

Bendigo Senjuns Hockey Club Inc.



ABN: 711 963 472 92

Bylaws

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The following document outlines the bylaws of the Bendigo Senjuns Hockey Club Inc. (which will be referred to from now as 'the Club'). The bylaws contained herein are intended to serve as a guide for the Club's members and define the spirit on which the Club was founded. These bylaws are to be considered as evolving, and are expected to change with time. Change will occur by acclamation as allowed within the framework of these bylaws.

1 Purpose

Herewith are the bylaws of the Bendigo Senjuns Hockey Club Inc, which the members of the Club agree to abide by, be ambassadors of, and participate in the game of hockey.

2 Goals

- a) Provide a professional and supportive internal administration whilst providing a social environment for the total Club demographic.
- b) Attract and develop junior players, and develop team members as good role models.
- c) Support players' hockey aspirations outside the club and develop a desire to strive for success.
- d) Provide an environment for maximising the performance levels of teams, players and coaches.
- e) Provide beneficial links between the hockey community and the wider community.
- f) Promote/patronise sponsors, products and services that support the development of hockey.
- g) Make hockey available and affordable to all club members.
- h) Promote hockey as a worthwhile/enjoyable recreational activity in order to develop fitness, and wellness of body, mind and spirit.
- i) Uphold the principles/ideals of fairness, justness and an ability to set aside individuality for the sake of unity.
- j) Encourage and support one another in times of injury, personal distress and lack of form.

3 Structure

- a) It is understood that the General Committee is a volunteer body, and elected members will, from time to time, possess varying degrees of aptitude for positions which they fill. The General Committee will exercise their best judgment in directing the affairs of the Club. The responsibility for the actions of the General Committee, (with exception of criminal activity) will remain with the general membership of the Club as a whole, inclusive of all General Committee members.
- b) The Club shall consist of a general membership and a General committee consisting of an executive (President, Vice President, Treasurer, Secretary, as per Model Rules) and other General Committee members. The Club will vote on the number of General Committee members at each Annual General Meeting (see Model Rules 53.1).
- c) The Executive will contain members in good standing who are nominated and elected by the general membership. A member is in good standing if they have paid their full club fees as deemed by the

Treasurer and are not at present under suspension by the Club. (For non-playing members refer to Model Rules 9).

- d) Membership to the Club is up to the discretion of the members, and may be denied and served by the Executive for any reason without explanation. The Club must have, at the least, an Executive consisting of a President, Vice President, Treasurer and Secretary. The positions are to be filled by different people. Full role descriptions for Club administration and leadership positions are attached as Appendix 2.

4 General Club Affairs and Activities

- a) Day-to-day activities of the Club are the responsibility of the duly elected General Committee members. The President will schedule meetings at his/her discretion, but must meet at least once every four (4) months, not including the AGM. Any member in good standing may attend General Committee meetings, but it is up to those interested individuals to contact the Club Secretary for meeting schedules. Any member in good standing may table items of Club business for discussion, (prior to the meeting and to be added to agenda) however only General Committee members may vote on agenda items. Actions and their accompanying results will be recorded in the minutes of the meeting and made available to all attendees
- b) Payments required from Club accounts will be discussed and passed by the Treasurer before payment is issued. In such cases as emergency payments are required, at least two (2) members of the Executive must authorise each payment, which may take place outside of a regular meeting. Payments may be made electronically or by the two (2) authorised persons. At the next General Committee meeting all emergency payments must be tabled for discussion and passed.
- c) The Club may, at various times throughout the General Committee's term, order a professional audit of Club accounts (with good reason). Any cost associated with these audits will be paid out of General Revenues of the Club.
- d) The Financial Year end of the Club shall be August 30th of each year, and the Treasurer will prepare a summary statement of Club accounts to be presented at the AGM.
- e) In the event of the Club being disbanded, as per Model Rules, assets are to be distributed to;
 - i. a fund with objectives similar to those of the club; or
 - ii. a fund which is appropriated exclusively for the purpose referred to in paragraph (a) of the definition of "community purpose" in the Act; or
 - iii. a community or charitable organization.

5 Team Identification

5.1 Team Name

Shall be known as the Bendigo Senjuns Hockey Club Inc, or the Sharks. If the Club has enough players and opportunity to make two teams for the one grade, a second team shall be named under the Bendigo Senjuns banner. This team shall be considered an equal of the Sharks. These names are to be considered the property of the Club, and the Club reserves all rights and privileges with regards to these names.

