

CONTENTS

1.0	Definitions	Page 3
2.0	Affiliated Clubs	
2.01	Administration	Page 5
2.02	Playing Uniforms	Page 6
2.03	Zones and Boundaries	Page 6
3.0	Affiliation and Registration	
3.01	Affiliation of New Clubs	Page 7
3.02	Fees and Registration	Page 8
3.03	Dual Registration	Page 11
3.04	Amateur Status	Page 12
4.0	Administration	
4.01	Nominations	Page 12
4.02	Delegates to General Meetings	Page 12
4.03	Distribution of Minutes	Page 12
4.04	Exhaustive Ballot	Page 13
4.05	Postal, Telegraphic, or Facsimile Voting	Page 13
4.06	Financial Assistance	Page 14
4.07	Presentation of Association Information	Page 14
5.0	Board of Directors	
5.01	Portfolios	Page 14
5.02	Meetings of the Board of Directors	Page 14
5.03	Functions and Powers of the Board of Directors	Page 15
5.04	Duties of Board of Directors Members	Page 15
5.05	Officials	Page 15
6.0	Association Employees Employee's Roles and Responsibilities	Page 16
7.0	Committees	
7.01	Administration by Committees	Page 16
7.02	Membership of Director's Committees	Page 17
7.03	Membership of Operating Committees	Page 18
8.0	Judicial System	
8.01	Application	Page 20
8.02	Judiciary and Investigation Rules	Page 21
8.03	Rules for Appeals to the Investigation Committee and/or Board of Directors	Page 22
8.04	Competition	Page 23
9.0	Standing Orders	
9.01	Application	Page 24
9.02	Chairperson	Page 24
9.03	Order of Business at an Annual General Meeting	Page 24
9.04	Order of Business at Meetings	Page 24
9.05	Minutes	Page 25
9.06	Suspension of Standing Orders	Page 25
9.07	Method of Putting the Motion	Page 25
9.08	Seconding	Page 25
9.09	Withdrawal	Page 25
9.10	Amendments	Page 25
9.11	Discussion	Page 25
9.12	Right of Reply	Page 26
9.13	Point of Order	Page 26
9.14	Chairperson's Decision on Point of Order	Page 26
9.15	Dissent from Ruling of Chair	Page 26
9.16	Motions for Curtailment of Discussion	Page 27
9.17	Adjournments of Meeting	Page 27
9.18	Voting	Page 27
9.19	Rescission	Page 27
9.20	General Business	Page 27
9.21	Deemed Expiry	Page 27

10.0	Competitions and Representative Teams	
10.01	Competitions	Page 28
10.02	Trophies	Page 28
10.03	Association Championships, Tours and Tournaments	Page 28
10.04	Association Teams and Squads	Page 28
11.0	Amendment of By-laws.	
11.01	How amended or altered	Page 30
11.02	Notice of Motion	Page 30
11.03	Change in By-laws	Page 30

1.00 DEFINITIONS

In these By-Laws unless the contrary intention appears:

1.01 "Administrator" - see "Office Administrator"

- 1.02 "Affiliated Club" means and includes all Clubs, Member Associations, Minor Associations and Kindred Associations and any other organisation deemed appropriate and affiliated with the Association and includes the term "Affiliated Association". Where the term "Affiliated Association" appears in this document then it can be assumed to refer to and include the provisions of this definition.
- 1.03 "Annual General Meeting" means a General Meeting of the Association called within three (3) months of the finish of the Association's financial year to enact the required annual business, deliver annual reports, conduct annual elections and to address any other business duly notified.
- 1.04 "A.H.A." means the Australian Hockey Association Inc.
- 1.05 "A.H.A. Levy" or "W.H.A. Levy" means a Levy which is determined by The Australian Hockey Association or Women's Hockey Australia against each State and Territory.
- 1.06 "A.I.S." means the Australian Institute of Sport.
- 1.07 "Association" means Gold Coast Hockey Association Inc.
- 1.08 "Associate Member" means any person who is accepted as such by the Association and who, for the time being, is not a member of an Affiliated Association, nor a Life Member or Honorary Member.
- 1.09 "A.W.H.A." means Australian Women's Hockey Association Incorporated hereinafter referred to as W.H.A.
- 1.10 "Board" or "Board of Directors" means the Board appointed pursuant to the Constitution, Section 23.0, Membership of the Board of Directors.
- 1.11 "By-laws" means any By-Laws of the Association for the time being adopted by the Association or by the Board of Directors pursuant to the Constitution, Section 41.0.
- 1.12 "CDM" means Coaching and Development Manager.
- 1.13 "C.E.O." means Chief Executive Officer.
- 1.14 "Championship" means any annual Queensland Championship competition between Teams from Affiliated Associations, and can also mean the Annual Gold Coast Association Finals
- 1.15 "Conferred Membership" means and includes all Life Members, Honorary Members and Associate Members.
- 1.16 "Delegate to a General Meeting" means a delegate from or a proxy delegate representing an Affiliated Club to a General Meeting of the Association.
- 1.17 "Financial year" means the year ending 30th September.
- 1.18 "General Manager" means a person employed by the Association to hold the position of General Manager and who may be the Chief Executive Officer of the Association and who acts as Secretary of the Association including under the provisions of the Associations Incorporation Act .
- 1.19 "General Meeting" means a periodic General Meeting of the Association called in accordance with the Constitution and By-Laws at times to be decided by the Board of Directors, unless decided otherwise by a General Meeting.
- 1.20 "Hockey" means the Sport of Hockey and includes field hockey and indoor hockey in all its various forms including modified forms for both Senior and Junior Players.
- 1.21 "Gold Coast Hockey" and "G.C.H.A." means and is the reference to and the trading name of the Association.
- 1.22 "Hockey Queensland" and "HQ" means and is the reference to and the trading name of Hockey Queensland Inc.
- 1.23 "I.T.C." means Intensive Training Centre.
- 1.24 "Junior Player" means a player who has not attained the age of seventeen (17) years before the first day of January in the year then current.
- 1.25 "Kindred Association" means an Association affiliated as such with the Association for the promotion and control of a specific part of the Sport of Hockey in the Gold Coast District.
- 1.26 "Levy" means the annual amount other than affiliation and registration fees, which affiliated Clubs may be called upon to pay to the Association.

- 1.27 "Member Association" means an Affiliated Association affiliated as such with the Association with a minimum of four (4) senior men's teams and/or four (4) senior women's teams, and promoting and controlling the game of Hockey within a particular area, which is approved by the Association.
- 1.28 "Member" means any person holding Conferred Membership and any Affiliated Member of the Association and shall include all individual members of each Affiliated Association, Affiliated Club or organisation affiliated with the Association, and shall be deemed to include all persons who attend any event conducted by either a Member or Affiliated Association, Affiliated Club or organisation affiliated with the Association on behalf of the Association or the Association.
- 1.29 "Member Club" means an Affiliated Club affiliated as such with the Association with a minimum of twelve (12) Playing Members, and promoting and controlling the game of Hockey within a particular area.
- 1.30 "Minor Association" means an Affiliated Association affiliated as such with the Association for the promotion and control of Junior Hockey within a particular area or where there are insufficient members for Senior Hockey to be played competitively, or where there are less than twelve (12) senior players registered.
- 1.31 "Month" means calendar month.
- 1.32 "Office Administrator" or "Administrator" means a person employed by the Association to hold the position of and/or act as Office Administrator for the Association and who shall act as Secretary of the Association, including under the provisions of the Associations Incorporated Act.
- 1.33 "Office Bearer" means a member of the Board of Directors elected or appointed pursuant to the Constitution, Section 23.0, Membership of the Board of Directors.
- 1.34 "Officer" means any agent, servant, officer and/or employee of the Association.
- 1.35 "Official" means an Official elected or appointed as pursuant to the Constitution, Section 20.0, The Association Management.
- 1.36 "Open Championship" means a Championship without age limits.
- 1.37 "Ordinary Member" unless specifically described elsewhere, means a person who has applied and been accepted or who has been granted membership of an Affiliated Association. (See also "Member", "Player" and "Senior Player".)
- 1.38 "Player" means, for financial purposes, any player who is due to pay the whole or part of an affiliation fee to a Club, a Member Association or Sub- Member Association.
- 1.39 "Proxy Delegate" means a person who is properly and duly appointed for, and who acts in the absence of a delegate.
- 1.40 "Q.A.S." means the Queensland Academy of Sport.
- 1.41 "Resolution" means an ordinary resolution passed by a simple majority in accordance with the Constitution and/or By-Laws of the Association.
- 1.42 "Senior Player" means a player who, independent of any other registration, is a player who and/or plays in a team which, is required to pay full fees.
- 1.43 "Special General Meeting" means a General Meeting of the Association requisitioned in accordance with this Constitution for the purpose of addressing pre-advised specific items of business only.
- 1.44 "Special Resolution" means a resolution passed by a majority of not less than seventy five (75) per cent of those members entitled under the Constitution to vote and as may be present in person at any General Meeting of which notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with this Constitution.
- 1.45 "The Act" means the Associations Incorporation Act including any amendments thereto or re-enactment thereof.
- 1.46 "Under Age Championships" means Championships for those players qualified.
- 1.47 "Veteran" means a player registered as a player with an Affiliated Club and who meets the various age criteria as set from time to time.
- 1.48 "Voting Delegate to a General Meeting" means a delegate from or a delegate representing an Affiliated Club and who is entitled to vote at a General Meeting of the Association.
- 1.49 "W.H.A." means Women's Hockey Australia and is the trading name of A.W.H.A.

- 1.50 "Zone" means an area defined pursuant to these By-Laws, Section 2.03
- 1.51 With the exception of reference to gender specific committees, competitions and players, all references to the masculine or feminine gender shall be deemed to be gender neutral.
- 1.52 Unless the contrary intention appears, words of singular shall be deemed to include the plural and vice-versa.

