

**ROCKHAMPTON
HOCKEY
ASSOCIATION INC

BY-LAWS**

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PART I: DEFINITIONS

In the By-Laws the following words and phrases shall have the following meanings: -

- Members: means a member of a Club or Sub-Association affiliated with the Association or other members of the Association as provided by the rules.
- Playing Season: shall mean the period from the Annual General meeting to the last playing day in September in any one year.
- Off Season: shall mean the period from the last playing day in September till the Annual General Meeting.
- Open Grades: shall mean grades of the Association defined as A1, A2, A3, A4, U/17, Veterans, Men and Women.
- The Association: shall mean the Rockhampton Hockey Association Inc.
- The Management Committee: shall mean the Management Committee in the Constitution referred to.
- The Secretary: means the Honorary Secretary, or the Acting Honorary Secretary, for the time being of the Association.
- Under Age Grades: shall mean grades of the Association as defined as follows:
- Rookey U/7 – a mixed, non-competitive grade consisting of players aged 7 years and younger. This grade may be further subdivided, if required, into Rookey Under 5's and Rookey Under 7's.
 - Rookey U/9 – a mixed, non-competitive grade consisting of players aged between 7 and 9 years old.
 - Aged-based – unisex, competitive grades consisting of players aged between 9 years and 15 years old. The specific breakdown of the grades may vary over time dependent on the number of playing members (for example an Under 11, Under 13 and Under 15 boys and girl's competition or an Under 12 and Under 15 boys and girls competition)
- A player's age will be taken as the player's age as at the 1st January of that season.**
- Unfinancial Member: shall mean the following:
- He/She has not paid their subscription to the Club on joining. "Joining" to mean he/she has played at least one (1) match with that Club.
 - If he/she has not returned to Club/Association or Sub-Association any equipment which is supplied, free, to the player, such as a shirt, a uniform, socks, boots, shorts, hockey stick, hockey ball, pads or any equipment directly involved in playing the game of Hockey.
 - If he/she owes the Club money for outstanding ground fees, or any fees such as bus, train or plane fares, paid by his/her Club, Association or Sub-Association directly concerned with playing any games of Hockey.
 - If he/she owes money to Hockey Queensland Inc.

PART II: AFFILIATION, REGISTRATION AND MEMBERSHIP

APPLICATION FOR AFFILIATION

1. All applications for Clubs or Sub-Associations desirous of becoming affiliated with the Association shall be made at the Annual General Meeting, but the Management Committee may grant applications which may be received at any subsequent date.
2. A club shall consist of a minimum of two (2) teams. A single team except in the recognized Veterans competition or summer competition will not be affiliated with the Association, but may seek affiliation with an affiliated club and request permission from that Club to wear an alternative uniform.
3. For the purpose of the record the Club Teams affiliated with Rockhampton Hockey Association Inc. are Park Avenue Brothers Hockey Club Inc., Frenchville Rovers Hockey, Southside United Hockey Club Inc. and Wanderers Hockey Club Inc., all of which have affiliation rights with R.H.A.Inc.
4. The Clubs/Teams affiliated during the 1996/97 season were Hornets, Park Avenue, Rockhampton Grammar School, Rovers, Rustbusters, Southern Suburbs, Wanderers, also have the rights of Affiliation.

ENTRANCE FEES

5. Any Club seeking affiliation for the first time shall remit with their application the sum of \$500.00. This amount shall be refunded to the Club at the conclusion of the season or prior to the first fixture match if the Club is unable to field teams.

ANNUAL SUBSCRIPTION

6. The annual subscription for each playing season shall be fixed by the Planning and Finance Committee preceding such playing season. Upon the Secretary of a Club or Sub-Association being notified by the Secretary that such Club or Sub-Association has been admitted to membership such Club or Sub-Association shall immediately be and become part of the Association and shall become liable to the payment of all fees and subscriptions payable under these rules and shall be subject to the rules herein set forth.

ADMITTANCE ONLY BE CONSENT OF MANAGEMENT COMMITTEE

7. No Club or Sub-Association shall be admitted to the Association except with the consent of the Majority of the members of the Management Committee.

PART III: GENERAL FEES

REGISTRATION FEES

8. For all persons applying to play, the registration fees will be set by the Planning and Finance Committee seven (7) days after the Annual General Meeting and ratified at the following Management Committee Meeting. Such registration fees will become part of the general funds of the Association.
9. Provided always that if the registration of any person whose name is contained in any such application shall be refused, the sum paid for the registration of such person shall be refunded, to the credit of the Club paying the same.

GROUNDS / TRAINING / HIRE OF TURF FEES

10. Grounds/Training and Hire of Turf Fees will be set by the Planning & Finance Committee. This Committee will meet within seven days after the Annual General Meeting and the fees ratified at the following Management Committee Meeting.

NON-CLUB MEMBERS

11. Any bona fide amateur may become a member of this Association without necessarily joining a Club first, by paying an Annual Subscription of \$5.00 (five) to the Association after being proposed, seconded and elected at a meeting of the Management Committee. Such members of the Association shall have power to vote at all General Meetings, or in matters in which a vote of the whole Association is taken.

