

2013 BY-LAWS of THE WIMMERA HOCKEY ASSOCIATION Inc.

BY-LAWS
of the
WIMMERA HOCKEY ASSOCIATION
Incorporated (A000644P)
2013 Edition

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DEFINITIONS

⁵The following abbreviations are used in this document:

WHA	Wimmera Hockey Association Inc. (referred to as <u>the Association</u>)
HA	Hockey Australia
HV	Hockey Victoria

Note: Where the male gender is used in these By-Laws, it should be interpreted as male or female.

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All footnotes to be reviewed for final document

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1. The name of the Association shall be the **WIMMERA HOCKEY ASSOCIATION INCORPORATED.** ¹
2. The Association shall consist of at least four (4) teams.
3. ²Mission statement: The object of and purpose of the WHA shall be to promote the game of amateur hockey within our association through a safe and fun environment for all members and supporters.

³EXECUTIVE COMMITTEE

4. The Association shall be governed by a committee consisting of the following elected executive members who will be provided by the clubs on a rotating basis as set out in Appendix A.:-
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Records Secretary
 - f. Umpires Convenor
 - g. the President of any club not already represented by an elected member on the W.H.A. Executive.

POWERS OF THE COMMITTEE

- 5.1 The committee shall appoint any sub-committee as may be necessary.
- 5.2 The committee shall have the power to control, dispose of and invest the assets of the Association.
- 5.3 The income derived from all funding activities conducted by the Association shall be applied solely for the promotion of its aims ⁴as per its mission statement.

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DUTIES OF THE EXECUTIVE COMMITTEE

6. Duties of the Executive Committee:-

PRESIDENT

At all meetings of the Association the President shall take the chair. The chairperson shall have the casting vote only.

VICE PRESIDENT

Shall act in the absence of the President or such member as appointed by the committee. ¹

SECRETARY

Shall bring business before the meeting of the Association, attend all meetings, keep the minutes thereof and send copies to all WHA clubs. They shall carry out all resolutions of the Association, and generally assist the Executive in the carrying out of their duties. They shall keep all necessary books and documents in such a manner that they are readily referred to and shall have custody of these books and all books relating to the Association. They shall, on receiving any monies belonging to the Association or any accounts or vouchers for money, deliver same to the Treasurer. ²They shall be responsible for forwarding the Fixture to all affiliated clubs and keeping a current record of qualified first-aiders and those holding Working with Children Checks (WCC) at each club.

They shall hold the position of Public Officer as legislated in the state of Victoria

TREASURER

Shall bank all monies belonging to the Association and shall keep proper accounts of finances of the Association, and is responsible for having the books audited and presented at the AGM. Receipts, vouchers and accounts shall be kept in such a manner that they may be readily referred to.

³RECORDS SECRETARY:

Shall:

- a) Keep the record books of the Association and the registers of players and members
- b) Keep a record of the points scored and the goals scored in all relevant matches played in the competitions of the Association. He/she shall produce such records to the Executive and the Investigation Committee whenever required to do so.
- c) Check and record all match reports each week and shall forthwith convey to the Honorary Secretary all reports of contravention of any By-Law and of any irregularity which come to his/her attention;
- d) Keep a record of all representative teams and players including Country and Victorian representatives.
- e) Keep a list of goal hitters and Best and Fairest votes must be kept in home and away games.
- f) Provide weekly comments on games with match results and a ladder to the relevant media
- g) Appoint, if required, a Press Secretary to comment on weekly games and provide match results and ladders to the relevant media

¹ Added: 2005

² Added: 2007

³ Added: 2007

4. Added 2010

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UMPIRES CONVENOR

Shall oversee and encourage all aspects of umpiring within the Association and shall keep players abreast of new and changing rules. ⁴They shall be responsible for the appointment and coordination of umpires for the finals.

NON EXECUTIVE POSITIONS

7.1 A non-executive position of Junior Development Officer will be designated and rotated through all clubs as per Appendix A to promote junior hockey.

The duties will include, but not be restricted to, the following:-

- a) Coordinating the WHA team(s) competing in the Junior State Country Championships. This includes team entries, selection trials and practice sessions, accommodation, travel and coaches and team managers.
- b) Encouraging the participation of our members in other state level underage competitions and representative teams by ensuring the distribution of information concerning such opportunities to the appropriate members.

7.2 A non-executive position of WHA Historian will be created and that person will ensure that the records of the WHA are retained for future use. These records may include Game cards, photographs, minutes, notes, emails and press clippings.

FINANCIAL CONTROL

8.1 Finance transactions of the Association shall be by cheque under the hands of two (2) office bearers. The bank shall be at the discretion of the Executive Committee.