2.00 AFFILIATED CLUBS.

2.01 ADMINISTRATION

2.01.01 Name

- 2.01.01.1 The name of any Affiliated Club or change in name of any Affiliated Club shall be subject to approval by the Board of Directors.
- 2.01.01.2 Where, in the opinion of the Board of Directors, the name is not appropriate or desirable, the Board of Directors may refuse the application for Affiliation or terminate Affiliation and request and/or recommend a change to such name.
- 2.01.01.3 Upon compliance and/or re- submission of a different name the Board shall address the matter again as above.

2.01.02 Secretary or Executive Officer to be appointed

- 2.01.02.1 Each Affiliated Club shall advise the Association of the name, address, facsimile number and telephone number of the person elected or appointed as Secretary and/or Executive Officer and whether under those titles or either of them or as Honorary Secretary, General Manager or any other such title.
- 2.01.02.2 The person so named shall be the persons held directly responsible by the Association for actions required of and /or by such Affiliated Club and the Club address shall be the address to which all official letters and communications shall be addressed and/or directed by the Association.

2.01.03 Office Bearers and Officials of Affiliated Club

Each Affiliated Club shall, before the first (1st) day in March of each year, forward to the Administration a list of such Affiliated Club's office bearers and officials for the year.

2.01.04 Affiliated Clubs to Advise Address

Each Affiliated Club shall advise the Association, before the first (1st) day in March of each year, of the Postal Address, Telephone Number and Facsimile Number, if applicable, to which all official letters and communication for such Affiliated Club from the Association shall be directed.

2.01.05 Actioning Letters and Communications

Each Affiliated Club shall be responsible to see that such letters and communication shall be forthwith circulated amongst its members and punctually complied with or answered as the case may be, within fourteen (14) days of receipt but sooner if necessary to meet priorities and/or deadlines.

2.01.06 Failure to Reply to Official Communications

- 2.01.06.1 Any Affiliated Club receiving a communication on official business from the Association, which communication requires a reply, shall furnish a reply within the time specified in the communication, or if no time is so specified then within fourteen (14) days from the day on which such communication was received .
- 2.01.06.2 In the absence of proof to the contrary, a letter shall be deemed to have been received Two (2) days after it was posted.
- 2.01.06.3 Any Affiliated Club failing to reply within the aforesaid time shall be either deemed:
- 2.01.06.3.1 As not wishing to comply with any request for information contained in such correspondence,
and/or
- 2.01.06.3.2 To be in agreement with the contents of and/or actions outlined in such correspondence,
and/or
- 2.01.06.3.3 To be prepared to accept the ramifications, including penalty, which such failure to reply may invoke.

2.01.07 Letters to the Association

- 2.01.07.1 All notifications from Affiliated Clubs or Members of Affiliated Clubs shall be to the Administrator and in writing on paper properly headed with the name of the Club and the Executive Officer's name and address and contact telephone numbers and facsimile numbers if applicable, or the Member's name, address, telephone and facsimile number.
- 2.01.07.2 Any correspondence from Members of an Affiliated Club which is not channelled through or copied to that Affiliated Club, may be referred to the Affiliated Club by the Association without further reference to the Member.

2.02 PLAYING UNIFORMS

2.02.01 Registration of Club Uniforms and Colours

- 2.02.01.1 Each Affiliated Club shall have a registered Club Uniform which shall be, as far as possible, of a contrasting colour and/or design to all other Affiliated Clubs' uniforms for each item of apparel i.e. shirts, skirts, shorts, socks, and including Goalkeepers shirts.
- 2.02.01.2 The registered uniforms shall apply to all Club Teams from any one Affiliated Club.
- 2.02.01.3 Each Affiliated Club shall submit their official colours and uniform design to the Board of Directors for approval. Such uniforms shall, after approval, be registered by the Association.
- 2.02.01.4 Registration of Uniform initially shall be by written description and drawing, and, when approved, by a photograph.
- 2.02.01.5 Such uniform, when approved, shall forthwith become the exclusive property of the Affiliated Club which first registered such uniform, and may not be registered or used by any other Affiliated Club.
- 2.02.01.6 After approval such uniform shall be entered in the Uniform Register of the Association.

2.02.02 Changes to Club Uniform and Colours

No Affiliated Club shall be permitted to change the Team Uniform or Team Uniform Colours without the approval of the Board of Directors. If alterations are requested, submissions must be received by the Board, by November of each year so as they can be presented to the Annual General Meeting. If approved, the alterations will be acknowledged, recorded and accepted from the following year. No alterations will be accepted in the year of receipt.

2.02.03 Advertising on Club Uniform

Advertisements on Affiliated Club uniforms shall comply with Association Policy.

2.02.04 Clashes of Club Uniform and Colours

- 2.02.04.1 Where, in the opinion of the Association, two (2) Affiliated Club team uniforms look similar, then, when there is a possibility of such teams playing competitions against each other, each of those Affiliated Club teams shall bring to such matches, Tournaments or Championship a reserve uniform consisting of the normal colour playing shorts or skirt and a white shirt and/or white socks but of a quality having regard to the interests or promotion of the Sport.
- 2.02.04.2 Colour clashes shall be addressed prior to the match, Tournament or Championship where possible.
- 2.02.04.3 The Team Managers concerned and the Match Convenor or Tournament Director or Championship Director shall decide the changes to the respective uniforms.
- 2.02.04.4 Prior to the match the two captains shall toss a coin to see which team wears the white uniform.

2.02.05 Gold Coast Hockey Association Uniforms

The uniforms of the Association shall be as determined from time to time by the Executive and registered with Hockey Queensland.

2.03 ZONES AND BOUNDARIES PERTAINING TO HOCKEY QUEENSLAND INC. AND ADOPTED BY THE GOLD COAST HOCKEY ASSOCIATION INC.

2.03.01 Division of Members into Zones

The area of jurisdiction of Hockey Queensland shall be divided into Zones for Hockey Administration and State Hockey Competitions as follows:

- 2.03.01.1 Brisbane Zone
2.03.01.2 South Queensland Zone
2.03.01.3 Wide Bay Zone
2.03.01.4 Central Queensland Zone
2.03.01.5 North Queensland Zone

2.03.02 Composition of Zones

Member Associations and Minor Associations shall be allocated to Zones as follows :

- 2.03.02.1 *Brisbane Zone* Brisbane Hockey Association Inc.
Brisbane Women's Hockey Association Inc.
Murrumba Hockey Association Inc.
- 2.03.02.2 *South Queensland Zone* Border Hockey Association (Qld) Inc.
Gold Coast Hockey Association Inc.
Ipswich Hockey Association Inc.
Toowoomba Hockey Association Inc.
Tweed Districts Hockey Association Inc.
Warwick Hockey Association Inc.

- 2.03.02.3 *Wide Bay Zone* Bundaberg Hockey Association Inc.
 Gympie and District Hockey Assn. Inc.
 Hervey Bay Hockey Association Inc.
 Maryborough and District Hockey Association Inc.
 Sunshine Coast Hockey Association
- 2.03.02.4 *Central Gladstone Hockey Association Inc. Queensland Zone* Mackay Hockey Association Inc.
 Moranbah Hockey Association Inc.
 Rockhampton Hockey Association Inc.
- 2.03.02.5 *North Queensland Zone* Atherton Hockey Association Inc
 Cairns and District Hockey Association Inc.
 Charters Towers Hockey Association Inc.
 Lower Burdekin Hockey Association Inc.
 Mount Isa Hockey Association Inc.
 Townsville Hockey Association Inc.

2.03.03 Member Association and Minor Association Boundaries

2.03.03.1 The residential areas of the Member Associations and Minor Associations affiliated with Hockey Queensland shall be as follows:

- | | |
|-----------------|---|
| Atherton | Atherton Shire, Eacham Shire, Herberton Shire, Mareeba Shire. |
| Cairns | Cairns City, Mulgrave Shire. |
| Townsville | Townsville City, Thuringowa Shire. |
| Lower Burdekin | Burdekin Shire. |
| Charters Towers | Charters Towers City, Dalrymple Shire. |
| Mount Isa | Mount Isa City, Cloncurry Shire. |
| Mackay | Mackay City, Sarina Shire, Mirani Shire, Nebo Shire. |
| Moranbah | Belyando Shire, Western Half of Broadsound Shire. |
| Rockhampton | Rockhampton City, Fitzroy Shire, Livingstone Shire, Mt. Morgan Shire. |
| Gladstone | Gladstone City, Calliope Shire. |
| Bundaberg | Bundaberg City, Kolan Shire, Burnett Shire, Isis Shire. |
| Maryborough | Maryborough City, Tiaro Shire. |
| Hervey Bay | Hervey Bay City |
| Gympie | Cooloola Shire. |
| Sunshine Coast | Noosa Shire, Maroochy Shire, Landsborough Shire, Part of Caboolture Shire. |
| Brisbane | Brisbane City, Redcliffe City, Logan City, Redlands Shire, Part Pine Rivers Shire |
| Murrumba | Part Pine Rivers Shire, Part Caboolture Shire |
| Ipswich | Ipswich City, Moreton Shire. |
| Toowoomba | Toowoomba City, Gatton Shire, Jondaryan Shire, Dalby City. |
| Warwick | Warwick City, Allora Shire. |
| Gold Coast | Gold Coast, City North of Currumbin Creek. |
| Border | Tweed Shire, Mullumbimby Municipality, Northern Portion of Byron Shire, Gold Coast City South of Currumbin Creek. |

2.03.03.2 The respective Member and Minor Associations shall have sole authority, subject to Association approval, to conduct the Sport of Hockey in the above areas.

2.03.04 Players Playing out of their Residential Area

The Association supports the concept of players playing in the competition in the Zone and Residential Area in which they are a resident.

3.00 AFFILIATION AND REGISTRATION

3.01 AFFILIATION of NEW CLUBS.

3.01.01 Affiliation Application

On application for affiliation, potential Member Clubs shall provide to the Association the following information, where applicable:

- 3.01.01.1 Projected numbers of Senior Teams or Junior Teams or Senior/Junior Teams in each of Men's and Women's Competition.
- 3.01.01.2 If not a playing based organisation, the numbers of participants and the projected numbers of each category.
- 3.01.01.3 A list of Office Bearers and Officials, including each person's contact addresses and telephone/facsimile numbers.
- 3.01.01.4 A copy of the Constitution or proposed Constitution which shall not be in conflict with the Constitution of the Association.