NON-PAYMENT OF GROUND FEES BY SPECIFIED DATES

12. Non-payment of ground fees by the dates specified by the Management Committee will result in the forfeiture of all matches won by the teams or team during the period which any Club is unfinancial.

PART IV: MANAGEMENT COMMITTEE

DUTIES OF THE MANAGEMENT COMMITTEE

13. The general duties of the management committee are to:
 - Generally, supervise the affairs and business of the Association.
 - Appoint all Office Bearers other than those appointed at the Annual General Meeting.
 - Appoint Sub-Committees to deal with any matters coming within its scope and appoint any Member of the Association to such Sub-Committee.
 - Make decisions and inflict penalties to come into force during the year for which it was appointed.
 - Delegate all or any of its powers to a Sub-Committee.
 - To acquire and manage all property and assets on behalf of the Association and to engage, employ and to terminate annually, the engagements of servants and agents with or without remuneration, and with the consent of the Association to acquire and dispose of real property.
 - To deal with any matter which in their opinion, affects the prestige of the Association or in their opinion is against the spirit of amateur, sport and suspend, disqualify or fine any Member or Club who they find guilty of such offence.
 - To deal with all correspondence and all matters concerning the Association.
 - Supervise the preparation of the program of matches.
 - Fix and amend the amount of fees and levies to be paid to the Association and decide where and in what manner they shall be paid.
 - To hear protests and/or decide what action is to be taken.
 - The Management Committee shall be specially charged to act during the off-season.
 - Fix the manner in which the various premierships will be decided, when grounds are not available to permit semi-final and finals being decided in the manner prescribed herein.
 - That this Management Committee is empowered to take action against any player, coach, official or member who brings the game of hockey into disrepute.
 - Actively promote and grow participation in hockey in Rockhampton and to facilitate fair and equitable Open and Under Age competitions and associated events and activities

ANNUAL REPORT TO MEMBERS

14. In addition to the annual reporting requirements of the Constitution, the Management Committee will maintain a register of, and report the following items to the Annual General Meeting of the Association.
 - The number of registered players in each grade and total number of registered players as at 30th September, including the same for the preceding four (4) years.
 - The number of representative selections at Regional, State and National Levels, including the same for the preceding four (4) years.
 - The number of major events hosted including Zone, State, National and Specialized events, including the same for the preceding four (4) years.

- The number of coaches by accreditation level (including no accredited), including the same for the preceding four (4) years.
 - The number of umpires by accreditation level (including not accredited), including the same for the preceding four (4) years.
 - The number of technical officials/judges by accreditation level (including not accredited), including the same for the preceding four (4) years.
 - The number of Judiciary Hearings called during the year, including the same for the preceding four (4) years; and
 - The number of week's suspension given out during the year, including the same for the preceding for (4) years.
15. In addition to the sport related performance indicators above, the Management Committee will report the following key financial performance indicators to the Annual General Meeting of the Association:
- Comparative financial statements, including Profit and Loss Statements and Balance Sheets for the preceding four (4) years;
 - The performance of key operating areas including canteen, bar and merchandising, including the same for the preceding four (4) years;
 - The cash position at the end of the year, including the same for the preceding four (4) years;
 - The debt position at the end of the year, including the same for the preceding four (4) years.

PART V: OFFICE BEARERS AND SUB-COMMITTEES

SUB-COMMITTEES TO BE ELECTED

16. The sub-committees to be elected are:
- Investigation Committee (by R.H.A.Inc. Management Committee)
 - Selection Committee (by Player Development Committee)
 - Umpires' Committee (by R.H.A.Inc. Annual General Meeting)
 - Judiciary Committee (by R.H.A.Inc. Management Committee)

SUB-COMMITTEES TO BE APPOINTED

17. The sub-committees to be appointed are:
- Facilities (Grounds & Astroturf) Committee
 - Competitions (Fixtures & Grading) Committee
 - Social Committee
 - Booth Committee
 - Planning & Finance Committee
 - Constitution & By-Laws Committee
 - Player Development Committee
 - Veterans Committee
 - Under Age Committee
 - Promotions Committee
 - And any other Sub-Committee that the Management Committee may decide upon
18. Any member of the Association may as a non-voting visitor attend all Sub-Committee Meetings except that of the Investigation, Judiciary or Selections whose Convenor has the right to invite any member whose assistance may be required.
19. Nominations for the Committees to be appointed must be in the hands of the Secretary by 5pm FRIDAY prior to the Annual General Meeting of the Rockhampton Hockey Association Inc. Nominations to be in a sealed envelope with a notation 'Nominations Sub-Committees R.H.A.Inc.

ENUMERATION OF OFFICE BEARERS

20. The Office Bearers of the Association shall be: Patron, President, Vice President, Secretary, Treasurer, and in addition Record Secretary ('the Executive Members') and in addition one (1) representative from each Club within the Association ('the representative members').