8.2 The WHA financial year will run from 1st September to 31st August.

8.3 An auditor shall be appointed by the Executive Committee to audit the books.

MEETINGS

9.1 The General Meeting shall be held as required during the season and shall consist of the Executive Committee and no more than two (2) voting delegate from each club.

9.2 The Annual General Meeting of the Association shall be held within five months of the end of financial year. Consideration will be made to optimise maximum attendance at this meeting

9.3 Whenever possible the agenda for all meetings shall be sent out to each club at least one (1) week in advance.

9.4 A Quorum at a General Meeting shall consist of a number equal to two thirds (2/3) of the number of affiliated club representatives.

9.5 No representative shall be entitled to more than one (1) vote.

9.6 Except for matters requiring a secret ballot, voting shall be of a show of hands.

⁵9.7 Clubs failing to attend two consecutive WHA meetings shall be penalised with a monetary fine of \$50.

9.8 Each affiliated club shall provide to the WHA Secretary, a list of all their executive positions and names of team contacts prior to commencement of competition.

¹ Amended: 18/4/05(Deleted 07)

² Amended: 2007

³ Amended: 2005 (Deleted 07)

⁴ Amended: 2007

⁵ Amended: 2007

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AFFILIATIONS

- ¹10.1 Affiliation with Hockey Victoria is to be reviewed at the first general meeting of the season.
- ²10.2 Each club wishing to compete in the WHA Inc. must pay a nominal affiliation fee to the Association each season, the amount of which is to be set at a general meeting prior to the commencement of the season.
- 10.3 Subscription fees to the WHA Inc. are to be levied on a team basis. The amount to be decided prior to the commencement of the season.
- 10.4 Affiliation fees paid to belong to Hockey Victoria subject to decision of a general meeting.
- 10.5 Insurance will be sourced from Hockey Victoria and will be paid by all clubs to WHA. This will ensure that all clubs and the Association have the same level of insurance for players, executives and public liability at all venues and functions- see BYLAW 26

AMENDMENTS TO BY-LAWS

The WHA shall have the power to make, amend and rescind the By-Laws of the Association in the following manner:

- 11.1 Notice of motion of the proposed alteration shall be given at one WHA General Meeting and dealt with at the next.
- 11.2 No alteration shall be made unless supported by at least two-thirds of those members present and entitled to vote.
- 11.3 No By-Law so altered by the WHA Committee shall take effect until the full text thereof has been communicated in writing to affiliated clubs.

NEW MEMBERSHIP

12. Clubs desiring teams to join the WHA shall be submitted to the WHA secretary by March 1st. Any club upon being admitted to the WHA shall be given a copy of the Constitution and By-Laws of the WHA and shall on their acceptance of membership agree to abide thereby. No club or team shall be admitted by the Executive of the Association, unless they obtain at least two thirds (2/3) of the votes of the members present who are entitled to vote.

INVESTIGATION COMMITTEE

- 13.1 An Investigation Committee shall comprise of one nominee from each club with a quorum of six. There is an expectation that each club will have a nominee present at all investigation committee hearings, the charged player club is expected to present a nominee.
- 13.2 Each club will nominate 2 tribunal members at the beginning of each season (providing contact details including home phone, mobile phone and email addresses to the WHA secretary) Where possible these people will be non-playing, independent persons who are not involved in the running of the club they represent. It is expected they will have played/been involved in hockey in the past and have an understanding of the game.

¹ Added: 2005

² Renumbered: 2005

³ Amended: 18/4/05

⁴ Section 21 rewritten: 2005

⁵ Amended: 2005

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- 13.3 No person shall sit as a member of the Investigation Committee in respect of any game in which they shall have taken part. Each club will provide one tribunal member at each hearing; all clubs will ensure that a representative is present at all hearings to ensure a quorum of 6 – involved clubs WILL provide a tribunal member.
- 13.4 The Chairman of any such meeting shall be a neutral Life Member.
- 13.5 The powers of the Investigation Committee shall be to hear specific charges, disputes and protests and report its findings to the Executive Committee.
- 13.6 The Investigation Committee shall also hear and determine all matters referred to it by the WHA Executive. In such cases where directed by the Executive the Investigation Committee (upon being satisfied that it is appropriate to do so) shall impose a suitable penalty it considers appropriate in the circumstances
- 13.7 The Investigation Committee shall report in writing to the WHA Executive Committee each of its findings and the penalties, if any, imposed.