3.01.01.5 The relevant amount of affiliation fees.

3.01.02 Initial Affiliation Fees

Any new Member Club applying for affiliation shall forward, with its application, an affiliation fee of Forty dollars (\$40-00).

3.01.03 Affiliation Acceptance

Upon the Executive Officer of an Applicant Club being notified by the Administrator that such has been affiliated, such Club shall immediately be and become part of the Association and shall become liable for the payment of all fees and subscriptions payable under these By-Laws and the Constitution of the Association and shall be subject to the Constitution and By-Laws of the Association.

3.01.04 Affiliated Clubs to be Supplied with Information

Each Affiliated Club on joining the Association shall be provided with a copy of the Association's Constitution, By-Laws, Policies and Rules and from time to time with any amendments or additions made thereto.

3.01.05.1 Proposed Team Uniform and Colours

Each Applicant Club upon affiliation with the Association shall apply to the Board for approval of the uniform proposed to be worn by its teams.

3.01.05.2 The Applicant Club shall not implement the uniform until they are in receipt of the written approval of the Board.

3.02 FEES AND REGISTRATION

3.02.01 Annual Affiliation Fee

3.02.01.1 An annual fee in such amount as the Board of Directors shall decide, shall be paid by all Affiliated Clubs. Particulars of the amount of this fee shall be furnished to the Affiliated Clubs at the Annual General Meeting, where possible, and if not possible, no later than the date of the first meeting of the Board of Directors in each year. Affiliation Fees shall be paid to the Association prior to the first General Meeting each year.

3.02.01.2 An Affiliated Club shall not be entitled to vote at any meeting of the Association until such time as the Annual Affiliation Fee has been paid.

3.02.02 Registration of Players

3.02.02.1 Each Affiliated Club shall, no less than fourteen (14) days prior to the opening fixture of the "Winter" Season in each year, give the Administrator notice in writing of the number of teams it proposes to enter for competition matches in that year, together with the Division or Grade (if any) in which such teams will compete, and also give, in writing, such further information as the Administrator requires.

3.02.02.2 Each Affiliated Club shall, no less than fourteen (14) days prior to the opening fixture of the "Winter" Season in each year, give the Administrator an application in writing, in the approved form, signed by each player to be registered, together with a schedule, containing in alphabetical order, the surname, christian names, date of birth, address and phone numbers of each person that Club seeks to register, together with the grading level at which that person is to be registered. The person whose name is on that application form and included in that schedule, shall thereupon be deemed to be a registered player for the Division or Grade in respect of which such person is so registered. Provided that separate schedules shall be furnished for each gender.

3.02.02.3.1 A nomination fee of Two Hundred Dollars (\$200-00) per Affiliated Club with teams in Senior Competition must accompany the notification. Where an Affiliated Club has only one (1) team nominated in Senior Competition, then the nomination fee shall be One hundred dollars (\$100-00). Where an Affiliated Club withdraws a team from competition before the end of the 'winter' season then the Affiliated Club shall forfeit the amount of Fifty Dollars (\$50-00). Where an Affiliated Club withdraws more than two (2) teams from competition before the end of the season, then an additional fee of Fifty Dollars (\$50-00) shall be payable for each team so withdrawn. The nomination fee or balance of nomination fee will be refundable or transferable at the end of each registration year.

3.02.02.3.2 Affiliated Clubs shall re-finance, where necessary, at the commencement of each registration year, to meet the requirements of 3.02.02.3.1.

3.02.02.3.3 Where any Affiliated Club wishes to register an additional team in the Competition, in any Division, after the start of fixtures in any round, then that team shall not be registered to play until the commencement of the next round of fixtures in that Division. Nomination fees shall be adjusted, where necessary, so as to comply with By-law 3.02.02.3.1

3.02.02.3.4 (a) Where an Affiliated Club has two or more teams registered in the same Division or Grade, players registered in one team shall not be eligible to play in any of the other teams in that Division.

(b) Replacement players shall be allowed only to be drawn from a team in a lower grade, provided further that a replacement player shall only be allowed to play in the first team in which he/she plays for the remainder of the season.

(c) No player shall be allowed to transfer from one team to another after the 1st June in each year.

3.02.02.3.5 All players registered in teams shall submit details required by the Association through their Affiliated Club for the Association's data base.

- 3.02.02.3.6 Any player or team not registered in compliance with this part, shall be deemed not to be registered and shall not be allowed to compete or be involved in any activities of the Association during the period that team or player remains unregistered.

3.02.03 Late Registrations

- 3.02.03.1 (a) Application for late registration of players (subsequent to the date provided for in 3.02.02.2) shall be made by the Affiliated Club, in writing, and shall be in the hands of the Administration by 5 p.m. on the Monday of each week unless otherwise determined by the Board.

(b) Each application shall contain, in alphabetical order, the surname, christian names, date of birth, address and phone numbers of each and every player and the Division or Grade in which the player is to be registered and shall be accompanied by an application form, in the approved form, signed by the player to be registered.

- (c) Separate applications shall be made for each gender of registration.

(d) Where an application for late registration of players is received by the Administrator after the time designated in (a) above, irrespective of the date of or on the application, and unless otherwise determined by the Board, then such player or players shall not be eligible to play competition fixtures in that week.

(e) Strict compliance with this rule will be enforced by the Board who shall take such action as they deem necessary including deduction of competition points from an offending team and fines against an offending Affiliated Club

3.02.04 Applications for Re-Registration.

- (a) Application for re-registration of a player shall be made by the Affiliated Club in writing and shall be in the hands of the Administration by 5 p.m. on the Monday of each week unless otherwise determined by the Board.
- (b) Each application shall set out the reasons for the re-registration and shall be considered by the Board on its merits provided that no player registered in a team which has been suspended, disqualified, disbanded or excluded by virtue of these By-laws, shall be permitted to play in another team without first obtaining the approval of the Board.
- (c) No applications for re-registration shall be considered after the 1st June in each year other than in extraordinary circumstances at the sole discretion of the Board.

3.02.05 Registration Fees

Each Affiliated Club shall pay to the Association in each season, the annual registration fee for each player in the sum decided by the Board.

3.02.06 Payment of Registration Fees

- 3.02.06.1 All fees payable by Affiliated Clubs shall be in two amounts, fifty (50) percent shall be payable before the first (1st) day of April and the balance then owing payable before the first (1st) day of May in each year.

3.02.06.2 The Association shall not be obliged to render any invoice or account for any amount due for fees and any amount not paid by the due date herein specified shall be deemed in arrears.

3.02.06.3 Provided always that fees, including registration fees, for playing members of Affiliated Clubs shall be paid in such amounts and by such times as the Board shall otherwise determine.

3.02.07 Fees in Arrears

3.02.07.1 If any dues payable hereunder are unpaid by the date specified by the Board, or where the date is not specified, within thirty (30) days of receipt of invoice, the Affiliated Clubs failing to pay such dues shall be deemed to be unfinancial.

3.02.07.2 All fees or part thereof, not paid by the due date, shall have interest charged weekly at the discretion of the Board and at a rate to be determined by the Board from time to time, with fees due to be calculated on previous season's full fees for that Club.

3.02.07.3 Unfinancial Affiliated Clubs shall not be allowed to compete or be involved in any activities of the Association during the period that such fees remain unpaid.

3.02.07.4 Players and/or Officials registered with unfinancial Clubs shall not be eligible for financial assistance from the Association for Representative Team commitments, until that Club becomes financial

3.02.07.5 Upon the subsequent paying of such fees the Board of Directors shall cancel those restrictions imposed on the Affiliated Club because of unpaid fees.

3.02.08 Registration System

- 3.02.08.1 All team registrations shall include a minimum of eleven (11) players. The Board of Directors may waive strict compliance with this By-Law in special circumstances.
- 3.02.08.2 A player may be eligible for and registered in more than one (1) team.
- 3.02.08.3 Where an Affiliated Club has two or more teams registered in the same Division or Grade, then the following criteria will apply:
- (a) Players registered in one team shall not be eligible to play in any of the other teams in that Division or Grade.
 - (b) Replacement players shall be allowed to be drawn only from a team in a lower grade, provided further that a replacement player shall only be allowed to play in the first team in which he/she plays for the remainder of the season.
 - (c) No player shall be allowed to transfer from one team to another after the 1st June in each year.
- 3.02.08.4 Subject to the requirements of Section 3.02.09, a player registered in more than one team shall not be required to pay the Association registration fee more than once.

3.02.09 Player Registration and Representative Requirements.

- 3.02.09.1 A Player shall be a member of only one Affiliated Club at any one time.
- 3.02.09.2 A Player desiring to terminate membership of one Affiliated Club and join another, shall fulfil any requirements of either or both of the Affiliated Clubs.
- 3.02.09.3 The Board, whose decision shall be final, shall determine any question relating to registration.
- 3.02.09.4 To be eligible for selection in any Gold Coast Hockey Association representative side in any Division, the following criteria must be met ;
- (a) The player must be registered with the Gold Coast Hockey Association Inc. through membership of an Affiliated Club as a player, and must play regularly in the Gold Coast Competition.
 - (b) Players not meeting the criteria in (a) will not be considered by the Selectors unless special circumstances exist and application has been made to the Board and exemption granted in writing.
 - (c) The meaning of 'regularly' in (a) will be considered objectively by the Selectors, with each selection to be considered on its merits.
 - (d) All Coaches, Managers and Players selected, chosen or otherwise appointed to represent the Gold Coast Hockey Association must be ratified by the Board and must abide all conditions set by the Association.