PRESIDENT

21. The President shall act as Chairman at all meetings of the Association, of the Management Committee and (if he shall so desire) of all Sub-Committees (other than the Judiciary, Investigation or Selection Committees).

HONORARY SECRETARY AND HONORARY ASSISTANT SECRETARY

22. The Honorary Secretary's duties will be to attend to correspondence, keep minutes of all Management Committee Meetings, convene meetings and notify all delegates, Office Bearers and Secretaries of Clubs, Vice President and Sub-Committees of the same, and arrange functions and supervise the work of the Assistant and other Secretaries of the Association.
23. The Honorary Secretary shall keep an inventory of all property and assets of the Association. Such inventory shall be reviewed at the end of each playing season and end of each off-season, e.g. Equipment, plant, fittings, keys and uniforms, etc. Keys to be in the hands of the Honorary Secretary end of each playing season.
24. The Honorary Assistant Secretary shall assist the Secretary.
25. The R.H.A. Inc. Secretary is to ensure that all nominations for R.H.A. Inc. positions comply with the R.H.A Inc. By-Laws including the requirements for Child Protection Blue Card (as per [Clause 57](#)).

INJURY REGISTER

26. A register shall be kept of all injuries for insurance purposes. The following information shall be recorded by the R.H.A. Inc. Secretary or R.H.A. Inc. Representative on duty at the time:
- | | |
|------------------------|-----------|
| ▪ Players Name | Treatment |
| ▪ Date injury occurred | Witnesses |
| ▪ Type of injury | Follow-up |

HONORARY TREASURER

27. The Honorary Treasurer shall receive all moneys and forthwith pay the same to the credit of the Association at such bank as the Management Committee may from time to time appoint. He shall keep full and correct account of the Income and Expenditure of the Association, supply particulars thereof to the Management Committee and Honorary Auditors, whenever same shall be demanded or required.
28. The Honorary Treasurer shall present to the Annual General Meeting of the Association a properly Audited Statement of Receipts and Expenditure and Balance Sheet of the Financial transactions of the Association for the past year. All cheques and orders to be drawn on the banking account of the Association shall be signed by the Honorary Treasurer and counter-signed by the Honorary Secretary or President and not otherwise. He will also notify Clubs of any fines imposed. The Financial Year shall be deemed to end the thirty-first day of October of any one year.

RECORD SECRETARY

29. The Honorary Record Secretary shall keep the Register of players and shall enter and keep in the Record Books of the Association:

- The results of all matches played in the competition in the various grades of the Association.
- The points scored in such matches.
- The results of all Inter-City and International Matches played in the area controlled by the Rockhampton Hockey Association Inc. or in which a Rockhampton Team is directly interested.
- Shall keep record of all Association Trophies and all Intercity Trophies with the winners of same.
- Shall keep a record of all R.H.A. Inc. players who play in State Championships.
- A list of all Penalty Points and all written Umpires' reports. These shall remain confidential and only available by written requests from relevant players, Club Secretaries.
- One (1) month prior to Semi-finals hand Club Secretaries a list of all players eligible to play in Semi-finals if requested.
- The Records Secretary shall have available a list of registered players (competitive grades) for each Club in the Office. This list will be checked monthly to ensure currency.

AUDITOR

30. The Honorary Auditor shall audit the books and Annual Accounts of the Association and shall require of the Treasurer the production of proper and complete vouchers and receipts for all payments made by the Association or entered in the Association Books, and shall check off the cheque butts herewith and shall report to the Management Committee and to the Annual General Meeting any discrepancies or deficiencies and all reasons (if any) whereby their audit may be an insufficient check on the receipts and payments of the Association.

JUDICIARY COMMITTEE

31. Refer to Attachment 1 of Operations Manual – Judiciary Committee and Investigation Committee Manual

INVESTIGATION COMMITTEE

32. Refer to Attachment 1 of Operations Manual – Judiciary Committee and Investigation Committee Manual

FACILITIES (GROUNDS) COMMITTEE

33. The Facilities Committee shall consist of one (1) member of each bona fide Club. They shall be nominated at the first Management Committee Meeting. They shall elect a Convenor, who shall make a Committee Report to the Management Committee.
34. This Committee will be responsible for the following:
 - Inspect and make recommendations for the constructions, improvements and maintenance of all Association's grounds and facilities and assets whether leased or owned by the Association.
 - Arrange and supervise any construction, improvements or maintenance approved by Management.
 - Provide annual and five (5) yearly ground and facilities budgets to Management.
 - Interview and recommend the appointment of the Association's Facilities Person and supervise his/her performance.
 - Accept responsibility for the overall facilities security.
 - Provide monthly and annual reports to Management Committee.
 - Prepare facilities for special events.
 - Prepare and publish Duty Club's job description.