PROCEDURE FOR LAYING A CHARGE

- 14.1. Every charge of misconduct or of any infringement of the By-Laws of the Association, shall be considered by the Executive, in consultation with relevant parties, and if deemed necessary, dealt with by the Investigation Committee.
- 14.2. Any member of the Association or of any affiliated team may lay a charge against any other member, affiliated team, Office bearer or Official of the Association for any infringement of the By-Laws of the Association and every umpire shall have an equal right.
- 14.3 No such charge shall be considered by the Investigation Committee, unless the Secretary or President of the Executive has been notified of the particulars not later than 9pm on the Monday, following the match. A written report is to be forwarded to the Secretary not later than 9pm Tuesday. [Utilise](#) appropriate [report form](#) (appendix ?)
- 14.4 The Chairperson shall convene a meeting of the Investigation Committee, which will be held on the following Thursday or at such other time as to maximise attendance. The WHA secretary shall provide full particulars of the charge, together with copies of all relevant documents to each member of the panel and all other relevant parties proposing to attend such meeting.
- 14.5 The Chairperson shall notify in writing/email, the member or umpire laying the charge and also the member, person or team charged, of the date, time and place of the meeting and requiring their attendance at such meeting. The club secretaries will also be notified of the charge in writing/email
- 14.6 Any team required to attend any meeting of the Investigation Committee shall appoint a delegate to represent it. If the charge relates to the conduct of a player during a match, the team to whom that player belongs, shall ensure the attendance of such player at the meeting. If the member, team or player charged fails to appear, the Investigation Committee may nevertheless proceed to hear the charge.

¹ Section rewritten: By-Laws Committee 2005

² Amended: 2007

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- 14.7 If an umpire charges a player during a match, the umpire will as soon as practicable after the completion of the match notify the player charged, or their captain, of the report and also any other players, umpire or spectators who may have been involved in the incident.

PROCEDURE OF INVESTIGATION COMMITTEE HEARINGS

- 15.1 The party laying the charge shall be entitled to attend and speak at the meeting of the Investigation Committee at which such charge is heard. Any person or body so charged shall have a like entitlement to attend and speak at the meeting at which the charge against them is to be heard. In addition to the above, the Investigation Committee may require the attendance of any person that it considers necessary for the proper investigation of a charge.
- 15.2 The charge will be read out in the presence of all persons eligible to be present.
- 15.3 The person charged will be asked if the charge is understood and the person making the charge will be asked whether the charge correctly represents their intention.
- 15.4 The person charged will be asked to plead. In the event of a club being charged one member of the club will act as spokesperson for the club.
- 15.5 The person charged and the reporting official may remain in the room while all the evidence is given. Any witness who has not given evidence may be asked to leave the room until such time as they are called to give evidence
- 15.6 The reporting official will present the charge. One witness may be called. The person charged may be permitted to ask questions.
- 15.7 The Investigation Committee may request the [presence of a person or evidence from](#) any other witness eligible to be present at the meeting. i.e. the other person involved in the incident, the other umpire, players or spectators involved in the incident. Any other person the Investigation Committee deems relevant may be requested to attend the meeting. The person charged may be permitted to ask questions.
- 15.8 The person charged is expected to present their defence in person, and if they do not attend the hearing, the Investigation Committee may consider this when deciding any penalties.
- 15.9 The Investigation Committee shall be empowered to question any person giving evidence.
- 15.10 All will be asked to leave while the Investigation Committee deliberates.
- 15.11 The Decision of the Investigation Committee will be announced in the presence of all. A statement of how the penalty (if any) is assessed shall be included. The decision of the Investigation Committee is final.
- 15.12 Upon a charge being proven to the satisfaction of the Investigation Committee, it may impose such penalty as it sees fit and without limiting the generality thereof, it may suspend, fine, expel or reprimand any member, team or club and may in addition order the replay of any match. There shall be no appeal from any decision of the Investigation Committee, but upon being directed to do so by the WHA Executive, or upon being satisfied that an injustice may have been done, by reason of fresh evidence in writing, or any other extraordinary reason, the Investigation Committee shall re-hear any charge.

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- 15.13 No suspended member shall be eligible to participate in the affairs and competitions of the WHA until the suspension is complete. This includes playing, coaching, umpiring or supporting; or as a representative of WHA. Details of the suspension will be provided in writing to the involved member and club secretary.
- 15.14 Failure to accept the decision of the Investigation Committee may result in deregistration from the WHA.

UNIFORM

- 16.1 Each team shall have a distinguishable uniform, which must be registered with the Association. Each player must wear a number on the back of the uniform. Such number is to be no less than fifteen (15) centimetres in height.
- 16.2 No hard peaked cap, jewellery or non-prescription sunglasses to be worn.