3.02.10 Transfers and Player Clearances

- 3.02.10.1 A player transferring from one Affiliated Club (hereinafter called the Original Club) to a different Affiliated Club (hereinafter called the New Club) shall first obtain a clearance in writing from his or her original Club before being eligible to play with that new Club and/or new Affiliated Association except with the approval of the Board of Directors.
- 3.02.10.2 The player shall write to the Original Club seeking a clearance which shall be actioned within seven (7) days of the date of request.
- 3.02.10.3 Before issuing the clearance or otherwise, the Original Club shall check the financial position, disciplinary constraints, i.e. disqualifications, suspensions etc., presently current within the Original Club.
- 3.02.10.4 The Original Club shall provide in writing within seven (7) days of the date of receipt of the request either:
- 3.02.10.4.1 a clearance.
 - 3.02.10.4.2 advise that no clearance will be issued, noting the reason for such action.
 - 3.02.10.4.3 advice that issuing of a clearance will be delayed, the reason for the delay and the period of such delay, which shall not exceed a further fourteen (14) days.
- 3.02.10.5 Any player aggrieved by the refusal of a clearance may appeal to the Board of Directors, whose decision thereon shall be final and conclusive.
- 3.02.10.6 When a clearance is provided the applicant, after acceptance of such clearance, shall thereafter cease to be a member of the Original Club.

- 3.02.10.7 Such clearance shall be lodged by the player with the player's New Club prior to the registration of the player with the player's New Club.
- 3.02.10.8 Subject to compliance with any local requirements of the New Club, upon registration, the player shall then become a member of the New Club.
- 3.02.10.9 No player shall be allowed to transfer from one Affiliated Club to another after the 1st June of each year without the express consent of the Board first had and obtained.
- 3.02.10.10 A team and/or Club which allows a player to play without a clearance may receive an automatic penalty of loss of points for that game and a fine in respect to every player infringing this By-Law. Such fine and/or penalty may be imposed for each game this By-Law is infringing.

3.03 DUAL REGISTRATION

3.03.01 Objectives

The objectives of dual registration are as follows:

- 3.03.01.1 To allow those players
 - 3.03.01.1.1 Whose work or education commitments take them from their place of normal residence and/or place of origin and/or from their Affiliated Association of normal competition, into the area and/or competition of a different Affiliated Association, to still be available for representative selection for their original Affiliated Association.
 - 3.03.01.1.2 Who periodically return to the area of their original Affiliated Association to be available to play for a Club of their choice in the local competition of the original Affiliated Association.
- 3.03.01.2 To allow players to play in two (2) Affiliated Associations to gain higher competitive experience in one, while still maintaining involvement in the other so as to not cause detriment to the latter and to the sport.
- 3.03.01.3 This By-Law applies to all Affiliated Associations and cannot be over ruled except by the Board of Directors of Hockey Queensland .
- 3.03.01.4 If the Association deems a local or domestic rule of any Affiliated Club is in conflict with this By-Law, then the Board of Directors shall arbitrate and the decision of the Board of Directors shall be final and binding.

3.03.02 Conditions

A player may be registered with two (2) different Affiliated Associations each hockey season or calendar year under the following conditions:

- 3.03.02.1 All players who take out dual registration shall register on the appropriate registration form, a copy of which shall be kept by each Affiliated Association involved. Refer Appendix A.
- 3.03.02.2 All dual registrations shall be registered with the Association and with Hockey Queensland.
- 3.03.02.3 No player shall take out more than one (1) dual registration in any one (1) hockey season or calendar year.
- 3.03.02.4 Dual registration shall be permitted only to players registered exclusively in Affiliated Clubs of the Association.
- 3.03.02.5 A player shall not be allowed a dual registration to include registration in another State or Territory Hockey Association, except with Association and Hockey Queensland Inc. approval.
- 3.03.02.6 Dual registration shall be permitted only with the agreement of each Association involved, unless over-ruled by Hockey Queensland on appeal.
- 3.03.02.7 Dual registrations must be complete and approved prior to the player seeking dual registration to play in any State Championship
- 3.03.02.8 Any player who has dual registration shall, for the purposes of selection in representative teams, indicate on the dual registration form, his or her choice for a primary Affiliated Association and a secondary Affiliated Association.
- 3.03.02.9 The primary Affiliated Association so indicated, shall have first call on that player for representative team selection at all times.
- 3.03.02.10 If a player does not have a representative team commitment to his or her primary Affiliated Association, the secondary Affiliated Association may select the player in a representative team.
- 3.03.02.11 In the case of a player playing for his or her Affiliated Association of origin and/or place of normal residence, a player shall have a dual registration to include such Affiliated Association, but be eligible to play for such Affiliated Association's representative team without the necessity of prior games.
- 3.03.02.12 A player with the Gold Coast Hockey Association as primary Affiliated Association, must play regularly in the Gold Coast Competition. (See also By-law 3.02.09.4) Failure to comply with this By-law will result in automatic withdrawal of dual registration.
- 3.03.02.13 Where applicable the Affiliated Association which nominates a player for a representative team shall be responsible for ensuring a copy of the relevant dual registration form is attached to the nomination form and to certify that the conditions therein have been met.

3.03.02.14 A player accepting dual registration shall pay to each Association in which he or she is registered, the fees so levied.

3.03.02.15 A player who registers for dual registration shall only be eligible to represent the State at Country Championships if registration shows a Country Centre as the Primary Association.

3.03.02.16 No player holding dual registration with the Gold Coast Hockey Association shown as Secondary Affiliated Association shall be eligible for Association Awards other than an Award specifically created for such a player.

3.03.03 Fees

3.03.03.1 The Affiliated Association named as Primary Association by a player holding dual registration shall be responsible for the collection and payment of all player registration, affiliation and other fees, including insurance fees, required to be paid to the Association.

3.03.03.2 The Affiliated Association named as Secondary Association by a player holding dual registration, shall not be required to include registration, affiliation and other fees normally required to be paid to Hockey Queensland for such player.

3.03.04 Contravention

Contravention of the Dual registration rules shall result in automatic loss of the points and goals from any game in which such player participated and may result in a fine being imposed for each and every game wherein this rule is infringed.

3.03.05 QAS

Players listed as QAS Squad members are exempt from applying for dual registration. However the objectives and conditions shall apply.

3.04 AMATEUR STATUS

3.04.01 Compliance Criteria

An amateur is any person who complies with the meaning of the word as laid down by the F.I.H.

4.00 ADMINISTRATION

4.01 NOMINATIONS

4.01.01 Positions Elected/Appointed at Annual General Meeting

Nominations shall be lodged in accordance with Section 21.0 of the Constitution.

4.01.02 Multiple Nominations

Persons may be nominated for more than one position of office but in the event of election to the Board, shall be ineligible for election to another Board position.

4.01.03 Positions Appointed by Board of Directors

The Board may call for nominations for appointed positions as the Board deems necessary.

4.02 DELEGATES TO GENERAL MEETINGS

4.02.01 Appointment of Delegates

The names of delegates or proxy delegates and Affiliated Clubs represented shall be notified to Gold Coast Hockey Inc., in writing, either prior to the meeting and/or by the entry in the General Meeting registration book. Upon this authority any Affiliated Club member or members shall be entitled to attend the General Meeting and act as delegate or proxy delegate for such Affiliated Club.

4.02.02 Proxy Delegates

4.02.02.1 In the event of an Affiliated Club's member or members being unable to attend the General Meeting as a delegate or delegates, a proxy delegate or delegates shall be entitled to attend. The name or names of the proxy delegate or delegates shall be authorised in writing and submitted to Administration prior to the commencement of the meeting.

4.02.02.2 No Delegate shall be allowed to also act as a Proxy Delegate.

4.03 DISTRIBUTION OF MINUTES

4.03.01 Time of Distribution

(a) Minutes of Board Meetings shall be forwarded to members of the Board within seven (7) days of each General meeting.

(b) Minutes of General Meetings shall be forwarded to members of the Board, Affiliated Clubs and nominated officials and officers within two (2) weeks of each General meeting.

- 4.03.02 (a) Any required amendment of the Minutes of Board Meetings shall be reported to the Administration within three (3) days of receiving the minutes and the proposed amendments shall be placed on the agenda of the next Board meeting for consideration of the reports and amendment of the Minutes where deemed necessary.
- (b) Any required amendment of the Minutes of General Meetings shall be reported to the Administration within seven (7) days of receiving the minutes, and the Board shall be empowered to confirm the amendments or otherwise, at the next following equivalent status meeting, after considering any such reports.

4.04 **EXHAUSTIVE BALLOTS**

- 4.04.01 ***Initial Ballot***
Each member or delegate present and entitled to vote shall write on his/her ballot paper the name of the candidate he or she most prefers. Such votes shall then be counted, and if any candidate receives an absolute majority of formal votes cast, such candidate shall be elected to office.
- 4.04.02 ***Where No Absolute Majority***
If no candidate receives an absolute majority of formal votes cast as aforesaid, the candidate who receives the least number shall be eliminated, provided that if a candidate receives no votes, he or she, together with the candidate who receives the least number of votes, shall be eliminated.
- 4.04.03 ***To Achieve Absolute Majority***
A further ballot or ballots shall then be conducted between the remaining candidates in accordance with the Rules herein set out until one candidate receives an absolute majority of formal votes cast. Upon a candidate receiving an absolute majority of formal votes cast as aforesaid, such candidate shall be declared as elected to office.
- 4.04.04 ***Special Ballot***
If, after a ballot has been conducted, any two or more candidates receive an equal number of votes and it is necessary for one of them to be eliminated, then a special ballot shall be held in accordance with the Rules herein set out, to decide which of such Candidates shall be eliminated.
- 4.04.05 ***Special Ballot Extension***
If, after a special ballot as aforesaid has been conducted between three or more candidates, no candidate has received a greater number of votes than the other candidates, then the Chairperson shall nominate one candidate who shall not be eliminated, and a further special ballot shall be held between the candidates not so nominated, to determine which of them shall be eliminated.
- 4.04.06 ***Ballot Casting Vote***
If, on any ballot between two candidates such candidates receives an equal number of votes, then the Chairperson shall have a casting vote to decide the issue between such candidates.
- 4.04.07 ***Interim Declaration of Voting Results***
At any time when it is necessary for a candidate to be eliminated, the Chairperson shall only declare the name of the candidate or candidates preferred and/or to be eliminated, and shall not disclose the number of votes received by any candidate.
- 4.04.08 ***Final Declaration of Voting***
At the conclusion of voting the Chairperson shall declare the result of each ballot by stating the number of ballot papers issued with respect to each ballot, the number of formal votes cast in each ballot and the number of votes received by each candidate.
- 4.04.09 ***Discretionary Waiver***
Notwithstanding anything in this rule to the contrary, those present and entitled to vote at any meeting at which an election is to be held in accordance with this By-Law, may, by unanimous resolution, waive the application of the foregoing provisions and substitute, for that election only, such other method of voting as may be unanimously agreed upon.

