
FAR NORTH COAST HOCKEY INCORPORATED



Rules and By Laws: Reviewed November 2023

By Law Number 4

Title: Representative Committee

Object:

The Representative Committee will manage and co-ordinate all aspects of all representative teams for junior, men and women under the control of Far North Coast Hockey Inc.

Reports to:

The Board of Management by providing a written report at monthly meetings leading up to and post any Championship. The Chairperson of the Representative Committee will attend and speak to that written report. The Representative Committee may be directed by the President of the Board of Management to attend any general meeting or special meeting to deal with matters relating to representative sides.

Committee Membership:

There will be six (6) members of the Representative Committee:

Maximum of 2 Members from any club who will be responsible for overseeing the management of all representative teams. including tournament costs including but not restricted to fuel and other emergency costs.

Organisational Structure:

At the first Representative Committee meeting of any season the six (6) members will elect a Chairperson, Deputy Chairperson and Notary for taking minutes and preparing reports.

The Representative Committee shall endeavour to secure accommodation at the various venues as soon as NSW Hockey makes the announcement, USUALLY done in late September/October.

Financial assistance will be given to Coaches, Managers and Umpires if required.

Frequency of Meetings:

The Representative Committee will meet as required in any season to achieve all Key Performance Indicators (KPI's).

Key Performance Indicators:

1. Receive from the Far North Coast Secretary and review all nominations for Representative team managers and coaches. Consider content of each application and make a formal recommendation to the Executive in the first instance who shall manage as required.
2. Meet with Selectors, Managers and Coaches for each Representative side of Far North Coast Hockey Inc. to confirm processes and requirements.
3. Plan and communicate all selection trials in men, women, boys and girls.
4. Confirm the selection of players in all representative teams.
5. If possible, arrange accommodation when the venue have been announced.

6. Indicate to players information about grants (if available)

Operational Rules to be considered when achieving the KPI's in 1-5:

1. All managers and coaches will be provided with consistent and clear instruction. A meeting will be convened to meet with each manager to provide them with the necessary information and equipment.
2. (a) When selecting players, it is intended that all players in all representative teams are registered members of Far North Coast Hockey Inc.
(b) Far North Coast Hockey Inc. players must be considered in the first instant for all teams.
(c) The use of players from associations other than Far North Coast Hockey Inc. can only be considered with the approval of the Far North Coast Hockey Inc. Board of Management.
3. Financial management of representative teams needs to be developed with a consistent approach for all teams.
4. A communication procedure will be developed and implemented in an effort to keep all stakeholders informed of relevant information pre and post any championship.
5. All funds in every respect have to go through the accounts of Far North Coast Hockey Inc. Any funds raised by a representative team will be assigned to the representative team that raised those funds.
6. No individual fund raising will occur where the proceeds are collected and distributed direct to players.
7. All funds collected **MUST** be delivered to and receipted by the Treasurer of Far North Coast Hockey Inc. Under no circumstances should personal funds be expended on behalf of Far North Coast Hockey. Further no Far North Coast funds will be deposited into any personal accounts.

Appeals Process:

Any Club secretary can lodge an appeal via the secretary of Far North Coast Hockey Inc. on any issue relating to representative matters as detailed:

1. The Club secretary shall provide a written submission to the Far North Coast Hockey Inc. Board of Management Secretary within 48 hours of being advised on the outcome of any representative selection or incident.
2. The Executive Committee will meet and discuss the contents on any appeals letter and will require the Representative Committee chairperson or deputy chairperson plus one of the three (3) committee representatives of the gender in question, and a representative of the club lodging the appeal to attend the appeals meeting.
3. This meeting must take place within 48 hours of having received the appeals letter
4. The Executive Committee will determine a finding at the called meeting and advise both the Representative 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:

That representative teams are selected fairly, professionally managed and attired so that Far North Coast Hockey Inc. is represented and respected to the highest level.