

## **Souths United Hockey Club**

### **By-laws - 2011**

#### **1. Colours**

1.1. The colours of the Club shall be Blue and Gold, or other colours as approved at a General Committee Meeting.

#### **2. Criteria for Life Membership**

2.1. To be eligible for Life Membership the following criteria must be met :

2.2. Minimum of 15 years membership in the club : and

2.3. Minimum of 5 years in a Club Position : and

2.4. Must be unanimously endorsed by the Management Committee (with the exception of the candidate if he/she holds a Management position).

#### **3. Appointment of Coaches and Managers**

3.1. The position of Coach and Manager for each team may only be elected as follows: -

3.1.1. any 2 members of the club may nominate another member (the **candidate**) to serve as a Coach and or Manager;

3.1.2. the nomination must be—

3.1.2.1. in writing on the approved form [..\Templates and Forms\AGM Nomination Form.doc](#); and

3.1.2.2. signed by the candidate and the members who nominated him or her; and

3.1.2.3. outline the experience and credentials of the nominated candidate; and

3.1.2.4. given to the secretary at least 14 days by email, fax, post before the Annual General Meeting at which the election is to be held; and

3.1.2.4. endorsed by the Management Committee at time of nomination as being a suitable candidate.

3.1.3 A list of the nominated candidates names in alphabetical order must be posted on the official club website for at least 7 days immediately preceding the annual general meeting.

3.1.4 Each member of the club present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position.

3.1.5 If, at the start of the meeting, there are no candidates nominated for a position, nominations may be taken from the floor of the meeting.

3.2 A person may be a candidate only if the person is an adult.

3.3 If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

#### **4. Appointment of the Equipment and Uniform Officer**

4.1 The position of Equipment and Uniform Officer for the club can only be elected as follows: -

4.1.1 any 2 members of the club may nominate another member (the *candidate*) to serve as Equipment and Uniform Officer;

4.1.2 the nomination must be—

4.1.2.1 in writing on the approved form; [..\Templates and Forms\AGM Nomination Form.doc](#) and

4.1.2.2 signed by the candidate and the members who nominated him or her; and

4.1.2.3 given to the secretary at least 14 days before the Annual General Meeting at which the election is to be held; and

4.1.2.4 endorsed by the Management Committee at time of nomination as being a suitable candidate.

4.1.3 A list of the nominated candidates names in alphabetical order must be posted on the official club website for at least 7 days immediately preceding the annual general meeting.

4.1.4 Each member of the club present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position;

4.1.5 If, at the start of the meeting, there are no candidates nominated for a position, nominations may be taken from the floor of the meeting.

4.2 A person may be a candidate only if the person is an adult.

4.3 If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

#### **5 Mackay Hockey Association Positions**

5.1 Mackay Hockey Association Delegate positions will be elected by accepting nominations from the floor at the Annual General Meeting. The nomination must be seconded and the nominee must accept the nomination. The nomination is endorsed by a majority of votes of the members present.

## **6 Mackay Hockey Association Management Committee**

- 6.1 The appointed President of the Club will be the Representative on the Mackay Hockey Association Management Committee.

## **7 Teams & Grading**

### **7.1 Coaching Sub-Committee**

- 7.1.1 The coaches of both the Mens and Women's teams will form separate committees.
- 7.1.2 The Mens and Women's Coaching Sub-Committees will conduct Grading and will then recommend to the Management Committee the number of teams and the grades that they should play in prior to the Mackay Hockey Association Registration Day.
- 7.1.3 The Mens and Women's Coaching Sub-Committees will allocate and recommend to the Management Committee players for these teams based on the grading conducted and their past playing experience.

## **8 Fees & Levies**

### **8.1 Registration Fees**

- 8.1.1 Registration Fees and Levies are to be set at a Management Committee Meeting prior to the start of each playing season.
- 8.1.2 The Management Committee Meeting prior to the start of each playing season will decide which club levies are payable or exempt per registration category eg Coach/Rookie/Goalkeeper.
- 8.1.3 Players who are Life Members are exempt from paying Registration Fees and all club levies.
- 8.1.4 Players who are appointed as a Coach **of a team with a weekly training session and fixture game** are exempt from paying Registration Fees only. Nominated club levies are still payable.
- 8.1.5 Players who are appointed as a Coach of a team who plays a weekly fixture game only and does not train will receive a 50% reduction in Registration Fees only. Nominated club levies are still payable.**
- 8.1.6 A designated Goal Keeper who supplies their own playing equipment is exempt from paying Registration Fee only. Nominated club levies are still payable.
- 8.1.7 Players who receive an award as either the Male or Female Rookie of the Year from the previous playing year are exempt from paying Registration Fees only in the following Playing Season. Nominated club levies are still payable.