5.2 Team Colours

The Bendigo Senjuns club colours are royal blue and white. The uniform consists of a blue and white shirt, blue shorts/skirt and blue socks (may have white banding at the top). In the event that two Bendigo Senjuns teams play against one another, one team shall wear a white shirt, blue shorts and alternate sock



5.3 Uniform

Each year the General Committee in conjunction with the Property Officer will decide how uniforms are to be distributed to Bendigo Senjuns players e.g. club purchase or player purchase. Items which are the property of the Club and on a short term loan, must be returned to the Club before the next match or within fourteen (14) days of being requested by the office bearer or when a player is no longer an active member.

The Club will organise for the provision of:

- i. One (1) blue and white playing shirt (for Juniors)
- ii. One (1) pair of blue shorts or skirt (for Juniors)

Each Bendigo Senjuns player must provide:

- i. One (1) pair of shin guards;
- ii. One (1) pair each of blue socks (socks can be purchased from the Club);
- iii. One (1) mouthguard. (mandatory in Junior competitions.)
- iv. One (1) blue and white playing shirt (for Seniors)
- v. One (1) pair of blue shorts or skirt (for Seniors)

5.4 Protection of Club Logos

The Club reserves the exclusive right to use the symbols in association with the Club; no one may use these symbols for any purpose without the prior authorisation of the Committee:



5.5 *Bendigo Senjuns Hockey Club Newsletter*

The Club on occasions may publish a newsletter and make it available to the members. All members shall be allowed to submit articles for publication, but the Committee reserve/s the right not to publish articles, which it feels are unacceptable. The Sharks logos and newsletter may not be used without the express consent of the Committee

5.6 *Team Song*

To the tune of the AFL Richmond football club song

We're the Senjuns Sharks
The fighting fury
We're the Senjuns Sharks
In any weather
You will see us going in
Risking head and shin
if we're behind then never mind
We'll fight and fight and win
Oh, we're the Senjuns Sharks
We never stop until the final whistle sounds
We're the Senjuns of new
We're proud through and through
We're the Senjuns (the white and the blue)
We're the Senjuns Sharks.

6 Coaches

- a) Are to be appointed by the Committee.
- b) Positions are to be advertised and nomination forms (See Appendix 2C) to be made available from Secretary, one week prior to the AGM. Closing date for these to be decided by new Committee.
- c) Responsibilities:
 - i. To provide coaching direction for the team/s, for which they are responsible.
 - ii. Operate within the Hockey Australia Code of Conduct
 - iii. Ensure that all players adhere to HCV & Bendigo Senjuns By-laws.
 - iv. Coordinate training and selection sessions.
 - v. Participate in Bendigo Senjuns selection meetings and other organisational meetings, as required.
 - vi. Ensure that all participants with the Bendigo Senjuns teams act within the Hockey Australia Code of Conduct

- vii. Coaches are to have read and acknowledged understanding of the Hockey Australia Member Protection Policy. Players under their jurisdiction are to be informed of this policy.

7 Managers

- a) Are to be appointed by the Committee
- b) Responsibilities:
 - i. Lodge all team registration sheets on the day – electronically as well.
 - ii. Coordinate first aid kit
 - iii. Be aware of any underlying player conditions i.e.: diabetes/ epilepsy
 - iv. Ensure all players complete the required paperwork prior to participating in the Bendigo Senjuns team.
 - v. Be aware, in conjunction with the Coach, the location of all players at all times
 - vi. Manage team information and ensure that all personal information is kept confidential
 - vii. Managers need to be familiar with the Hockey Australia Code of Conduct and the Hockey Australia Member Protection Policy

8 Team Captains and Vice Captains

Will be appointed by the Coach either directly or through election by team members from nominations or volunteers. The Captain will represent the team to game officials during games or tournaments, and will be responsible for those who play on his/her team prior, during, and at the conclusion of said games.

9 Disciplinary Procedure

- a) Players who receive an association suspension may also face a Club suspension, which will be determined by the Coach and Team Captain or if requested, by the General Committee. If the player in question is the Captain, the Coach or a member of the General Committee, an alternative person may be chosen to replace that player on the disciplinary committee.
- b) A disciplinary committee shall consist of four (4) members being the Coach, the team Captain, a member of the General Committee and one other member of the Club in good standing. The chairperson, appointed by the General Committee, shall administer proceedings, but shall not have a vote. Two or more members of the Executive will appoint the disciplinary committee.

10 Club Fees

- a) The Bendigo Senjuns Hockey Club reserves the right to set its own Club fees. These fees must at the very least cover the Club's association fees, but are not restricted to only these fees.
- b) Fees are in payment for Club membership and associated running costs and paid into general revenue.