SELECTION COMMITTEE

35. The purpose of the R.H.A. Inc. Selection Committee is to select players to represent the Association at Hockey Queensland Representative Tournaments. Nominations for Selection Committee members, for

the ensuing season, shall be tabled at the October Management Committee meeting each year. The Player Development Committee will then decide on and recommend to the Management Committee three (3) Selection Committee members (Selectors) for each of the Representative teams for the ensuing year.

36. The Selectors shall select the Representative Squads from the players whose nomination forms and nomination fee of \$50.00 have been forwarded to the R.H.A. Inc Secretary by the required cut-off date. Players who have paid their nomination fee of \$50.00 and are not selected shall have their nomination fee refunded. Then players are eligible for release to play for any other centre. If a player has not nominated, they will not be released.
37. Players should be selected from the highest grade with the exception of Veterans and Under-Age Squads and should nominations be insufficient then players should be selected from lower grades.
38. With respects to the selection of Under Age players, the Selectors should firstly select from players who have correctly nominated and who are eligible, **by age**, for selection in a particular age-based Representative Squad. Should there be insufficient nominations for a particular age-based squad, then players of a younger age may be selected to fill the remaining positions. An exception to this requirement may be granted when a younger aged player, who has correctly nominated for a higher aged Representative Squad, shows exceptional skill level which would be beneficial to the higher aged Representative Squad, and to the development of his or her growth and ability. The Selection Committee shall be responsible for making decisions in such cases. The Selection Committee's decision is **FINAL**.
39. The Selection Committee shall appoint a Captain and Vice-Captain for each team so selected. On the day of fixtures, the selection of teams to play Representative games is to be decided by the Coach **ONLY**.
40. The Selection Committee shall report forthwith to the Secretary the names of players chosen to represent the Association.

MANAGER / MANAGERESS AND COACH

41. The purpose of the Managers, Manageress and Coaches is to (on behalf of the Association attend to the preparation, development and delivery of the respective Representative Squads for the Hockey Queensland Representative tournaments. Nominations for Managers, Manageress and Coaches, for the ensuing season, shall be tabled at the October Management Committee Meeting each year. The Player Development Committee will then decide on and recommend to the Management Committee the Managers/Manageress and Coaches for each of the Representative teams for the ensuing year.
42. A Manager or Coach, Manageress or Coach of a Rockhampton Representative Squad shall not be eligible for an appointment as Manager or Coach with any other Rockhampton Representative Squad in that hockey season where possible.
43. The duly elected Manager/Manageress and Coach of any Representative side shall not be one and the same person.

DUTIES OF REPRESENTATIVE SQUAD TEAM OFFICIALS (MANAGER, MANAGERESS, COACHES AND UMPIRES)

44. The duties of the Coach will be for the coaching of the Representative squad leading up to and during representative matches. The duties of the umpire/s will be to umpire games as required by the coach at practice, if available, and games as required by the Championship Committee. The duties of the Managers/Manageress will be for the managing of the Representative squad in inter-city matches and State Championships. He/She shall be empowered to organise fund-raising to defray Representative Players, Managers/Manageress, Coach and Umpire travelling and accommodation costs.

45. The Manager/Manageress of a Representative squad will not be a playing member of that team, except where the Management Committee gives special permission.
46. The Manager/Manageress and Coach of Under Age Representative squads shall meet with parents and players as soon as practicable following the squad selection to inform the parents and players of their commitments prior to and during Representative tournaments and the State Championships and will be available to answer any questions from the parents and players.
47. All monies raised by any Representative squad shall be in the hands of the Treasurer of the R.H.A. Inc. within forty-eight (48) hours of each fund-raising event. All monies must be paid to the Treasurer for any fares seven (7) days prior to date of departure.
48. The R.H.A. Inc Management Committee shall pay 50% of accommodation and travelling costs for Managers and Coaches. Umpires will be paid up to \$400.00 or as per Planning & Finance Committee recommendation each year.
49. Managers/Manageress are to supply the Secretary and Records Secretary with a list of players Who have been selected to play at such Championships.
50. **Representative Uniforms** – The Managers are responsible for signing out of all representative Uniforms from the Association and they are also responsible for ensuring the uniforms are returned Clean and washed to the Association Office within fourteen (14) days of the Championship or Intercity games concluding.
51. All Managers/Manageress must submit in writing by the last Management Committee meeting each year, their report on previously held Championships.
52. All documents pertaining to the costs of the Representative Teams should be returned to the Honorary Treasurer within one (1) month of such Championships.
53. Any act of misconduct by a Player, Parent/Guardian of a Player, Official or any other member of the Association, whilst representing the Association, at Representative tournaments and State Championships, shall be referred to the Management Committee to be heard under Part H (Protests and Charges) of the By-Laws.

