in such manner as the Executive Committee directs from time to time;
 - 4.5.3.2. Make such payments as are authorised by the Executive Committee and receipt all moneys received;
 - 4.5.3.3. Provide recommendations to the Executive Committee on auditing services;
 - 4.5.3.4. Submit an audited annual statement of accounts to the Annual General Meeting;
 - 4.5.3.5. Act in an advisory capacity regarding the finances of the Association;
 - 4.5.3.6. Liaise and assist with the Executive Committee and other Sub-Committees on financial matters pertaining to each including the preparation of budget inputs and the ongoing management of progress against approved budgets;
 - 4.5.3.7. Assemble and submit an annual budget to the Executive Committee for validation and to the first General Meeting immediately following the Annual General Meeting; and
 - 4.5.3.8. Advise on insurance matters.



4.6. Administration Sub-Committee:

The Administration Sub-Committee shall:

- 4.6.1. Be chaired by the Secretary of the Association;
- 4.6.2. Include a designated Registrar of the Association;
- 4.6.3. Include a designated custodian of the Association website and email hosting services;
- 4.6.4. Be required to:
 - 4.6.4.1. Call meetings as required under the Constitution and By-Laws, and keep minutes of all such meetings;
 - 4.6.4.2. Call for nominations for members of the Executive Committee and any other elected positions in accordance with the Constitution and By-Laws;
 - 4.6.4.3. Responsibly conduct the correspondence of the Association and in such manner as may be directed by the Executive Committee;
 - 4.6.4.4. Perform all other clerical work of the Association and carry out all directions given by it;
 - 4.6.4.5. Manage the systems that capture Association membership registrations and ensure a register of members is fully maintained;
 - 4.6.4.6. Keep a record of the names and addresses of all office bearers and ensure each has accepted the Association's Code of Conduct;
 - 4.6.4.7. Develop and maintain the Association website, social media and email services to promote an effective ongoing communication and transaction capability with its membership;
 - 4.6.4.8. Advise the Executive Committee on matters of communication effectiveness, tools and service providers.



4.7. Competitions Sub-Committee:

The Competitions Sub-Committee shall:

- 4.7.1. Be chaired by the Competitions Convenor of the Association;
- 4.7.2. Maintain the capacity for the efficient ongoing conduct of Association competitions;
- 4.7.3. Work in consultation with the Development Convenor in the adaptation of existing competitions and/or initiating new competitions in responding to both changing demand and the growth ambitions of the Association;
- 4.7.4. Develop and maintain separately Rules of Play as might be required for each competition of the Association;
- 4.7.5. Convene and conduct an impartial Judiciary as needed, where-in the Judiciary shall:
 - 4.7.5.1. Be chaired by the Competitions Convenor;
 - 4.7.5.2. Comprise of at least five (5) other members;
 - 4.7.5.3. Ensure a Judiciary panel of three (3) members, from entities not involved in the dispute, shall hear each case;
 - 4.7.5.4. Act in accordance with the rules of natural justice such that the Judiciary panel shall provide any person whose interest will be directly or adversely affected by its decision a reasonable opportunity to be heard;
 - 4.7.5.5. Ensure a written report of all Judiciary meetings be tabled, recorded and forwarded to the Secretary of the Association within a week of the meeting; and
 - 4.7.5.6. Ensure rights of appeal against decisions of the Judiciary, where appeals may be made to the Executive Committee within 7 days of the receipt of the decision.



4.8. Representative Sub-Committee:

The Representative Sub-Committee shall:

- 4.8.1. Be chaired by the Representative Hockey Convenor of the Association;
- 4.8.2. Develop and maintain pathways to representative hockey with the Association;
- 4.8.3. Develop, maintain and manage a suitable representative hockey organisation to support the scope of specific responsibilities or objectives including:
 - 4.8.3.1. Inviting participation to trial or nominate for opportunities in representative hockey including as players, selectors, coaches, managers, umpires and/or officials;
 - 4.8.3.2. Ensuring impartial selection processes;
 - 4.8.3.3. Working in conjunction with the Development Convenor to make best use of representative hockey appointments and/or complementary skill building initiatives for the development of members and the growth of future capacity within the Association;
 - 4.8.3.4. Striving for consistently positive experiences from representative hockey in offering players and officials further opportunity to develop their skills in a competitive environment beyond club/school hockey; and
 - 4.8.3.5. Making any bookings as might be needed potentially including trial or training venues, competition entry, accommodation and/or transport.



5. PLAY

5.1. Rules:

All matches shall be played in accordance with the rules of the Federation of International Hockey or as resolved by the Association.

5.2. Registration:

Only NSBHA registered players may take part in any match.

5.3. Players:

A registered player may play with only one club or school in any one competition.

5.4. Uniforms:

Uniforms shall be of a style and colour approved by the Competitions Sub-committee. Approved uniforms are required to be worn in all players in NSBHA competition matches.

5.5. Injury Liability:

The Association shall not be responsible for any injury or illness sustained by any person howsoever caused.

5.6. Goalkeepers:

All goalkeepers and substitute goalkeepers shall wear, at all times during a match in which they participate, protective equipment including pads, kickers, hand protectors and helmet with face shield.



6. REPRESENTATIVE TEAMS

6.1. Representative Team Eligibility:

All registered players shall be eligible for selection to representative teams unless acting as a selector for that team or being of an ineligible age.

6.2. Team Size:

Representative teams shall consist of not more than sixteen (16) players for field hockey and not more than twelve (12) players for indoor hockey.

6.3. Uniforms:

The uniform of the Association teams shall be as approved by the Executive Committee.

6.4. Uniform Eligibility:

Only members of Association teams shall be eligible to wear the Association uniform.

6.5. Competition:

Representative teams shall compete in such Hockey NSW State or region events as may be determined from time to time.



7. OTHER

7.1. By-Law Breaches:

Breaches of By-laws may result in a penalty imposed by the discretion of the Association.