- c) Players will not be allowed to participate in association play if fees are not paid as determined by the Committee. For selection criteria, refer to guidelines decided by the Committee annually.
- d) Fees may be paid by electronic transfer. Cheques should be made out to the Bendigo Senjuns Hockey Club Inc.

11 Fundraising

- a) The Club reserves the right to solicit funds in addition to membership fees through various legitimate fund raising means, in accordance with the rules and regulations of governing bodies of authority.
- b) No person shall solicit funds as a representative of the Club or on the Club's behalf without the express written consent of the Committee.

12 Awards

The Club presents the following awards for each winter season:

- a) Best and Fairest: Awarded to a player in each team fielded for the season, as determined by the votes after each match.
- b) Best and Fairest Runner Up: Awarded to the runner up of the Best and Fairest award count for each team.
- c) Coaches' Awards: Given at each coach's discretion. Criteria consideration includes, attendance and participation at training, endeavours during matches, gamesmanship and overall improvement. Additional awards by coaches may include encouragement awards, as approved by Committee.
- d) Most Consistent Player Award: Given at each coach's discretion. Criteria consideration includes: as a player, this person involves and encourages his/her team members and consistently contributes to the team's performance.
- e) Mick Griffin Club Person Award: A memorial award given to a club member who represents the kind of person that Mick was. This award was passed on to Bendigo Senjuns when Ex High hockey club folded with a majority of players moving to Bendigo Senjuns. The award was started after Mick's tragic death at the request of Brian & Helen Griffin.
 - i. Criteria: To the person who has most demonstrated club values and contributed to the enjoyment of being a member of the club. This person is not necessarily a player or committee member but is found to have been there when needed, time and time again, volunteering to help with the big and little things as they arise, over and above the call of duty. They are clearly seen as belonging to the club by others and lead by their example. They actively make the club better by their contributions.
 - ii. Nominations of would be recipients, are to be sought from Committee members, collated by the Secretary, and awarded on the basis of majority vote. If the Secretary is nominated, then collation of votes is to be passed on to the next highest-ranking non-nominated Committee member.

13 Membership

a) Life Membership

- i. Bendigo Senjuns Hockey Club may bestow a Life Membership on an individual who has made an outstanding contribution to the Club.
- ii. Nominations are to be received by the Committee, in writing and signed by two (2) financial members, two (2) months prior to the AGM. The nomination must include the achievements and activities of the nominee, to be considered by the Committee. The award is to be presented at the Club “end of season” event.
- iii. Criteria Considerations include:
 - 1) At least 10 years’ service to the Club (e.g. volunteer, administration, coaching, umpiring)
 - 2) Demonstrate a commitment to the principles of fair play and good sportsmanship
 - 3) Service must reflect the purpose and goals of the Club
 - 4) Must be currently active within the Club

b) General Membership

- i. Refer to the Constitution of Bendigo Senjuns Hockey Club Constitution for definitions of Membership.

14 Provision to Change Club Bylaws:

Any proposal for changes to these bylaws will be accommodated only at a meeting of the General Committee. Any meeting where a motion to change the Club bylaws is tabled will be minuted in one meeting and discussed in a following meeting after distribution of the previous meeting minutes. The Secretary should endeavour to circulate such minutes to as many Club members as possible.

15 Code of Conduct

As at June 2023, Bendigo Senjuns Hockey Club will refer to the Hockey Australia Code of Conduct (see link to the policy on the club website).

16 Member Protection Policy

As at June 2023, Bendigo Senjuns Hockey Club will refer to the Hockey Australia Member Protection Policy (see link to the policy on the club website).

17 Complaints, Disputes and Discipline Policy

As at June 2023, Bendigo Senjuns Hockey Club will refer to the Hockey Australia Complaints, Disputes and Discipline Policy (see link to the policy on the club website).

18 Junior Hockey Policy

As at June 2023, Bendigo Senjuns Hockey Club will refer to the Hockey Australia Junior Hockey Policy (see link to the policy on the club website).

19 Diversity, Equity and Discipline Policy

As at June 2023, Bendigo Senjuns Hockey Club will refer to the Hockey Australia Diversity, Equity and Discipline Policy (see link to the policy on the club website).

20 Trans and Gender Diverse Guidelines

As at June 2023, Bendigo Senjuns Hockey Club will refer to the Hockey Australia Trans and Gender Diverse Guidelines.

21 Club History

This section is a working document, to be regularly updated

The Bendigo Senjuns Hockey Club was formed in 1986, by close friends Glenda Nevinson, Alison Ferguson, Alison Campbell and Judy Hasty. Alison Perkins, a senior player who agreed with these friends' hockey aims, later joined forces with the club.