DUTIES OF REPRESENTATIVE SQUAD MEMBERS AND PARENTS / GUARDIANS OF A PLAYER

54. All Under Age Representative players **MUST** travel to State Championships/Intercity games as a team and be accommodated as a team.
55. Intercity Games – U/11 Players may be exempted from travelling and being accommodated with the team in accordance with the guidelines. The following guidelines must be adhered to:
 - Written application to the relevant Team Manager by specified date (this date to be determined once schedule of Intercity Games has been determined). Sufficient time is required to organise alternative travel and accommodation for those requiring it.
 - The written application is to be used as authority to release the Athlete from the Manager's custody for when they are not required at the tournament venue.
 - Application to include Athletes Name, Contact Phone Numbers, Accommodation details and whom they are to travel with if not parent/guardian.
 - All private travel vehicles are to leave from a designated point and allocated time and travel where possible as a group.
 - Manager is to pass on travel exemptions and details to the Management Committee prior to the designated event.

56. Underage representative Athletes returning from State Championships may, upon written request to the relevant Team Manager, be released from the Manager's custody for the return journey. If alternative travel arrangements are approved, then the players shall be obliged to pay their share of the travelling expenses.
57. With the exception of House Parents as approved by the Management Committee, the families of the Representative athletes may be accommodation at the same accommodation venue as the team members, **only** with the relevant team Manager's and Coach's approval.

BLUE CARD CHILD PROTECTION

58. Blue Card **MUST BE** registered with the Association at the beginning of each hockey season by Administrators, Coaches, Managers, Umpires, and parents/volunteers assisting or travelling with Representative Players under 18 Years of Age.
59. Such Officials and others **WILL NOT** be elected to positions or allowed to participate in activities if Child Protection Blue Card is not registered.

COMPETITIONS (FIXTURES & GRADING) COMMITTEE

60. The Competitions Committee shall consist of two (2) members of each Club plus Record Secretary of the Association. Clubs, plus Record Secretary, shall have one (1) vote only. They shall elect a Convenor, who shall make a Committee Report to the Management Committee.
61. This Committee will be responsible for the following:
 - Upon receipt of the monthly report from the Record Secretary deal with all reported matters and refer any unsolved matters to the Management Committee.
 - Organise the Duty Club's rosters.
 - Set Clubs' Training Times
62. The Competitions Committee shall arrange all senior fixtures for the Association within the Rockhampton area during the season.
63. The Competitions Committee shall meet the first week in November of the current year to set training times for Clubs` and fixture playing days for the following season and inform the Management Committee of their decision at the November meeting or last meeting of that current year.

UMPIRES / TECHNICAL COMMITTEE

64. The Rockhampton Hockey Umpires/Technical Committee shall consist of seven (7) members to supervise the running and administration of the Committee. The seven (7) members shall be elected from the nominations received from the Clubs submitted to the Annual General Meeting and consist of five (5) Umpiring members, of which three (3) members shall be State/Australian badged Umpires if available and two (2) State or Australian qualified Technical Officers (includes Technical Officers Level 1, 2 or 3 and Technical Judges. A Convenor shall be appointed from the Committee and a representative of the Rockhampton Hockey Association Inc. (RHA) shall be appointed by the R.H.A. Inc Management Committee.
65. The Convenor will submit a report at the monthly Management Committee Meeting.
66. At the first Management Committee, each Club shall nominate a liaison person, who may attend the Umpires/Technical Committee Meetings and will:
 - be responsible for obtaining all relevant information for their Club;
 - assist in preparing a roster for each club to organize the replacement of absent umpires on fixture days.

67. The Committee will be responsible for the following:

- Creating, maintain and updating a complete register of all umpires available for umpiring duties for each season, including their qualifications and contact details.
- Allocating umpires for all local fixture games ensuring that umpires are appropriately assigned to games at their badge level. This includes:
 - The preparation of an umpiring roster in advance.
 - Preparing a weekly allocation of umpires to cover weekly games.
 - Notifying the allocated umpires, clubs and R.H.A.Inc. of the weekly umpiring rosters at least two (2) weeks in advance of the scheduled fixtures. These will be sent to the Club Secretary by a Sunday of each week.
 - Allocating suitable replacement umpires when necessary and ensure that the replacement umpires and clubs are notified of the alterations in ample time prior to the scheduled fixtures.
- Allocating and notifying umpires for all Special Competition Fixtures including Dunlop Trophy, R.H.A. Inc. Semi-Finals, Preliminary Finals and Grand Finals.
- Educating and developing umpires within the Association. This involves developing and implementing umpiring courses within the Association. Liaise with Hockey Queensland Inc. for current rules and programs.
- Encouraging the development of umpires within the Association by advertising to members upcoming courses, training sessions and programs.
- Creating, maintaining and updating a complete register of all Technical Officials available for Tech Bench duties for each season, including their qualifications and contact details.
- Allocating Technical Officials for all A Grade and C.Q.H. League Fixture games and Special Competition fixtures including Dunlop Trophy, C.Q.H. League Semi-Finals and Grand Finals, R.H.A. Inc. Semi-Finals, Preliminary Finals and Grand Finals ensuring that Technical Officials are appropriately assigned to games of their qualification level. This includes:
 - The preparation of a weekly Technical Bench roster, allocating Technical Officials to cover the required games.
 - Allocate suitable replacement technical officials when necessary and ensure that the replacement Officials are notified of the alterations in ample time prior to the scheduled fixtures.
- Educating and developing Technical Officials within the Association. This involves developing and implementing Technical Courses within the Association. Liaise with Hockey Queensland Inc. for current programs.