8.1.8 Management Committee Members are exempt from paying Registration Fees only. Nominated club levies are still payable.

8.1.9 All exemptions for the payment of Registration Fees are subject to finances being available and are at the discretion of the Management Committee.

8.1.10 Registration Fee exemptions are not transferable to any other member. A Non-playing coach may apply at a general meeting to transfer their registration fee exemption to a dependent child under the age of 16.

## 8.2 Match Fees

8.2.1 Match Fees are to be set at a Management Committee Meeting prior to the start of each playing season.

8.2.2 Players are only required to pay Match Fees for the team that they are registered in i.e. if they substitute for another team in any round no additional fee is payable.

8.2.3 If a player has a Bye in their nominated team in any week and then substitutes for another team in that same week, then they will be required to pay the relevant match fee.

8.2.4 Players that choose to play as a Goal Keeper in one team and a field player in another team are only required to pay the Match Fee for the team which is in the higher grade in any given game.

8.2.5 Each Player is required to pay their Match Fee prior to taking the field.

## 8.3 Coaches Levy

8.3.1 A Coaches levy is to be set at a Management Committee Meeting prior to the start of each playing season to assist the Club in meeting the expense of Coaches being exempt from paying their Registration Fee.

8.3.2 The Coaches levy is payable per player per registration. For example a player may be registered in A3 Women and Masters Women.

## 8.4 Membership Levy

Refer 8(1)(a) and 8(1)(b) of Souths United Hockey Club Incorporated Constitution **2011**.

## 9 Awards

### 9.1 Team Awards

9.1.1 Each Team is entitled to give out 3 awards as follows : -

9.1.1.1 A1 & A2 – Most Consistent, Player’s Player, Best & Fairest

9.1.1.2 A3, A4 & Vets – Most Improved, Most Consistent, Best & Fairest

9.1.2 If a Team wishes to make any changes to the above they must gain approval at a General Meeting.

9.1.3 The Coach and/or Manager may choose the recipients or may use an alternative method to arrive at recipient i.e. Player Ballot.

9.1.4 If a Team wishes to give out an additional Award or something extra they must obtain approval at the General Meeting and if approved must clearly state this when making their presentation.

## 9.2 Perpetual Awards

9.2.1 Club Player of the Year – Voting 3,2,1

9.2.1.1 Each Coach and/or Manager is to award points at the conclusion of each playing game. The points are awarded to 3 players per game and are based on how the player played the game in their opinion. Only players nominated in that team for that game are eligible to receive points. All players in the team are to be considered regardless of age or experience.

9.2.1.2 These points will be added together for each of the rounds but does not include the finals series. Points will be averaged out where teams have not played the same number of rounds. The Male/Female player with the highest points will be awarded Player of the Year.

## 9.3 Club Person of the Year

9.3.1 The Club Person of the Year recognises a club member who has made a significant "off-field" contribution to the Club by performing above and beyond what is expected of them, and who is a positive role model and good ambassador for the whole of the club. The recipient will have provided significant voluntary service to the club in more than one area. The service must be during the current season.

9.3.2 Members at the last meeting in August may vote for this award by way of secret ballot. Votes must state the Name of the Candidate and list reasons for suitability. Ballot papers will be supplied by the secretary. [..\Templates and Forms\SUHC Club Award Ballot Form - Club Man.doc](#) change to club person form

9.3.3 Completed Ballot papers are to be collected at this meeting and collated by 2 members nominated by the management committee at that meeting.

9.3.4 Alternatively written nominations on the approved form can be forwarded to the Secretary prior to the last meeting in August clearly stating the name of the

candidate and list reasons for suitability.

9.3.5 These written nominations will be added to the completed ballot papers to be counted by the 2 members nominated by the management committee at that meeting.

9.3.6 If it is decided by general consensus at the last meeting in August that there are no suitable candidates for the current season no award will be given.

#### 9.4 Most Potential Male and Most Potential Female Player

9.4.1 The Most Potential Male and Female Player recognises a playing member that has demonstrated the following : -

9.5.1.1 a significant improvement in skills,

9.5.1.2 plays a high standard of Hockey

9.5.1.3 may have been part of a Mackay Hockey Association Representative team

9.5.1.4 displays good sportsmanship

9.5.1.5 has good future prospects

9.4.2 A discussion of suitable candidates will be held by Members at the last meeting in August.

9.4.3 The recipient will be decided the award by way of secret ballot, one female vote and one male vote per member.

9.4.4 Ballot papers will be supplied by the secretary

[..\Templates and Forms\SUHC Club Award Ballot Form - Most Potential Female.doc](#)

[..\Templates and Forms\SUHC Club Award Ballot Form - Most Potential Male.doc](#)

9.4.5 Completed Ballot papers are to be collected at this meeting and collated by 2 members nominated by the management committee at that meeting.