The vision of these senior players was to use their encouragement, skill and experience to develop young, interested hockey players into an enthusiastic, fair minded and committed team. For their new team, the founders agreed upon the name "Senjuns" which originated from two words, "Seniors" and "Juniors", and underpinned the goals of this group.

The majority of members of this new team, which consisted of the aforementioned players and their daughters or young relatives, made up the original A women's team. Judy Hasty was joined by her daughter Nerolie Hasty (Purtill). Alison Ferguson's daughter, Karen, along with Ali Campbell's daughter Rachel who played in the Senjuns B team when it was formed in 1988, became valuable team members. Jaylea Strauch, Glenda Nevinson's niece also joined the 1986 original team. Alison Perkins joined the team in 1987 and her daughters Lisa and later Melinda also made strong contributions to the Club's success. This tradition continued when Rae Fleay and her daughter Paula joined the club.

In their first season, the Women's A team advanced through to the semi-finals and there followed many successful years, with wins in the 1987, 1988, 1991, 1993 and 2005 Grand Finals; minor premierships in 1989, 1990, 1992, 2006 and 2016, and preliminary final contenders in 1994, 1995 and 2015.

Unfortunately for the first time in 23 years, the women were unable to field an A Grade team in 2009 but instead acquitted themselves well in a combined RSL side. However in 2010, we saw the re-entry of an A women's team into the competition.

The Women's B grade, team which was formed in 1988, gradually gained confidence and skill and was keenly involved in finals' appearances. As the club has continued to grow, there has been many family groups as well as individuals, whose involvement in playing, administration and support has been invaluable in raising and maintaining the profile and success of the club, renamed in 1999 as the Senjuns Sharks. In 2015 the Club was renamed the Bendigo Senjuns Hockey Club inc.

With many of the young players moving away to undertake studies and employment elsewhere however, the team folded after 1995. In 1999, due to the diligent recruiting efforts of coaches, administrators and players, and with the sponsorship of local business providing much needed support, the Women's B grade team was reformed. It had little success in the first few years, but since then the team has made the Preliminary finals in 2014 and 2016, and has been in several Grand finals ie. runner up in 2006, 2011, 2012, 2013 and 2015, then Premiers in 2007, 2008, 2009 and 2010.

Through the aims, drive and enthusiasm of Ian Berry and Gordon Shroeder, and with the same vision as the Senjuns founders, a successful A grade Men's team was formed in 1995, and made the preliminary final in that year and in 1996, 1998, 2000 & 2009. In 1997, 1999, 2001, 2002, 2007, 2008 and 2015, they were minor premiers. Premierships were won during the years 2003 through to 2006. However, due to lack of numbers, Senjuns was unable to field an A men's team in 2013, 2016 and 2019.

Additionally, an enthusiastic Men's B grade was entered into the competition in 1999 and in their inaugural year, took out the premiership. Premierships were also won in 2001, 2004, and 2013. B Men achieved minor premierships in 2003, 2005, 2014 and 2016. In 2006, 2010 and 2015, the team was a strong contender in these preliminary finals. The B Men's team was also minor premiers in the years 2003, 2005, 2007 and 2008. Due to an abundance of players, a number of Senjuns players united with Sandhurst in 2004 and with Eaglehawk in 2006, to enter another team in the B Grade competition.

Over the years, there has been a concerted effort to develop Juniors from a very young age, originally through Minkey Hockey teaching sessions and games, then in later years Hookedin2Hockey and HV Roadshows. Bendigo Senjuns Hockey Club has worked tirelessly to, in recent years, field teams in U 11, U 13, U 15 and U 17 competitions. U 15 mixed teams were Runners up in 2015 and Premiers in 2009, 2010, 2012, 2013 and 2016. An U 16 girls' team was entered in 2004 and was runners up for that year. Our U17 team made the Preliminary final in 2009, were runners up in 2016, and won premierships in 2013 and 2015. These skilful young players have been instrumental in ensuring Senjuns fielded competitive teams in the Senior Competitions, and thus supported the original vision of the club's founders.

Life Members

During 1996 the club founders Glenda Nevinson, Alison Ferguson, Alison Campbell and Judy Hasty, were honoured to receive life memberships in recognition of ten years' service to the development of the Senjuns Hockey Club.

In 2009 Sheryl Hartney and Tony Capuano were awarded life memberships for their invaluable contributions in their roles as coaches, players and administrators.

In 2018 Dale Boyd, Shane Hartney and Michael McDermott were added.