PLAYER DEVELOPMENT COMMITTEE

68. The Player Development Committee shall consist of one (1) member of each Club of the Association. They shall elect a Convenor, who shall make a Committee Report to the Management Committee.

69. This Committee will be responsible for the following:

- Recommend to Management Committee all three (3) Selectors, Coaches and Managers/Manageress for Representative Teams
- Recommend to Management Committee Player Development Squad Coaches
- Liaise with Clubs, Associations and Regional Coaching Director
- Arrange seminars for development of Club/Representative Coaches

- Assist in the running of training camps

CONSTITUTION AND BY-LAWS COMMITTEE

70. The By-Laws Committee shall consist of two (2) nominated members of each Club. This Committee shall meet within two (2) weeks after any alterations have been tabled at an Annual General Meeting.
71. Alterations and Recommendations approved by the committee shall be voted on at the next Management Committee Meeting.

VETERANS COMMITTEE

72. The Veterans Committee will consist of up to two (2) members from each Club of the Association and shall be appointed at the September Management Committee Meeting, to supervise the running and administration of the Veterans Committee.
73. Clubs to have one (1) vote only. The Convenor to have a casting vote **ONLY**.

PROMOTIONS COMMITTEE

74. Promotions Committee will consist of a minimum of three (3) people, who will promote Hockey at all levels and will work in conjunction with the Secretary of the Association and will arrange publicity of all Association matters.
75. The Association can appoint a member for the purpose of marketing the game of Hockey in Rockhampton. Duties to include negotiating with the bodies of State and National Hockey.

UNDER AGE COMMITTEE

76. The main purpose of the Under Age Committee is to foster the growth of hockey within Rockhampton through the attainment of new Under Age players and the nurturing of existing Under Age players through to the Open Grades.
77. The Under Age Committee will consist of three (3) representatives from each Club, who shall liaise with the Rockhampton Hockey Association Inc. to assist in the running of the Under Age Competition. All Clubs have one (1) vote **only**.
78. A Convenor will be appointed from this committee and will submit a report to the monthly Management Committee. Convenor to have Casting Vote **ONLY**.
79. The functions of the Under Age Committee will be to:
 - Assist in delivering an effective Under Age hockey program to ensure that player interest and participation levels are maintained at a high standard.
 - Provide a communication link between the under age members of the Clubs, their Parents, Coaches and Managers and the R.H.A.Inc. Management Committee for all matters associated with the Under Age Competition (such as feedback, specific issues, suggestions, recommendations etc.).
 - Arrange all Under Age fixtures for the Association within the Rockhampton area during the season, which will also include Zone Championships
 - Provide recommendations to the R.H.A.Inc. Management Committee for changes or improvements to the Under Age hockey program.
 - Co-ordinate Under Age specific events and activities such as the Hook-In2-Hockey development program, the "March Past" opening ceremony for Under Age and also the Under Age Grand Final "break-up" day.
 - Provide administrative assistance for the Under Age representative teams. This aspect is mainly to ensure that Coaches and Managers/Manageress have a point of contact within the R.H.A.Inc.

such that all planning and co-ordination requirements are fulfilled (i.e. organisation of travel, accommodation, fund-raising events, team clothing, etc.)

POWER OF THE MANAGEMENT COMMITTEE TO SUBMIT MATTERS TO ANY SUB-COMMITTEE

80. Management Committee shall have power to submit any matter coming before it to any Sub-Committee that the Management Committee considers advisable.

SUB-COMMITTEE TO MAKE REPORT ON ACTIVITIES

81. All Sub-Committees should make a record of each Sub-Committee Meeting to be presented by the Convenor to all members of the said Sub-Committee prior to the next Management Committee Meeting. The Convenor will submit a written report to the R.H.A. Inc at each Management Committee Meeting.

CLUBS TO BE SUPPLIED WITH RULES

82. Each Club and Sub-Association on joining the Association will be provided with a copy of the Rules of the Association, together with a copy of the Constitution, and from time to time with any amendments or additions made to be bound thereto.

REGISTRATION OF UNIFORMS

83. All Clubs must forward a description of their proposed uniform at the time of their application for entrance, and subject to the approval of the Management Committee, the same shall become the registered uniform and any Club permitting a member playing in other than its registered uniform and also the player shall be deemed guilty of an infringement of these rules. Such uniform may be altered from time to time with the approval of the Management Committee.
84. Clubs must lodge with the Record Secretary a description of the design and colour of each team Uniform to be under the jurisdiction of each club for that season. Field players must wear the same uniform colours, including bike pants in clubs registered coloured skirt/shorts or black, plus socks up and highly recommend shin pads. A player cannot take the field until they adhere to this rule.
85. All uniforms are to have numbers on the back of the shirts not less than 16cm and not more than 20cm in height. This is to be phased in over three (3) years and fully required for the start of 2015 season.