PLAYER REGISTRATION

- 17.1 No player registered with another association shall be eligible to play with the WHA Inc. unless he/she has a clearance or match permit from his/her former club or is a player with a residential address within the WHA region who is then permitted to play with their home club. The Executive shall have the power to refuse such clearance or match permit.
- 17.2. A player becomes registered with a club after having played one (1) game with that club.
- a) The player then is registered after four (4) games, (three (3) if it involves movement of players between club teams in the same grade) with a team, and becomes ineligible to play with another team for that season.
 - b) Junior players are allowed to play senior games during the season and still be eligible for Juniors' finals.
- 17.3. A player's membership of a WHA club shall be considered to have lapsed after one (1) clear season during which they have not played for, or been a financial member of that club.
- 17.4. Players can only play one match on a game day unless that player is a registered junior player of the club and subject to the following conditions:⁴
- a) Junior players are still subject to WHA rules concerning movement of players between senior teams.
 - b) Players may be substituted according to WHA Bylaw No 19.
- 17.5. ⁵A junior player must be U/16 as of January 1st of the current playing year.
- 17.6 Wimmera Hockey Association Inc. has three levels of competition.
Junior – a mixed competition of junior players under 16 years of age.
Women – a women's competition
Open – an open competition consisting of men but not excluding interested women players

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PLAYER TRANSFERS

18. No player desiring to transfer from one club within the Association may play a match for his/her new club until he/she has obtained a written clearance from his/her club and permission from the Executive.
Penalty - forfeit of match.

1PLAYER SUBSTITUTION

19. All of the following rulings ONLY apply after consultation and agreement with the opposing team's Captain and Coach:
- Teams can borrow players from another club if they have LESS than twelve (12) players. No team may recruit any player for the finals.
 - No player can play for different clubs more than three (3) times.
 - The recruited player will still be eligible for B&F votes in that game, but these votes will not be added to the overall count.
 - The recruited player clothing does not confuse either the opposition or the umpires.

CONDUCT OF MATCHES

- 20.1. No team shall commence play with less than seven (7) registered players.
- 20.2. Teams may interchange five (5) players as per the FIH rule book in any one game.
- 20.3
- Four (4) points shall be awarded for a win
Two (2) points shall be awarded for a draw.
Two (2) points shall be awarded for a bye.
 - Teams shall be ranked on the premiership ladder in the following order:
 - Premiership points
 - Goal difference (goals for less goals against)
 - Percentage (goals for divided by goals against)
 - Teams receiving a walk-over must receive a score of five (5) goals to nil (0).
- 20.4. The Executive Committee shall have the power to cancel any matches or change venues. In case of cancellation such teams will share points.
- 20.5. In the case of a forfeit the score card shall be forwarded to the Record Secretary, and the players named in the team awarded the forfeit be credited one (1) match, with the goal score being recorded as 5-0. The non-forfeiting team list must be forwarded in writing to the Record Secretary by the Wednesday of the following week.

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20.6. Matches must be played as arranged, as approved by a delegates meeting. In the event of a team being late, up to ten (10) minutes shall be allowed. The umpire shall use his/her discretion after this time has elapsed before declaring the side able to take the-field the winners.

20.7 The WHA plays by the rules as set down by Hockey Australia in the current rule book.

2 DUTIES OF FIRST NAMED TEAM / HOST CLUB

21.1 The first named team shall provide a hockey ball approved by the AHA in good condition for match play.

21.2 The host club shall fax/forward the completed score card to the Records Secretary of the match result by 9.00 p.m. on the day of play and forward the original completed score cards and injury forms, signed by both captains and umpires, by no later than the following Thursday.

21.3 The host club will be responsible for the supply of score cards, timers, umpires vests/jackets, injury report forms and basic first aid.

*21.4 A Technical Bench will be provided at each game; each bench will include a table, three chairs, two timers, pens and will be staffed with a club member from each playing team or a neutral volunteer

21.5 Tech Bench volunteers will: time the game; complete the score card; including players and the time they scored goals; recording umpires cards allocated to players and the reason they were given; supervise players who receive green cards for two (2) minutes prior to allowing them to return to play; record injuries received during the game and consult with the umpire to ensure details are correct.

5 UMPIRING

22.1 Umpires shall check before the commencement of a match that all players will comply with the HA rules re: dress, equipment and that no jewellery of any kind is worn.

22.2 Umpires shall wear the coloured vests/jackets supplied by the host club.

22.3 Unless otherwise provided, each team shall be responsible for providing one (1) umpire, as the draw provides.

22.4 **UMPIRES CARDS** -Issue of cards to players.

A points' penalty system will operate with the following guidelines.