Under the leadership of coaches Tony Capuano, Ian Berry and committee members, 1999 was also the year in which Senjuns Hockey Club instituted a code of conduct for coaches, players, administrators and supporters, and developed club goals. The development of the club Constitution, continued over the years, with the club implementing new Model rules in 2013, and in 2014 new bylaws were put in place. At the commencement of 2017 the by-laws were revised and upgraded.

In 2011 Senjuns celebrated its 25th Anniversary. Special functions were organised on the weekend of June 25th/ 26th – Function on Saturday night – Bendigo Club – BBQ at the ground on Sunday, raffle of an Australian Men's hockey signed shirt.

At the 2016 AGM and presentation luncheon, the 30 year anniversary of the Club was celebrated.

In 2015 Senjuns Hockey Club became known as Bendigo Senjuns Hockey Club Inc. and in 2016 the club adopted the new Member Protection Policy.

Families:

The following are some of the family groups (husbands & wives, siblings, parents, children & other relatives) who during later years have been part of the playing groups of Senjuns:

Wendy & Fiona Bennett; Ian & Kelly Berry; Tony & Lou Capuano, Karen & Susan Davidson; Brendan & Jo Deppler; Susan & Jodie Hayes; Bri & Ashley Hendy; Brian & Sean Hillman; Julie & Lennie Johnson; David & Leah Langtree; Aaron, Jarrod, Brent & Kyle Lougoon; Jamie & Dean Lovett; Rob & Pauline Moretti; Bree & Heath Martin; Ben, Chris & Maurie Miles; Steven & Julie Pearce; Nerolie (Hasty) & Peter Purtill; Natalie & Rebecca Roberts; Lucy & Frank Steele; Mel Leach (nee Good)/Nicole Hobbs (cousins), Kelly Wright (cousin of Mel Good); Sam & Larissa Holland; Jordan, Rob & Brady Tamblyn; Brian, Josh, Dennis & Kelly Vaughan; Hayley, Emily & Naomi Patullos.

In more recent times the following family groups have been involved:

Wendy, Connor & Jesse Buteux; Kevin, Michelle & Michael Carr; Dale, Kerri (nee Hartney), Austin & Flynn Boyd; Sheryl, Shane, Suzanne, Christina, Brodie & Sienna Hartney; Peter & Francis Fogliani; Susan Lloyd/Peter Lilly; Ros, Kate & Stephanie McCallum; Michael & Chris McDermott, Leanne Rosewall/Glenn & Jacob Ware; Brendan, Nathan, Caleb & Mitchell Scanlon; Maree, Bruce, Tarnya Aleesha & Erin Wayman; Tara, Hayden & Corey Youngson; Kelly Harris & Jack Tamblyn; Steve, Chelsea, Samantha, Christopher & Shelby Giorlando; Kate & Camille Baxter; Danny, Jess & Bailey Stone; Olivia, Stephanie & Brayden Mora; Eryn, Joel & Luke Basile; Kelsey & Neeve Nesbitt; Dale, Sean Conn & Sue Gittins; Russ, Henry, Jo & Gabrielle Bovaird.

22 Committee Descriptions

22.1 *Role of the Committee*

The Bendigo Senjuns Hockey Club Committee's (the Committee) main role is to ensure that the Club operations run smoothly, members enjoy participation and involvement and that the Club grows in coming years. In order to fulfil this function, the Committee will undertake various functions including governance, finance and promotion of the Club. Additionally, the Committee will support functions such as the day-to-day running of the teams including coordination of Coaches, Managers and Umpires.

22.2 *Portfolio Descriptions*

Apart from Committee Executive positions (President, Vice President, Secretary and Treasurer) the following roles may be filled by Club Members outside the Committee of Management (COM). The participation in the success of the club by the wider membership, is encouraged. All appointments must be proposed to the COM.

Cross reference "club member" to the Constitution.

22.3 *President*

The role of President is to be figurehead for the Club and assist with publicity and growth of Bendigo Senjuns Hockey Club (the Club). This includes representation on external Hockey Central Victoria committees, participation and chairing of Bendigo Senjuns Committee meetings and liaising with other Clubs in the Hockey Central Victoria (HCV) competition.

The President should:

- be well informed of all Club activities and able to provide oversight

- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
- be a competent public speaker

Specific duties include but are not limited to;

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees
- Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution
- Work with the Committee to ensure:
- The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
- Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- Serve as a spokesperson for the Club when required
- Communicate regularly and systematically with the Presidents of other HCV Clubs, the HCV Committee and Hockey Victoria as required
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.

22.4 Vice President

The role of the Vice President is to shadow and support the President in providing leadership to the Club.