CLUBS TO APPOINT SECRETARY

86. Each Club and Sub-Association shall appoint a Secretary to whom all letters and communications for such Clubs or Sub-Association from the Association shall be directed, and each Club shall be responsible to see that such letters and communications shall be circulated amongst its members and punctually complied with or answered as the case may be.

FAILURE TO REPLY TO OFFICIAL COMMUNICATIONS

87. Any Club receiving a communication of official business from any official of the Association, that communication requiring a reply, shall furnish a reply within the time specified in the communication; or if no time is so specified, fourteen (14) clear days from the date on which such communication was received in the absence of the proof of the contrary, a letter shall be deemed to have been received on the day after the same was posted.
88. Any Club failing to reply within the aforesaid time shall be liable to a fine of \$20.00, such fine to be paid to the Treasurer within thirty (30) days of the imposition. If any Club persistently fails to reply

within the prescribed time, such Club may be fined such amount as the Management Committee may deem fit.

LETTER TO HONORARY SECRETARY

89. All notification from Clubs and Association to the Secretary shall be written on paper properly headed with the name of the Club.

PART VI: UMPIRES AND UMPIRES' COMMITTEE SUBJECT TO CONTROL OF ASSOCIATION AND BOUND BY RULES

MANDATE

90. All members and any Association of Umpires shall be subject to the control and authority of the Association and the Management Committee and shall be supplied with a copy of the Constitution and Rules.

PART VII: STANDING ORDERS

STANDING ORDERS

91. The Standing Orders shall apply to all General Meetings and all meetings of any Sub-Committee to which they are applicable.
92. In the case not provided for, resort shall be made to rules, forms and usages of Parliament, which shall be followed so far as the same are applicable.
93. The order of business at meetings shall be as follows:
- Roll call, roll book to be passed around
 - Apologies
 - Minutes of previous meeting (read, received, discussed, adopted)
 - Business arising out of the minutes
 - Correspondence
 - Treasurer's Statement of financial position of the Association
 - Passing of accounts for payment
 - Reports from each of the R.H.A Inc. Sub-Committees
 - Tabling of Motions of which Notice has been given (in writing) with acceptance or rejection of same
 - General Business – any other business regularly before the Meeting.

CHAIRMAN'S VOTE

94. No person acting as Chairman at any meeting shall, if he is entitled to a deliberate vote, have any second or casting vote.

METHOD OF MOVING MOTION AND CALLING TO ORDER

95. Any member desirous of moving a motion of amendment or taking part in discussion thereon shall rise and address the Chairman and shall not be interrupted unless called to order, when he shall sit down until the member calling to order has been heard thereon and the question or order disposed of, when the member in possession of the floor may proceed with the subject.

NATURE OF MOTION TO BE STATED BEFORE MOVED

96. Any member desirous or proceeding an original motion or amendment must state the nature of the same before he addresses the meeting thereon.

WITHDRAWAL OF MOTION

97. No motion or amendment shall be withdrawn without the leave of the Chairman and consent of the mover and seconder.

SPEAKING TO MOTION – MOVER AND SECONDER

98. A member moving a motion shall be held to have spoken thereon, but members merely seconding a motion shall not be held to have spoken upon it.

TWO (2) SPEAKERS RISING

99. If two (2) or more members rise to speak at the same time, the Chairman shall decide which is entitled to priority.

NO MEMBER TO SPEAK TWICE TO SAME MOTION

100. No member shall speak a second time on the same question unless entitled to reply or in explanation when he has been misrepresented or misunderstood.

POINTS OF ORDER – CHAIRMAN’S DECISION

101. The Chairman, when called upon to decide on points of order, shall state the provision, rule or practice which he deems applicable to the case without discussing or commencing on the same and unless a motion be passed that his decision or ruling be disagreed with, the same shall be final.

SPEAKERS NOT TO DIGRESS

102. No member shall digress from the subject matter of the question under discussion.

MEMBERS CALLED TO ORDER

103. A member called to order shall sit down unless permitted to explain.

FURTHER AMENDMENTS

104. No second or subsequent amendment, whether upon an original motion or an amendment, shall be taken into consideration until the previous amendment is disposed of.

RIGHT TO REPLY

105. The mover of every original motion, but not of any amendment, shall have the right to reply immediately before the question shall be put by the chair.

ADJOURNMENT

106. No discussion shall be allowed or any motion for adjournment of the meeting.

AMENDMENTS TO BE RELEVANT

107. All amendments to any motion shall be relevant to the subject matter of the original motion and the Chairman shall disallow such amendments that are irrelevant.

DISAGREEMENT WITH CHAIRMAN'S RULING

108. Upon the motion being moved and seconded that the Chairman's ruling be disagreed with, the Chairman shall vacate the Chair, until the motion is decided. The Chair shall be taken during the discussion and voting on such motion by the Vice-President present, or if there be none, by such member as the meeting shall appoint.

