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# **FAR NORTH COAST HOCKEY INCORPORATED**



Rules and By Laws: Reviewed March 2021

## **By Law Number 3**

### **Title: Draw Committee**

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#### **Object:**

- (a) To organise the draw for all competition matches and finals in the men, women and junior competitions under the control of Far North Coast Hockey Inc. in accordance with the Memorandum of Understanding with Ballina Turf Complex and where possible on a 'home and away' basis.
- (b) As soon as practical, prepare a draw for the complete season; an electronic copy to be sent to each affiliated club via the Board of Management Secretary.
- (c) For Inter-district competitions, liaise and prepare a draw in conjunction with the other associations draw committee/s.

#### **Reports to:**

The Board of Management via a written report at each monthly meeting and the Chairperson of the Draw Committee will attend and speak to that written report. The Draw Committee may be directed by the President of the Board of Management to attend any general meeting or special meeting to deal with matters related to the draw.

#### **Committee Membership:**

There will be three (3) members of the Draw Committee:

- 1. The three (3) Draw Committee members will be from three different clubs.

#### **Organisational Structure:**

At the first Draw Committee meeting of any season, the three (3) members will elect a Chairperson, Deputy Chairperson and Notary for taking minutes and preparing reports.

#### **Frequency of Meetings:**

The Draw Committee will meet as required in any season to achieve all Key Performance Indicators (KPI's) but at a minimum of once per month.

#### **Key Performance Indicators:**

- 1. Arrange the draw in liaison with the Umpiring Committee for all competition matches and finals.
- 2. As soon as practicable prepare a draw for the complete season, an electronic copy is to be emailed  
to each club via the Board of Management Secretary and displayed on the FNC Hockey Inc. website.
- 3. Make necessary adjustments or draw changes due to team withdrawals or re-grading of teams by the Grading Committee. Clubs to be notified of changes ASAP and changes to appear on the FNC Hockey Inc. website.

**Operational Rules to be considered when achieving the KPI's in 1-3:**

1. The draw is to be prepared in accordance with the MOU keeping a fair distribution of 'home and away' matches for each club.
2. Where practicable, to incorporate 'Club Days' into the draw.
3. Consider written applications from clubs for deferments and re-scheduling of matches in accordance with Rule 10 of the Far North Coast Hockey Inc. Competition Rules - 'Deferments and Time Rescheduling'.
4. Reschedule matches postponed due to unplayable turf or ground conditions, dangerous storms etc. in accordance with Rule 11 of the Far North Coast Hockey Inc. - Competition Rules 'Inclement Weather'.

**Appeals Process:**

Any Club secretary can lodge an appeal in writing on a Club letter Head via the secretary of Far North Coast Hockey Inc. on any matter as detailed:

1. The Club Secretary is to provide a written appeal to the Far North Coast Hockey Executive Secretary within 48 hours of being advised on any draw change or issues relating specifically to the Draw.
2. The Executive Committee will determine if the contents of the appeals letter warrants action.
3. If a meeting is to be called it will be called and held within 48 hours days of receiving the appeal by the Board of Management Secretary.
4. The Executive Committee will determine a finding at the called meeting and advise both the Draw Committee and the Club of their findings.
5. The Grieving party can take their concern to the Board if not satisfied with the outcomes in accordance with rule 14.5 of the Competition Rules.

**Outcome:**

1. To prepare a fair and equitable draw for all participating teams/clubs.