4.05 **POSTAL, TELEGRAPHIC OR FACSIMILE VOTING**

- 4.05.01 ***Application***
In the event of a resolution being required by the Board or by a requisite number of Affiliated Clubs before the next General Meeting, on a matter which, in the opinion of the Board is not of sufficient importance to justify calling an additional General Meeting or Special General Meeting, then the Board may call for a postal, telegraphic or facsimile vote.
- 4.05.02 ***Ballot Papers***
The Association office shall submit to Affiliated Clubs in writing, by the most expedient means of communication possible, ballot papers setting out the matter/s for decision and specifying the hour and date, being not less than fourteen (14) days after the day of dispatch, hereinafter called "the prescribed time", by which time the papers shall be returned to the Association office.
- 4.05.03 ***Additional Information***
Ballot papers may be accompanied by such other documentation as the Board decides is necessary for Affiliated Clubs to make informed decisions.

4.05.04 Validity
To be valid and included in the ballot, the ballot papers shall be signed by an authorized person in the Affiliated Club and returned to the Association office by the prescribed time.

4.05.05 Advice of Results
Within seven (7) days of the prescribed time, the Association office shall advise each Affiliated Club in writing by the most expedient means possible, the result of the ballot.

4.06 FINANCIAL ASSISTANCE

4.06.01 Financial Assistance
Financial assistance shall be offered to delegates, officials, representatives and others, as shown on the schedule specifically written and up-dated annually for this purpose.

4.06.02 Application for Assistance
Any delegate, official, representative or other financially assisted individual who, or organisation which, within fourteen (14) days as prescribed, does not return the required form to the Administration, shall not be entitled to such financial assistance, unless decided otherwise by the Board.

4.07 PRESENTATION OF ASSOCIATION INFORMATION

4.07.01 Format
The Constitution, By-Laws, Policies, Rules and any other documents of the Association shall be issued as a loose leaf edition, with each page suitably endorsed as to the date of origin and whether it is an original issue or an amendment.

4.07.02 Amendments
Any new additions, amendments or revisions to any of the Constitution, By-Laws, Policies, Rules and other pertinent documents shall be made on the particular loose leaf page, suitably identified by date and forwarded to each Affiliated Club immediately after approval, for insertion in the correct position and in the correct document. Obsolete material shall be removed and destroyed by Affiliated Clubs.

4.07.03 Responsibility for Currency
Responsibility for correct insertion and currency shall rest with each Affiliated Club.

4.07.04 Responsibility for Application
Responsibility for application of the most up to date requirements of the Constitution, By-Laws, Rules and other documents of the Association shall rest with each Affiliated Club.

5.00 BOARD OF DIRECTORS

5.01 PORTFOLIOS

5.01.01 Allocation
Portfolios shall be allocated to the five (5) elected Directors by the Board of Directors, and shall include:

- 5.01.01.1 Athlete Development - Junior and/or Senior
- 5.01.01.2 Competitions
- 5.01.01.3 Planning
- 5.01.01.4 Marketing
- 5.01.01.5 Media and Events
- 5.01.01.6 Officiating
- 5.01.01.7 Special Projects and Coaching

5.01.02 Other Portfolios
The Board may institute any other portfolio considered necessary, which may replace one of the above or be made a conjoint portfolio.
The Planning Portfolio shall be the responsibility of the President.
The Planning Portfolio shall include Constitution and Facilities.

5.01.03 Directors to Assume Director's Committee Chair
Directors appointed to administer a particular portfolio shall be automatically appointed as Chairpersons of the Director's Committee administering that portfolio.

5.01.04 The Director may appoint a convenor as chairperson, with the approval of the Board.

5.02 MEETINGS OF THE BOARD OF DIRECTORS

5.02.01 Attendance
5.02.01.1 Meetings of the Board may be held by personal attendance or by telecommunications or by a combination of both methods.

5.02.01.2 The attendance of the required majority of voting Board members in person or by telecommunications shall constitute a quorum for the transaction of business at a Board Meeting.

5.02.01.3 Issues for decision arising at meetings of the Board shall be determined by a majority of the votes of the members

of the Board present and entitled to vote either in person or by telecommunication.

5.03 FUNCTIONS AND POWERS OF THE BOARD OF DIRECTORS

The Board shall carry out functions and is empowered to act as specified in the Constitution, and as follows:

- 5.03.01 Ensure that there is proper co-ordination of Committee activities and that terms of reference are followed.
- 5.03.02 Develop proposals, and administer agreements for financial assistance, sponsorship, and generally of any activity undertaken by the Association.
- 5.03.03 Advise upon and carry out approved programmes of publicity and public education in respect of the Association's activities and the sport in general.
- 5.03.04 Establish such committees or co-opt such assistance as required for the proper discharge of the Board's function.
- 5.03.05 Draw up job specifications for all office bearers, official and officer positions.
- 5.03.06 Consider applications for all Gold Coast Hockey Association positions and appoint office bearers, officials and officers as specified in the Constitution and By-laws.
- 5.03.07 Terminate or extend appointments as deemed appropriate.
- 5.03.08 Report to General meetings.

5.04 DUTIES OF BOARD OF DIRECTORS MEMBERS

5.04.01 *The President*

The President shall:

- 5.04.01.1 Act as the Association's representative.
- 5.04.01.2 Assume responsibility for the efficient administration of the Association.
- 5.04.01.3 Preside at Board and General meetings.
- 5.04.01.4 Have the right to attend any Committee meetings pursuant to Constitution Section 20.03.

5.04.02 *The Vice President*

The Senior Vice President or where there is equal seniority a Vice President nominated in advance by the President shall:

- 5.04.02.1 Act as the Association's representative in the absence of the President.
- 5.04.02.2 Assume responsibility for the efficient administration of the Association in the absence of the President.
- 5.04.02.3 Preside at Board and General meetings in the absence of the President.
- 5.04.02.4 Have the right to attend any Committee meetings pursuant to Constitution Section 20.03.

5.04.03 *Board Members*

Board Members shall:

- 5.04.03.1 Act as the Chairperson at respective Director's Committee meetings.
- 5.04.03.2 Assist in the preparation of a long term strategic plan for the Director's Committee, and present the plan to the Board for approval and implementation.
- 5.04.03.3 Report progress on the implementation of policy at Board meetings.
- 5.04.03.4 Ensure a detailed report is presented to the Association at the Annual General Meeting, including an assessment and evaluation of the years activities including of Director's Committees.
- 5.04.03.5 Be responsible for maintaining and upgrading the approved annual budget for the Director's Committee.

5.05 OFFICIALS

5.05.01 *Appointments*

In addition to the Board, there may be the following Officials and Officers who shall be appointed by the Board:

- 5.05.01.1 Association Auditor, Association Solicitor.

- 5.05.01.2 General Manager, Operations Manager, Office Administrator, Marketing Manager, Coaching and Development Manager.
- 5.05.01.3 Appointments Committee.
- 5.05.01.4 Representative Team Managers and Coaches and such other Team support personnel as deemed necessary by the Board.
- 5.05.01.5 Such additional officials as required from time to time for such special duties and for such term of office as shall be defined by the Board at the time of each appointment.

5.05.02 *Advice to Affiliated Clubs*

The Association shall notify Affiliated Clubs of all positions for which applications are sought and subsequently of successful applications.

5.05.03 *Termination or Extension of Appointments*

The Board may terminate, modify or extend any appointments made under this By-Law.

6.00 ASSOCIATION EMPLOYEES

6.01 EMPLOYEE'S ROLE AND RESPONSIBILITIES

6.01.01 *Employees Duties*

Employees of the Association shall carry out such duties as are approved or directed by the Board.

6.01.02 *Attendance at Meetings*

Employees of the Association shall attend meetings of the Board and General meetings as directed and such other Director's Committee and / or Operating Committee meetings as set out in the By Laws.

6.01.03 *Delegation by a General Manager*

Wherein the Constitution and/or By Laws a responsibility is given to a General Manager, delegation of actions to meet such responsibility is acceptable, providing always, that a General Manager, shall remain responsible for the proper carrying out of such actions.

7.00 COMMITTEES

7.01 ADMINISTRATION

7.01.01 *Structure*

The administration through the Board of the Association is delegated to Committees, a number of which shall be Director's Committees framed to incorporate the areas of responsibility designated for the various Office Bearers and accountable to the Board of Directors for their actions.

7.01.02 *Director's Committee Members*

Members shall be elected to Director's Committees at the discretion of the Board.

7.01.03 *Liaison with Board of Directors*

The Board of Directors Director who is Chairperson of the particular Director's Committees shall be responsible for liaison between such committee and the Board of Directors.

7.01.04 *Responsibilities*

The Board of Directors Director who is responsible for the Director's Committee shall ensure that the Director's Committee functions, if and when necessary, and deals with all business relating to that Director's Committee.

7.01.05 *Director's Committees Meetings*

The Director's Committees shall meet regularly and report regularly their proceedings, resolutions and recommendations to meetings of the Board of Directors.

7.01.06 *Programme of Meetings*

Meetings of each Director's Committee shall be scheduled to avoid conflict with the meetings of the other Director's Committees having mutual membership.