VOTING

109. A meeting shall vote by a show of hands, or, if demanded by seven (7) members or required by the Chairman, by division or by ballot and every member present entitled so to do shall vote.
110. Members shall confine themselves to the question under debate and avoid all personalities and indecorous language. No member shall be allowed to enter or retire during the reading of the minutes or during a division, except by permission of the Chair.
111. Any member acting contrary to any of these standing orders and persisting in doing so after being called to order by the Chairman shall be compelled to withdraw from the meeting. Should the offending member refuse to withdraw, he shall be dealt with by the Chairman in such manner as the meeting shall decide.

LIMITS OF TIME FOR SPEAKERS AND FOR DEALING WITH QUESTIONS

112. No speaker shall occupy a longer period than five (5) minutes except the mover of the original motion, who shall be allowed ten (10) minutes and five (5) minutes in which to reply.
113. Should any question have occupied the attention of the meeting for thirty (30) minutes, the discussion of such question shall be deemed to have closed, and the President shall forthwith call on the mover to reply unless the meeting decides by resolution (carried by a majority of the members present) to continue the discussion of the matter in questions; but in no instance shall the matter under discussion exceed one (1) hour; not more than two (2) speeches consecutively on the same side shall be allowed upon any motion.
114. No business of the contentious nature will be transacted after 10.15 p.m. unless it be decided otherwise by a majority of two-thirds of members present.

SUSPENSION OF STANDING ORDERS

115. These standing orders may be suspended at any meeting where found necessary by the vote of a majority of the members present.

PART VIII: HONOURARY TITLES

LIFE MEMBERSHIP

116. Application for Life Membership must be submitted not less than three (3) days prior to the Annual General Meeting – such applicants must have been granted the Long Service Badge for a period of at least five (5) years. Applications must be signed by two (2) financial members of the Association, to enable further consideration.
117. Life Members must be elected at the Annual General meeting by a three-fourths majority of the Members of the Association present at the Annual General meeting.
118. Life Members shall have full membership rights. Voting shall be by ballot at such meeting.

LONG SERVICE BADGE

119. Applications for Long Service Badges must be submitted not less than three (3) days before the Annual General Meeting – such applications must be signed by a Financial Club or Sub-Association.
120. Long Service shall be conferred on a person for services rendered to the game of Hockey for a period of not less than fifteen (15) years in an Official or other capacity with Sub-Association or Association.
121. The members present at the Annual General Meeting shall consider each nomination as to whether the nominee is entitled to Long Service Membership. Long Service Membership is in recognition of services rendered, and confers on rights such as a Life Membership does. The Annual General Meeting shall decide by a majority vote by ballot.

ROCKHAMPTON REPRESENTATIVE COAT OF ARMS

122. To be eligible, a player must play in any two (2) State Championships in that grade, and three (3) intercity games in any one season in that grade.
123. The Rockhampton Coat of Arms shall be worn on the pocket. The Blazer or Jacket to be of approved Black Material.
124. The Player must apply to the Management Committee in writing with relevant information concerning Representative games, proof of same.

PART IX: ASSOCIATION RULES

RIGHT TO ACTION AGAINST MEMBERS OF ASSOCIATION

125. No member of any Club or Sub-Association affiliated directly or indirectly with the Rockhampton Hockey Association Inc. shall have any right to action at law against any Office Bearer or Official of the Association for any matter or thing done by such Office Bearer or Official, in bona fide performance of a duty, or the bona fide exercise of a power imposed or vested in such Office Bearer or Official under the constitution or rules or any by-laws made in pursuance thereof, and each and every Member of any Club and/or Sub-Association directly or indirectly affiliated with the Rockhampton Hockey Association Inc., shall indemnify and keep indemnified each and every Office Bearer and Official of the Association from and against all or any costs demands or charges to which they may become liable in resisting any action brought against them contrary to the provision of this Clause.
126. Define 'Official' to include Selectors, Coach, Team Manager/Manageress or Umpire.

DISSOLUTION OF ASSOCIATION

127. The Association shall be dissolved in the event of the Membership being less than three (3) persons. It may be dissolved upon the vote of a three-fourths majority of the Members present at a General Meeting conveyed to consider the question.
128. Any assets on hand shall, after payment of all expenses and liabilities, be handed over to some organisation or organisation having objects similar or in part similar to the objects of the Association and such organisation or organisations to be determined by the members at or before the time of dissolution.

ALTERATION TO BY-LAWS

129. Alterations to By-Laws may be tabled at the Annual General Meeting.

130. Such alterations are to be referred to the By-Laws Committee and will be voted on at the next Management Committee Meeting should they be approved by the Committee.
131. All Clubs, who submit alterations, must provide one (1) copy to the Honorary Secretary and three (3) copies to the Affiliated Clubs.
132. All Clubs to be provided with a FULL copy of the R.H.A. Inc. By-Laws within thirty (30) days of approval of the alterations.