The Vice President should;

- be well informed of all organisation activities and able to provide oversight
- be willing to step in for the President where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be a good role model and a positive image for the Club in representing the Committee in other forums
- be a competent public speaker
- be able to raise concerns with the President where they arise

Specific duties include but are not limited to;

- In the event of the President being unable to fulfil his/her duties to step into that role

- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Be an alternate signatory for the Club for legal purposes and financial purposes
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee or delegated to other Club members
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent the Club at meetings and forums as agreed with by the President
- Other duties as nominated by the President and / or Committee

22.5 *Treasurer*

The role of the Treasurer is to oversee the financial position of the Club including invoicing members, purchase of Club equipment or receipt of sponsorship funds. The Treasurer is responsible for regularly reporting the Club's financial position to the Committee.

Specific duties include but are not limited to;

- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings
- Issue invoices to members including uniform, playing fees and other payments as required
- Keep accurate record of all membership payments
- Be a signatory on club account

22.6 *Secretary*

The role of the Secretary is to facilitate information sharing between the Committee and the broader Club membership. This includes monitoring the Club correspondence, responding to requests for information from Club members and members of the public and being the primary point of contact for the Club.

Specific duties include but are not limited to;

- Maintain committee and club records

- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
- Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
- Be familiar with all current Club documents
- Be responsible for ensuring that accurate and sufficient documentation exists regarding Club business and governance
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- Ensure that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Club meetings as specified in the rules
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders

22.7 *Membership Officer*

The role of Membership Officer is to focus on Club experience for members and develop ways to increase Club participation and membership. The Membership Officer has a strong role in Club communications, liaising with the Secretary and Publicity Officers as required. This role has a focus on Club culture and works to actively improve the experience of those involved in Bendigo Senjuns Hockey Club.

Specific duties include but are not limited to;

- Developing ways of obtaining new members for the Club at all levels of competition
- Coordinating off-field social Club events including Club Nights
- Follow up with members who cease their involvement without explanation to ascertain if there were any issues that should be addressed
- Relay any issues or problems to the Committee as they arise
- Liaise with Fundraising and Publicity Officers for Club events as required

22.8 *Fundraising Officer*

The role of Fundraising Officer is to coordinate Club fundraising events and to liaise with the Treasurer and other Committee members to ensure opportunities for additional fundraising are sought frequently.

Specific duties include but are not limited to;

- Review the current Sponsorship Package and be familiar with what the Club promises to Sponsors

- Keep a proper record of Sponsor details
- Maintain a record of all planned Fundraising activities including estimated required effort and expected fundraising capacity of each event
- Send out a letter / email to current sponsors regarding their commitment for the coming season
- Seek new club Sponsors and fundraising opportunities
- Liaise with the Secretary to ensure that promotional material be distributed to Club members of all Sponsors and fundraising opportunities
- Make sure Sponsor representatives are met when attending functions or match day
- Liaise with the Membership Officer regarding sponsor invitations and special function calendars
- Liaise with the Memberships Officer to ensure social events support our sponsors and, where appropriate, raise money for the club
- Send out a thank you letter at the completion of the season and a sponsor survey to support planning for the following year

22.9 *Grants Officer*

The role of Grants Officer is to submit applications for additional Club funding and to liaise with the Treasurer and other Committee members to ensure opportunities for additional funding are sought frequently.

Specific duties include but are not limited to;

- Identifying applicable grant opportunities for the Club
- Bring Grant submission opportunities to the Committee for discussion
- Coordinate application of all relevant grant applications and notify Committee of outcome

22.10 *Publicity Officer*

The role of Publicity Officer is to ensure that all media outlets for the Club (including Facebook and the official Club website) are up to date and inviting.

- Specific duties include but are not limited to;
- Updating Bendigo Senjuns Hockey Club Facebook page and official Club website
- Developing social media presence including promotion of Facebook page and exploration of other social media outlets (i.e. Instagram etc.)
- Liaising with the Committee and in particular, the Secretary, to ensure that Club news is highlighted in appropriate avenues
- Develop opportunities for use of traditional media in Club promotion, including to obtain new members (in conjunction with the Membership Officer)

22.11 *Umpiring and Competition Officer*

The role of the Umpiring and Competition Officer is to coordinate any umpiring requirements for the Club, liaise with the HCV Umpiring Coordinator and act as the Club's representative at required forums.