7.01.07 *Director's Committees' Powers and Functions*

Director's Committees shall:

- 7.01.07.1 Have the power to co-opt persons to such committees to enable the Committees to carry out their respective functions.
- 7.01.07.2 Be responsible for the preparation of a long term strategic plan for the Committee, directed towards the advancement of Hockey.
- 7.01.07.3 Submit an annual budget.
- 7.01.07.4 Monitor and review the impact of the policy and plan relevant to the particular Director's Committee, and advise on further action required.
- 7.01.07.5 Have such other duties as are directed by the Board.

- 7.01.08 Form of Reports to Board**
Director's Committee Reports to the Board shall be in a standard format and lodged with the General Manager at least five (5) days prior to the Board of Directors Meeting following such Director's Committee Meeting.
- 7.01.09 Reports and Recommendations**
The Chairperson of the respective Director's Committees shall be responsible to see that reports are prepared and, if necessary, submit any recommendations to the Board of Directors.
- 7.01.10 Action Plan**
Director's Committees shall be required to submit to the Board of Directors within six (6) weeks of taking office, any recommended amendments to the Director's Committee's Terms of Reference and an Action Plan for the year for approval by the Board of Directors.
- 7.01.11 Annual Report**
The Director's Committee Chairperson shall comment on the number of meetings of the Director's Committee, the dates on which the meetings were held and their relative convenience to other dates, and the number of attendances of each individual. Where applicable, the Director's Committee Chairperson shall indicate those Director's Committee Members who have made major contributions and shall include the results of and recommendations as to any Director's Committee's Terms of Reference.
- 7.01.12 Submission of Annual Report**
The Annual Report of each Director's Committee's activities shall be prepared and submitted to the Administrator six (6) weeks prior to the Annual General Meeting of each year.
- 7.01.13 Term of Office**
The term of office of each Director's Committee shall be from the date of appointment to the next Annual General Meeting of the Association.
- 7.01.14 Operating Committees**
Except where Operating Committees are appointed by the Board. Director's Committees may appoint, with Board of Directors approval, and delegate part of that Director's Committee functions to Sub Committees to be known as Operating Committees. All Operating Committees shall report to the respective Director's Committee, except those which report directly to the Board.
- 7.01.15 Operating Committee Members**
- 7.01.15.1 Where applicable, members shall be appointed to Operating Committees by the Board.
- 7.01.15.2 Members shall be appointed to other Operating Committees by the Board of Directors or the respective Director's Committee which shall also appoint a Chairperson / Convenor.
- 7.01.15.3 Operating Committee Membership, unless otherwise indicated, shall be a minimum of four (4) persons and be gender equal.
- 7.01.16 Operating Committee Reports**
Every Operating Committee of the Association shall make a report on its activities either through the respective Director's Committees or directly to the Board dependant on it's responsibility chain.
- 7.01.17 Director's Committee Correspondence**
All Director's Committee correspondence shall be through the Administrator.
- 7.01.18 Operating Committee Correspondence**
All Operating Committee correspondence shall be through the respective Director's Committees.
- 7.01.19 Accounts**
Collection of funds and payment of accounts of all Committees shall be through the Finance Director who shall administer all books of accounts.
- 7.01.20 Committees to Make Reports on Activities on Demand**
Every Committee and/or Sub-Committee and/or Board shall make a report on particular activities when required by the Board of Directors .
- 7.02 MEMBERSHIP of DIRECTOR'S COMMITTEES**
- 7.02.01 The General Manager**
The General Manager shall be ex officio to all Director's Committees
- 7.02.02 Membership**
There shall be the following Director's Committees with such persons as determined by the Board.
- 7.02.02.1 *The Planning Committee comprising:*
President
Vice President
Board Director (Chairperson)
Two (2) elected Committee Members
- 7.02.02.2 *The Finance Committee comprising:*

- Director of Finance (Chairperson)
Finance Consultant (upon invitation when required)
Two (2) elected Committee Members
- 7.02.02.3 *The Athlete Development Committee comprising:*
Board Director (Chairperson)
Coaching and Development Manager/ State Development Director
Schools Hockey representative
Junior Hockey representative
Veterans Hockey representative
Indoor Hockey representative
- 7.02.02.4 *The Marketing Committee comprising:*
Board Director (Chairperson)
Marketing / Media Manager
Two (2) elected Committee Members
Media Consultant (upon invitation when required)
- 7.02.02.5 *The Officiating Committee comprising:*
Board Director (Chairperson)
Technical and Rules Operating Committee representative
Two (2) Umpires Committee representative
- 7.02.02.6 *The Competitions Committee comprising:*
Board Director (Chairperson)
State Open Team Selectors Convenors (one each gender)
Players representatives (one each gender)
Technical and Rules Committee Convenor
Q.A.S. representative
- 7.02.02.7 *The Media & Events Committee comprising:*
Board Director (Chairperson)
Marketing / Media Manager
Two (2) elected Committee Members
Finance Committee representative
Players representative (one each gender)
- 7.02.02.8 *Coaching & Special Projects comprising:*
Board Director (Chairperson)
Coaching & Development Manager
Two (2) elected Committee Members (one of each gender)
- 7.02.03 Voting**
Minimum voting membership on any Director's Committee shall be three (3) inclusive of the Chairperson.

7.03 MEMBERSHIP OF OPERATING COMMITTEES

- 7.03.01 Generally**
All Operating Committee members shall be elected or appointed for a one (1) year term.
- 7.03.02 Appointments Committee** - Appointed by the Board of Directors and comprising :
Convenor/ Chairperson
Four (4) Committee Members (two (2) each gender)
- 7.03.03 Other Operating Committees**
There shall be the following Operating Committees comprising such persons as selected and determined by the Board, which shall perform those duties as stipulated in the appropriate appendices.
- 7.03.03.1 *The Veterans Committee comprising:*
Six (6) elected Committee Members (three (3) each gender).
- 7.03.03.2 *The Technical Committee comprising:*
Four (4) elected Committee Members (two (2) each gender).
- 7.03.03.3 *The Judiciary Panel*
The Judiciary Panel shall comprise a Chairperson and at least two (2) persons, (hereinafter referred to as Members) from each affiliated club.
- 7.03.03.4 *The Judiciary Committee*
The Judiciary Committee shall comprise at least three (3) members of the Judiciary Panel.
- 7.03.03.5 *The Investigation Committee (Judicial)*
The Investigation Committee shall comprise at least three (3) members of the Judiciary Panel.

- 7.03.03.6 *The Coaching Committee comprising:*
Coaching and Development Manager (Chairperson)
Four (4) elected Committee Members – two (2) each gender.
- 7.03.03.7 *The Umpires Committee comprising:*
Convenor
Four (4) elected Committee Members. (two (2) each gender).
- 7.03.03.7.1 All members of the Umpires Committee shall possess a "Gold Coast" badge.
- 7.03.03.8 The Selection Committee comprising:

Convenor

Four (4) elected Committee Members. (Two (2) each Gender.)
- 7.03.03.9 Any employee of the Association shall be ineligible to nominate for any Selection Panel unless prior approval of the Board of Directors has been granted.
- 7.03.03.10 Selectors shall not hold any other role at the respective Trials or Games which they attend as a Selector.
- 7.03.03.11 Any individual who is elected as a Selector will be ineligible to select for a team, if there is a Player who is next-of-kin to the individual seeking selection in that team. (For the purposes of this Clause, 'next-of-kin' is defined as Parents, Grandparents, Siblings and Step Families)
- 7.03.03.12 The Gold Coast Coaching Director shall be an additional Selector on each of the following panels:
7.03.03.12.1 Open (Male and Female)
7.03.03.12.2 Under 21 (Male and female)
7.03.03.12.3 Under 18 (Male and Female)
7.03.03.12.4 The Gold Coast Coaching Director may not be the Convenor, but shall have voting rights.)
- 7.03.04 Chairperson/Convenors**
- 7.03.04.1 Except as otherwise provided, Operating Committee Convenors or Chairpersons shall be elected by the persons elected or appointed to membership of the various Operating Committees.
- 7.03.04.2 Each Operating Committee Convenor or Chairperson shall submit a report of the Committee's activities either through the respective Director's Committees or directly to the Board of Directors as set out in the Committee Structure by the date advised.
- 7.03.04.3 Each Operating Committee Convenor or Chairperson upon request shall submit a budget either through the respective Director's Committees or directly to the Board of Directors as set out in Committee Structure by the date advised. Expenditure by Operating Committees shall be within the agreed budget unless the Board approves otherwise.
- 7.03.04.4 Any Operating Committee Convenor or Chairperson may request permission to attend any meetings of the Director's Committee of which the Operating Committee is a Sub-Committee, or of the Board or of General Meetings.
- 7.03.05 Interface Personnel**
- Where possible, interface representatives between Committees shall be different personnel eg where a person represents an Operating Committee on a Director's Committee and a representative from the same Director's Committee is required on the same Operating Committee these shall not be the same person.

8.00 JUDICIAL SYSTEM

8.01 APPLICATION

8.01.01 Structure

The Judicial System of the Association shall comprise:

- 8.01.01.1 The Judiciary Panel
- 8.01.01.2 The Judiciary Committee
- 8.01.01.3** The Investigation Committee
- 8.01.01.4** The Board of Directors

8.01.02 The Judiciary Panel

- 8.01.02.1 The Judiciary Panel shall comprise a Chairperson and at least two (2) persons, (hereinafter referred to as members), from each Affiliated Club.
- 8.01.02.2** The Chairperson shall be elected at the Annual General Meeting of the Association each year.
- 8.01.02.3** Each Affiliated Club shall advise the Administrator in writing, of the Club's nominees to the panel within one month of the Association's Annual General Meeting.
- 8.01.02.4** Nominees to the Judiciary Panel may be altered or added to at any time during the year by Affiliated Clubs by notification in writing to the Association.
- 8.01.02.5** The Judiciary Panel may elect any number of its members to act as Deputy Chairperson in the absence of the Chairperson.
- 8.01.02.6** The Chairperson shall ensure that appropriate records are kept of each judicial proceeding.