#### 9.5 Male Rookie and Female Rookie

9.5.1 The Male and Female Rookie Player of the Year recognises a male and female playing member who is playing their first year of Senior Hockey of their first year with our Club and has demonstrated the following : -

9.5.1.1 an improvement in skills,

9.5.1.2 plays a consistent standard of Hockey

9.5.1.3 regularly attends training and games

9.5.1.4 displays sportsmanship

9.5.2 A discussion of suitable candidates will be held by Members at the last meeting in August.

9.5.3 The recipient will be decided the award by way of secret ballot, one female vote and one male vote per member.

9.5.4 Ballot papers will be supplied by the secretary.

[..\Templates and Forms\SUHC Club Award Ballot Form - Female Rookie.doc](#)

[..\Templates and Forms\SUHC Club Award Ballot Form - Male Rookie.doc](#)

9.5.5 Completed Ballot papers are to be collected at this meeting and collated by 2 members nominated by the management committee at that meeting.

## 9.6 Wooden Spooners Award

- 9.6.1 The Wooden Spooners Award is awarded to the team that across all grades finishes on the lowest competition points within their grade for the playing season.

## 10 Clearances

- 10.1 A Playing member will not be granted a clearance to another Club while they are unfinancial with the Club or have Club property in their possession.
- 10.2 A Life member who requests and is granted a clearance to play with another Club in the Mackay Hockey Association, or chooses to assist with the achievements of another Club in the Mackay Hockey Association, will lose their entitlements until such time as they no longer have an association with another Club in the Mackay Association.
- 10.3 A playing member who requests a clearance to transfer to another MHA club during a playing season and has exemption from paying registration fees for that season, will lose that exemption and will be deemed unfinancial until the applicable registration fees are paid.

## 11 Representative Players

- 11.1 Players are encouraged to pursue Representative duties and the Club where possible will provide moral and financial support. Fundraising opportunities will be made available to Representative Players through Club Raffles at Souths Leagues Club. One month will be set aside, which will be decided at the February General Meeting. Representative players or their Guardians (if under 18) who attend raffles and walk around and sell tickets will be entitled to a proportional share of the ticket sale profits. Profits will be equally divided by the number of members who assist on each day and this amount will be credited to Representative Players only.
- 11.2 Other fundraising opportunities may be conducted by a request form the Representative Player or their Guardian and approval of the Management Committee.

## 12 Uniforms and Equipment

- 12.1 Club playing shirts are supplied by the club. Players are responsible for wearing the correct uniform on the field at all times whilst representing the club.
- 12.2 Players should generally return their uniform to their manager after every game. Any player who has not returned their uniform at the end of the playing season shall be deemed unfinancial.
- 12.2 Uniform order forms are to be completed and signed by the player. Payment for uniforms is due prior to collection. [..\Templates and Forms\Uniform Order Form 2010.doc](#)

- 12.3 Coaches are responsible for all equipment they borrow throughout the season and every coach is to complete an equipment sign out form and return to the equipment and uniform officer. Both the Coach and Uniform Officer are required to initial quantities taken and returned. [..\Templates and Forms\Equipment Signout Form 2010.doc](#)
- 12.4 Managers are responsible for all equipment they borrow throughout the season and every manager is to complete a uniform sign out form and return to the equipment and uniform officer. Both the Manager and Uniform Officer are required to initial quantities taken and returned. [..\Templates and Forms\Uniform Signout Form 2010.doc](#)
- 12.5 Coaches and Managers are responsible for all equipment and uniforms in their care. Any loss or damage of equipment or uniforms should be disclosed to the club executives and replaced at their own cost.
- 12.6 Goal Keepers are responsible for all goal keeping equipment they borrow throughout the season. A goal keeping equipment sign out form should be completed and return to the equipment and uniform officer. Both goal keeper and Uniform officer are required to initial quantities taken and returned. [..\Templates and Forms\Goalkeeper Equipment Signout Form 2010.doc](#)
- 12.7 Uniform and Equipment returns are to be completed at the end of the playing season. Exchange times and dates will be decided at a general meeting in August.
- 12.8 Storage of uniforms and equipment during the off season will be decided at a general meeting in August.
- 12.9 The Uniform and Equipment officer is responsible for reporting the asset register to the executive committee prior to the AGM.
- 12.10 If any coach, manager, player or goalkeeper fails to return or returns seriously damaged items that were in their care they will be deemed to be unfinancial members until replacement items have been supplied or a monetary amount has been paid to cover the cost of replacement of the item.