Specific duties include but are not limited to;

- Attend monthly HCV Match and Pennant meetings on behalf of the Club
- Act as point of contact for HCV Umpiring Coordinator when Club commitments are required
- Develop umpiring capacity for the Club, including working with other Clubs and the HCV Committee to increase umpiring participation in the Association overall
- Coordinate HCV Tribunal appearances for any Bendigo Senjuns Club Member as required

22.12 *Strategy Officer*

The role of the Strategy Officer is to work with the Committee and other Club members to develop long-term vision for Bendigo Senjuns Hockey Club. This includes liaison with relevant bodies, an understanding of strategic development and planning as well as good relationship building capacity. It is important for this role to maintain connection with other Portfolio roles to ensure that the overall Club Strategy includes facets of development financially, culturally and from a governance perspective.

Specific duties include but are not limited to;

- Maintain relationship with HCV Committee to ensure the Club's Strategic Vision aligns with HCV planning and development
- Lead the development of a Bendigo Senjuns Strategic Plan
- Coordinate Plan development with any interested Club members – including receiving input from the Club membership more broadly
- Regularly update the Committee on the development of the Strategic Plan
- Lead implementation of the Strategic Plan

22.13 *Property Officer*

The Property Officer will be responsible for the physical property of the Club, managing assets and equipment as required.

- Specific duties include but are not limited to:
- Maintain a complete inventory of all items of equipment belonging to the Club
- Maintain a record of the issue of the equipment and uniforms to players and officials
- Checking uniforms and equipment for damage and arrange for repairs
- Liaise with the Treasurer to order more uniform and equipment as required
- Liaise with the Grants Officer to identify and utilise additional Club funds as possible for the purchase and maintenance of Club equipment and assets.



Appendix 1: Committee Nomination Form

Bendigo Senjuns Hockey Club Inc

I

of
(postal address) (suburb) (postcode)

.....
(email) (facsimile)

wish to nominate for the position of

with the Bendigo Senjuns Hockey Club Inc

In the event of my admission as a Committee Member, I agree to be bound by the current rules of the Club.

..... Signature of Applicant

..... Date

I,, a member of Bendigo Senjuns Hockey Club Inc, nominate the applicant, who is personally known to me, for Committee membership of the Club.

..... Signature of Proposer

..... Date

I,, a member of Bendigo Senjuns Hockey Club Inc, second the nomination of the applicant, who is personally known to me, for Committee membership of the Club.

..... Signature of Seconder

..... Date



Appendix 2: Proxy Nomination Form

Bendigo Senjuns Hockey Club Inc

I

of
(postal address) (suburb) (postcode)

being a delegate of the Bendigo Senjuns Hockey Club

appoint, ,
(name of proxy holder)

of
(postal address) (suburb) (postcode)

being a delegate of Bendigo Senjuns Hockey Club Inc., as my proxy to vote on my behalf at the annual general meeting of the Bendigo Senjuns Hockey Club inc. to be held on and at any adjournment of that meeting.

My proxy is authorised to vote for any motion arising at the Annual General Meeting as indicated below:

<i>(Strike out that not applicable)</i>
Proxy to vote on my behalf at the proxy's discretion
As per specific directions as noted below:

..... Signature

..... Date



Appendix 3: Coach / Manager Nomination Form

Bendigo Senjuns Hockey Club Inc

I wish to nominate for the position of

☐ Coach

☐ Manager

of team:

☐ Under 8 mixed

☐ B Women

☐ Under 10 mixed

☐ B Men

☐ Under 12 girls

☐ A Women

☐ Under 14 mixed

☐ A Men

☐ Under 16 mixed

☐ Masters Men

☐ Under 18 mixed

☐ Masters Women

with the Bendigo Senjuns Hockey Club Inc

Name:

Address:

Email:

Home phone: Mobile phone:

I agree to be bound by any current policies and rules set in place by the Club.

In the event of my admission as a manager, I am aware I will be provided with a Manager's folder which will contain copies of current policies and rules set in place by the Club.

Signature of Applicant

Date



Appendix 4: Letterhead

Bendigo Senjuns Hockey Club Inc



PO Box 843
Bendigo,
Vic. 3550



Appendix 5: Health Promotion Policy

Bendigo Senjuns Hockey Club Inc

Introduction:

Sports Focus, Community Health Bendigo and Vic Health have worked together in implementing health promotion strategies around the key areas of:

- Skin cancer prevention and early detection.
- Smoking cessation and the environment.
- Healthy catering.
- Responsible management of alcohol and drug related behaviours.
- Physical activity.