8.01.03 The Judiciary Committee

- 8.01.03.1 The Judiciary Committee shall consist of at least three (3) members of the Judiciary Panel, one of whom may be the Chairperson or a Deputy Chairperson.
- 8.01.03.2 Where practicable, no member of the Judiciary Committee shall adjudicate on any charge or incident or sit on the Committee when investigating any charge or incident in respect of any game, event or incident involving the Member's Club.
- 8.01.03.3 Appeals against decisions of the Judiciary Committee shall be made to the Investigation Committee in accordance with the provisions of these bylaws.

8.01.04 The Investigation Committee

- 8.01.04.1 The Investigation Committee shall hear appeals from any decision handed down by the Judiciary Committee in accordance with the provisions of these bylaws.
- 8.01.04.2 The Investigation Committee shall consist of at least three (3) members of the Judiciary Panel, one of whom may be the Chairperson or a Deputy Chairperson.
- 8.01.04.3 No member of the Investigation Committee shall have been a member of the initial Judiciary Committee.
- 8.01.04.4 Where practicable, no member of the Investigation Panel shall sit on the Investigation Committee when hearing an appeal from a decision of the Judiciary Committee in respect of any game, event or incident involving the member's Club.
- 8.01.04.5 Appeals against decisions of the Investigation Committee shall be made to the Board of Directors in accordance with the provisions of these by-laws.

8.01.05 Participation Conflict

No Member of the Judicial Committee, the Investigation Committee or Board of Directors shall be permitted to adjudicate or deliberate upon any matter arising in respect of any game, event or incident in which that member has taken part.

8.01.06 Judiciary Committee and Appeal Hearings

- 8.01.06.1 The Board of Directors shall have the power, including through the Judiciary Committee and the Investigation Committee, to call upon any person holding office or position with the Association or any Affiliated Club or member thereof, to attend any meeting of the Association or hearing or investigation by a Committee or Board of the Association and to reply to any relevant questions that may be put.
- 8.01.06.2 The Board of Directors, including through the Judiciary Committee and the Investigation Committee, may demand the production of any letters, papers, books or other evidence which the Board considers relevant.
- 8.01.06.3 Should the said person, Affiliated Club or member fail to comply without reasonable excuse or make misleading statements, the said person, Affiliated Club or member may be suspended, disqualified or otherwise dealt with at the discretion of the Board of Directors, including through the Judicial Committee and the Investigation Committee.

8.01.07 Investigation Committee/Board of Directors Appeal Hearing

- 8.01.07.1 Not more than three (3) nor fewer than three (3) persons, shall at any time sit on the Investigation Committee.
- 8.01.07.2 Any member of the Board of Directors who is available and eligible shall hear appeals to the Board of Directors.
- 8.01.07.3 Not fewer than three (3) persons shall sit on the Board of Directors to hear Appeals.
- 8.01.07.4 Where so decided by the Board of Directors, certain members may be appointed to hear Board of Directors appeals, one of whom shall be appointed Chairperson.

- 8.01.08 Judiciary Committee Voting and Investigation Committee/Board of Directors Appeal Voting.
For meetings of the Judiciary Committee and the Investigation Committee/Board of Directors on appeals, the Chairperson shall have a deliberative vote. For Board of Directors Appeals, the Chairperson shall have a second or casting vote.
- 8.01.09 Judiciary Committee and Investigation Committee/Board of Directors Appeal Minutes.
The respective Chairpersons shall ensure that minutes are kept of all meetings of the Judiciary Committee and the Investigation Committee/or Board of Directors Appeals.
- 8.01.10 Judiciary Committee/Board of Directors Appeal Decision
The respective Chairpersons shall be responsible for forwarding decisions in writing and the minutes of meetings of the Judiciary Committee/Board of Directors Appeals to Administration within three (3) days of the completion of the subject hearings.

8.02 JUDICIARY AND INVESTIGATION RULES

- 8.02.01 Decision on Referrals
- 8.02.01.1 All reports or referrals or charges or charges of misconduct against any Affiliated Club, team, player or member shall be referred to the Board of Directors which will decide whether to refer the matter to the Judiciary Committee. The charge or misconduct may be either verbal or in writing. If verbal, the person or representative of the organisation making the charge shall confirm same by written report within seven (7) days of the verbal charge.
- 8.02.01.2 Referrals may include but are not restricted to any Affiliated Club, team, player or member, who in the opinion of the Board has practised or counselled any unbecoming conduct or conduct which reflects upon the good name of the Association or any or all of its Officers, whether at any competition, meeting, function, or other activity, or at any other time.
- 8.02.02 Convene Hearings
Upon decision by the Board to refer the matter to the Judiciary Committee, the Administrator shall forthwith advise the Chairperson of the Judiciary Committee who shall convene a meeting of the Judiciary Committee to hear the charge and which shall be held within seven (7) days following receipt of the charge or such other time as may be convenient..
- 8.02.03 Notification
The Chairperson of the Judiciary Committee shall notify the Administrator and the Administrator shall notify the person/s or representative/s of the organisation or member charged, and the person/s or representative/s of the organisation or member making the charge, of the time and place of the hearing. Not less than seven (7) days notice shall be given and the place of hearing shall be as decided by the Chairperson of the Judiciary Committee.
- 8.02.04 Delay or Failure to Appear
If a person or member or organisation charged fails to appear before the Judiciary Committee at the appointed time without, in the opinion of the Judiciary Committee, reasonable cause, that person or member or organisation shall be prohibited from competing in any activities, including competitions, organised by the Association until such time as the person or member or organisation appears before the Judiciary Committee. Except that if the Judiciary Committee cannot meet within the prescribed seven (7) days the person or member or organisation charged shall be allowed to participate in the sport of hockey and thereafter until such time as the charge is heard.
- 8.02.05 Hearing Result
The charge shall be heard by the Judiciary Committee at the appointed time. The Judiciary Committee shall either:
- 8.02.05.01 Dismiss the charge; or
- 8.02.05.02 Impose upon the person or member or organisation against whom or which the charge was made a penalty being any of the following:
- 8.02.05.02.1 A Fine. An amount in Australian currency to be paid by a certain fixed date or within a certain fixed time. The result to be recorded.
- 8.02.05.02.2 Extra Duties. Additional Umpiring, Technical Bench or other administrative duties may form part or the whole of any penalty.
- 8.02.05.02.3 Warning, Reprimand or Admonishment. May be recorded or not recorded at the discretion of the adjudicating Committee.
- 8.02.05.02.4 Suspension. May be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set objective is reached. A playing suspension shall clearly define the number of games or specific period of time for which the player will be excluded from the playing field and shall also clearly specify the circumstances in which the deferred suspension shall take effect. The extent or limit of the penalty must be set by the adjudicating Committee imposing the said penalty.
- 8.02.05.02.5 Exclusion. Means a total exclusion from playing in any competition, non-competition, exhibition or trial game of hockey within or under the jurisdiction of the Association. The exclusion shall be notified to Hockey Queensland Inc., together with the reasons therefore.
- 8.02.05.02.6 Cancellation. Association membership may be cancelled because of the prevailing circumstances and when the extreme action of expulsion is not clearly warranted. The exclusion shall be notified to Hockey Queensland Inc., together with the reasons therefore.
- 8.02.05.02.7 Expulsion. Expulsion from Association Membership shall be a penalty of last resort and only as a response to an extremely serious offence against the Association, its principles or ideals. The expulsion shall be notified to Hockey Queensland Inc., together with the reasons therefore.
- 8.02.05.02.8 Any combination of the above.

- 8.02.06 Reporting of Result.
The report by the Judiciary Committee to the Board of Directors shall be in writing, signed by the Chairperson and delivered to the Administrator within two (2) days of the conclusion of the Judiciary Committee hearing and be in the form prescribed by the Board of Directors and shall include details of the grounds upon which the Judiciary Committee's decision was based.
- 8.02.07 Reporting to Persons Charged.
Advice of any penalty shall be issued by the Administrator of the Association in writing, within twenty-four (24) hours of the decision of the Judiciary Committee hearing being handed to the Administrator. The advice shall be sent directly to the person or member or organisation charged. In the case of an individual, the Affiliated Club with which such individual is affiliated shall be separately notified.
- 8.02.08 Confidentiality.
Any matter being the subject of consideration and/or decision by the Judiciary Committee shall not be discussed with or conveyed to any person or persons other than members of the Judiciary Committee considering the charge, except as expressly provided in these By-laws.
- 8.02.09 Attendance at Hearings.
- 8.02.09.1 Present at the Judiciary Committee hearing shall be the members of the Judiciary Committee, the person or representative of the organisation making the charge (the plaintiff), and the person or representative of the organisation charged (the defendant).
- 8.02.09.2 Where the defendant is a minor, such person shall be accompanied by an adult family member and/or an adult member of the same organisation of which the minor is a member.
- 8.02.09.3 Witnesses shall be called to appear before the Committee as required. Calling of witnesses shall be the sole prerogative of the Judiciary Committee.
- 8.02.10 Hearing Sequence.
The sequence of the Judiciary Committee hearing shall be as follows:
- 8.02.10.1 The Chairperson of the Judiciary Committee shall read the charge or charges to and ensure that the defendant understands the charge or charges.
- 8.02.10.2 The Judiciary Committee through the Chairperson may question any person at the hearing at any time.
- 8.02.10.3 The plaintiff shall present the charge or charges and evidence supporting the charge or charges.
- 8.02.10.4 The defendant may ask questions of the person making the charge or charges, provided that the Chairperson of the Judiciary Committee may rule any such question out of order.
- 8.02.10.5 The defendant shall present his or her defence to the charge or charges.
- 8.02.10.6 The plaintiff may ask questions of the defendant, provided that the Chairperson of the Judiciary Committee may rule any such question out of order.
- 8.02.10.7 If deemed necessary by the Chairperson of the Judiciary Committee, witnesses shall be called successively to give evidence. Each witness shall initially be questioned by the members of the Judiciary Committee and then be questioned firstly by the plaintiff and then by the defendant, provided that the Chairperson of the Judiciary Committee may rule any question out of order.
- 8.02.10.8 The plaintiff shall sum up his or her case.
- 8.02.10.9 The defendant shall sum up his or her case.
- 8.02.10.10 The Judiciary Committee shall the make its decision in camera.
- 8.02.11 Witnesses
Witnesses shall appear entirely at the discretion of the Judiciary Committee. Witnesses shall only be permitted to be present at the hearing when they are giving evidence, and may be called more than once.
- 8.02.12 Questions by Judiciary Committee.
The members of the Judiciary Committee may ask any person appearing before the Judiciary Committee questions at any time that are, in the opinion of the Chairperson of the Judiciary Committee, relevant to the case.
- 8.03 RULES FOR APPEALS TO THE INVESTIGATION COMMITTEE AND/OR BOARD OF DIRECTORS.
- 8.03.01 Application
Any decision of the Judiciary Committee may be subject to appeal to the Investigation Committee and any decision of the Investigation Committee may be subject to appeal to the Board of Directors in accordance with the provisions of these by-laws.
- 8.03.02 Appeals.
- 8.03.02.1 Appeals shall be made in writing and shall be accompanied by the fee, if any, prescribed by the Board of Directors from time to time. The appeal shall only be considered if it is in the hands of the Administrator of the Association within three (3) days of the notice of decision appealed against being received by the appellant.
- 8.03.02.2 The Appeal Fee to be lodged with an Appeal to the Investigation Committee and/or an Appeal to the Board of Directors, on and from the 1st January, 1998, shall be Forty Dollars (\$40-00).