Once a player accumulates 20 points they will serve an automatic one week penalty, the executive reserves the right to NOT to impose this one week ban.

23.3 Points for cards: Points will be allocated by the Press/Score Secretary weekly to those awarded with cards during the games. Points allocated per card are as follows:

Green cards 2 points,

Yellow cards 5 points

Red cards 20 points

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Note: An upgrade Yellow will not be counted as two yellows and a red- they will assume the higher points' allocation of One Red Card = 20 points

- 23.6 Umpires must record the issue of all cards and note the reason for issuing the card on the scorecard.
- 23.7 **A green card (minor suspension)** shall be given for minor breaches of the rules, minor instances of poor conduct, or as a warning to a player, spectator or coach. Players shall leave the field of play and retire to the technical bench, for two minutes, then they may resume play
- 23.8 **A yellow card (temporary suspension)** shall be given for a more serious breach of the rules or conduct, or for a repeated breach. The player concerned shall be suspended from the match for a minimum of 5 minutes. Such a player shall leave the field of play and retire to a place directed by the umpire, until the umpire controlling the game indicates that they may resume play.
- 23.9 Any player who has received four yellow cards (4) or more in one season will receive a suspension of one (1) competition round from all age/grade/pool/division in which that player participates. (
- 23.10 **A red card** shall be given for a very serious breach of the rules, misconduct or for upgrading of an offence, E.g. second yellow for same type of offence becomes a Red Card, and when issued to a player/s, the player/s concerned are suspended (Red Card) by the Umpire during a match, the technical bench shall record the incident on the scorecard. The umpire shall advise of the incident in writing to the Association as outlined in the Bylaw 14.3
- 23.11 A player who receives a YELLOW or RED card in a game is not to receive Best and Fairest votes for that game.
- 23.12 A player who has been suspended or has incurred a suspended sentence is not eligible to win the Best and Fairest for that season.

CONDUCT OF FINALS

- 24.1 No Player shall take part in a Semi-Final, Preliminary Final or Grand Final unless he/she has played a minimum of four (4) games that season for his/her designated team in the home and away matches. Any emergency case shall be decided by the Executive.
- 24.2 Clubs with players who have played more than 10 matches for a second division during the home and away season and who deemed to be part of the permanent team must apply in writing to the WHA no later than five days before the first final requesting individual permission be allowed to play in the second division.
- 24.3 The final series of matches shall be played as follows:
The 3rd and 4th teams on the Premiership List will play in the 1st Semi Final.
The 1st and 2nd teams on the Premiership List will play in the 2nd Semi Final.
The winner of the 1st Semi Final and the loser of the 2nd Semi Final will play in the Preliminary Final.
The winner of the Preliminary Final shall meet the winner of the 2nd Semi Final in the Grand Final.
- 24.4 In the event of a draw in any finals match an extra ten (10) minutes each way shall be played. If a draw still results the best of five (5) strokes shall be taken at one end of the ground by each team with each stroke taken by a different player. The same goalkeeper shall confront these strokes unless incapacitated, then rule 16 b(i) shall apply. In the event of a draw still being maintained, each team shall alternatively play penalty strokes until one (1) team succeeds and the other fails to score.

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- 24.5 All trophies perpetual trophies remain the property of WHA. The WHA executive may alter names of any trophies as required. All trophies are listed in Appendix 2 of the WHA Bylaws.

WORKING WITH CHILDREN CHECK

25. The WHA insists that all adults involved with all junior players (under 18 years of age) attending country week or out of town competition will have a current Working with Children Check. The WCC card should be carried at all hockey events. Proof of WCC are to be collected by the clubs and a copy provided to the secretary of the WHA.

INSURANCE

26. The WHA will insure as an association all players/club executives and the WHA executive through Hockey Victoria. All affiliated clubs of the WHA will pay their portion of the costs.

LIFE MEMBERSHIP – POINT SYSTEM

27. Life Membership is awarded to nominated recipients.
Recipients must obtain 12 (twelve) points and are to be nominated by July to WHA Executive.
Decision will be made by WHA Executive.
Recipient must have held at least one WHA Executive position
WHA Executive may award discretionary points.
Points will be awarded as indicated:
President – 3 points; Vice President – 1point; Secretary – 4 points; Treasurer – 3 points;
Records/Press Secretary – 3 points; Umpires Convenor – 2 points;
Junior Country Week Coordinator (Junior Program) - 2 points; Discretionary – 1 point.

DISSOLUTION OF THE WHA

28. In case of dissolution of the Association, the funds of the Association shall be given to HV.

¹ Amended: 2005

² Amended 2009