For more information phone:

Sports Focus	5442 3101
Nutrition Australian (Vic Division)	(03) 8341 5800
Australian Drug Foundation	(03) 9611 6100
Cancer Council Victoria – QUIT Smoking, Sun Smart	(03) 9514 6100
Bendigo Community Health Services – Kangaroo Flat	(03) 5430 0500
Heart Foundation Australia	1300 362 787

Rationale:

- Two out of three Australians will experience skin cancer in their lifetimes. Australia has the highest rate in the world. It costs at least \$500 million per year and is one of the most preventable cancers (Anti-Cancer Council). In 2009 more than 11,500 people in Australia were diagnosed with melanoma and in 2011, 2,000 people died due to skin cancer. Over 434,000 people are treated, in Australia, for one or more non-melanoma skin cancers each year.
- Smoking is the largest preventable cause of death and disease in Australia. Approximately 40 deaths per day, 15,500 people per year die from diseases related to smoking (Anti-Cancer Council). Smoking resulted in over 750,000 days spent in hospital and cost \$670 million in hospital costs in 2004-05.
- The major causes of death in Australia – heart disease, stroke, certain cancers, non-insulin dependent diabetes and obesity, are all associated with the food we eat. (Heart Foundation.)
- Over 6,500 Australians die each year from the effects of alcohol (Australian Drug Foundation). Alcohol accounts for 13% of all deaths among 14 – 16 year old Australians. Alcohol cost the Australian community about \$15.3 billion in 2004-05.
- 30 minutes of light exercise most days can achieve health benefits (Vic Health).

Sunsmart Policy:

Outdoor Events:

- Where possible outdoor events will be scheduled outside the hours of 11.00 am to 3pm in summer.
- Where possible, staff will be encouraged to:
 - schedule their own duties to minimise exposure to Ultra violet rays.
 - wear sun protective clothing including: broad brimmed hats; long sleeves; sunglasses; apply broad-spectrum SPF30+ sunscreen – therefore acting as role models.
- Where possible staff will ensure sunscreen is available at outdoor events (SPF30+).

Smoke Free Policy:

Events:

- Where possible indoor and outdoor events will be smoke free. (HCV Hockey complex has a no smoking policy inside the perimeter fence)
- Staff to role model and encourage smoke free behaviour.

Healthy Eating Policy:

Events:

Ensure where possible:

- that a variety of healthy food choices are available,
- that caterers used for events are able to provide a variety of healthy food choices,
- that healthy food choices will be priced competitively where possible,
- that *limits* will be put on:
 - the variety of deep fried foods offered, and
 - the range of pastry items offered,
- that a range of healthy beverages are available such as water and one hundred percent fruit juices,
- the use of the current Vic Health slogan 'Eat Well – Live Well!'.

Note: For the purpose of this Policy healthy food choices refers to:

The promotion of:

- a wide variety of food from all food groups,
- a variety of breads – wholegrain, wholemeal, rye, white,
- lean meat and chicken,
- low fat sausages and hamburgers,
- low fat cooking methods such as grilling, dry roasting, steaming, microwaving, stir frying,
- the use of low salt products,
- the use of a wide variety of fresh fruit and vegetables, and
- the use of low fat dairy products.

Limiting:

- The variety of deep fried foods offered.
- The range of pastry items offered.

Ensuring:

- A range of healthy beverages are available such as water and one hundred percent fruit juice.

Physical Activity Policy:

- The physical activity of thirty minutes of light exercise on most days will be promoted by Sports Focus where possible.

Responsible Management of Alcohol Policy:

Events - Indoor & Outdoor

Serving of alcohol: Does this apply to us?

- Alcohol will be served in accordance to the liquor licensing requirements.
- Personnel must be trained in responsible serving practices and hold RSA certificate.

- Serving personnel will discourage any activity which promotes excessive or rapid consumption of alcohol.
- Low alcohol and non-alcoholic drinks will be priced competitively to full strength alcohol drinks.
- Where possible water will be available at all functions at no cost.

Intoxicated Patrons:

- Alcohol will not be sold to any patron who is intoxicated.
- Staff will follow procedures for dealing with, and refusing alcohol to intoxicated patrons.

Underage Drinking:

- Alcohol will not be served to minors (people under 18).
- Staff will request proof of age where appropriate.

Transport:

- Where possible taxi phone numbers will be prominently displayed near public phones.

Education:

The staff will promote these policies via:

- Role modelling sun smart behaviour
- Signage
- Public announcements
- Media articles, and
- Including slogans, as directed: "Eat well, live well", "Active for life"

Committee of Management Endorsement:

...../...../.....
Date

Implementation Date:...../...../.....

SOURCES:

Australian Drug Foundation, Nutrition Australia, Heart Foundation Australia, Cancer Council Victoria (QUIT smoking and Sun Smart).