- 8.03.03 Reasons and Grounds
 The Appeal shall set forth fully the reasons for the appeal, and any grounds upon which the appeal is based.
- 8.03.04 Convene Hearing
 Upon receipt of an appeal to the Association, the Administrator shall forthwith advise the Chairperson of the Judiciary Committee or the Chairperson of the Board of Directors, whichever is applicable, who, within seven (7) days of receipt of the Appeal, shall convene a meeting of the eligible and available Investigation Committee or Board members to hear such Appeal.
- 8.03.05 Hearing
 The Investigation Committee or Board of Directors shall hear the appeal and advise the Administrator in writing under the signature of the Chairperson and delivered to the Administrator within three (3) days of the conclusion of the Investigation Committee or Board of Directors hearing, to either :
- 8.03.05.1 uphold the penalty imposed; or
8.03.05.2 modify or vary the penalty imposed; or
8.03.05.3 dismiss the charge and any penalty.
- 8.03.06 Reporting of Result
 The report to the Administrator shall also set forth the grounds upon which the decision was based.
- 8.03.07 Reporting to Persons Charged.
 Advice of the results of the Investigation Committee or Board of Directors hearing shall be issued by the Administrator of the Association in writing, within two (2) days of the decision of the Investigation Committee or Board of Directors hearing being handed to the Administrator. The advice shall be sent directly to the appellant person or member or organisation. In the case of an individual, the Affiliated Club with which such individual is affiliated shall be separately notified.
- 8.03.08 Delay
 If the Investigation Committee or the Board of Directors fails to meet to address the appeal within the period prescribed, the appeal shall be determined as successful, and the charge and penalty shall be dismissed and the appeal fee refunded.
- 8.03.09 Discretionary Evidence
 The Investigation Committee or the Board of Directors shall, at its entire discretion, accept further oral or written evidence from any person. If the Investigation Committee or the Board of Directors decides not to accept any further oral or written evidence, then it shall determine the appeal on the basis of the matters contained in the written findings of the previous Committee and upon the grounds raised in the appeal.
- 8.03.10 Appeal to Board of Directors Final.
 The decision of the Board of Directors of the Association shall be final and no further appeal shall lie.
- 8.04 COMPETITION.
 The Judiciary Committee shall meet with respect to charges and infringements in competition and non-competition games in the following circumstances:
- 8.04.01 When requested by the Board of Directors of the Association;
8.04.02 At the instigation of the Association or following a successful application to the Association by an Affiliated Club or Club Member.
- 8.04.03 Where Social, Club, Representative, National or International competition games are played within the Jurisdiction of the Association and the Association is required or requested to provide and convene a Judiciary Committee as Local, Home or Host Association, and in accordance with that requirement or request.
- 8.04.04 Unless otherwise required or requested, the Judicial Rules and Procedures of the Association as prescribed herein shall be applied.
- 8.04.05 In accordance with the Local Rules of the Association in force from time to time; AND
8.04.06 Where a player registered with the Association receives a RED CARD (not being a second yellow card) in a competition or non-competition game being played under the control of the Association, then that player shall appear before a Judiciary Committee.
- 8.04.07 An Affiliated Club or Player registered with an Affiliated Club may request that the Judiciary Committee meet and consider any yellow card issued by an Umpire during the course of a competition or non-competition game. Such request shall be in writing on official Club stationery (where available) and shall be delivered to the Administration within forty-eight (48) hours of the said game. The request shall be accompanied by an application fee of Forty (40) dollars.
- 8.04.08 On receipt of a reference from the Administrator, the Chairperson of the Judiciary Committee shall, as soon as possible, appoint a time and place for a hearing, suitable to committee members and interested parties.
- 8.04.09 Where possible and convenient the Judiciary Committee shall meet each Monday to consider references from the previous week and to conduct any necessary hearings.
- 8.04.10 Where a reference is unable to be dealt with by the Judiciary Committee on the "next" Monday, for good cause, then it may be adjourned or postponed at the convenience of all parties.

- 8.04.11 A player facing a charge or requesting an adjudication on an infringement, other than a RED CARD offence, may continue to play in competition and non-competition games until such time as the charge is heard and determined or the infringement adjudicated upon.
- 8.04.12 The Chairperson of the Judiciary Committee shall notify the person charged of the nature of the charge made against him or her at the first appearance before the Committee.
- 8.04.13 Hearings in this part shall be in accordance with the provisions of By-law 8.02.
- 8.04.14 Appeals from determinations made in this part shall be in accordance with the provisions of By-law 8.03.

9.0 STANDING ORDERS.

9.01 APPLICATION.

- 9.01.1 The Standing Orders shall apply to conduct of business of all General Meetings and all meetings of the Board of Directors and to all meetings of any Committees, Sub-Committees and Boards to which such Standing Orders are applicable, except where specifically provided otherwise.
- 9.01.2 The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
- 9.01.3 The conduct of the procedure at meetings shall be at the discretion of the Chairperson in all cases and shall be determined in accordance with the Constitution. In the event of dispute or where the Constitution is silent or in cases not provided for, the matter shall be determined by the Chairperson of the meeting by reference to the latest edition of "The Law and Procedure at Meetings" by P.E. Joske, which shall be available at all meetings. The interpretation of the Chairperson shall be followed so far as applicable.
- 9.01.4 The Chairperson of a meeting may, at his or her discretion, permit discussion upon and decision on any matter not included in the agenda and/or summary of business, including agendas and/or summaries of business previously forwarded.
- 9.01.5 A member or delegate may require the enforcement of any standing order by directing the Chairperson's attention to its infringement.

9.02 CHAIRPERSON

The Chair at all Meetings of and within the Association shall be occupied as set out in the Constitution and these By-laws.

The Chairperson may vacate the Chair on a temporary basis at any time to:

- 9.02.1 participate in the debate from the floor of the meeting;
 - 9.02.2 defend a ruling from the Chair in the event of a motion of dissent against the Chair;
 - 9.02.3 stand aside from a stated vested interest or, in the opinion of the meeting, a perceived vested interest.
- In such case a temporary Chairperson shall be appointed by the meeting to preside only for the duration of the resolution of the subject matter under debate. Also refer to Section 9.15.

9.03 ORDER OF BUSINESS at an ANNUAL GENERAL MEETING.

The order of business at an Annual General Meeting shall be:

- 9.03.1 Attendance;
- 9.03.2 Apologies;
- 9.03.3 Reading and Confirmation of previous Annual General Meeting Minutes;
- 9.03.4 Business arising from the previous meeting Minutes;
- 9.03.5 Correspondence;
- 9.03.6 Business arising from Correspondence;
- 9.03.7 Presentation of Annual Report (Including Committee Reports and Recommendations);
- 9.03.8 Presentation of Audited Statements of Income and Expenditure and Balance Sheets;
- 9.03.9 Election of Vacant Board Positions;
- 9.03.10 Ratification of Appointments;
- 9.03.11 Motions from Committee Recommendations;
- 9.03.12 Motions on Notice;
- 9.03.13 General Business.

9.04 ORDER of BUSINESS at MEETINGS.

The order of business at meetings shall be as follows as much as it shall apply:

- 9.04.1 Attendance;
- 9.04.2 Apologies;
- 9.04.3 Reading and confirmation of previous meeting Minutes;
- 9.04.4 Business arising from the previous meeting Minutes;
- 9.04.5 Correspondence;
- 9.04.6 Business arising from Correspondence;
- 9.04.7 Financial Report;
- 9.04.8 Business arising out of Financial Report;
- 9.04.9 Any other business regularly before the meeting;
- 9.04.10 Consideration of Reports;
- 9.04.11 Business arising out of Reports;
- 9.04.12 General Business.

9.05 MINUTES.

Minutes shall be taken at all meetings of the Association as set out in the Constitution, and be presented for approval as the third item on the Agenda at all such respective meetings.

9.06 SUSPENSION OF STANDING ORDERS.

In the event that a matter of importance or urgency arises, sufficient that the resolution of such a matter is delayed by Standing Orders, there may be a motion to suspend Standing Orders to allow the matter to be resolved.

9.07 METHOD OF PUTTING THE MOTION.

- 9.07.1 All proposals made to the meeting shall be in the form of motions or amendments to that motion. Such proposals shall be clearly expressed and capable of only one interpretation.
- 9.07.2 Where, in the opinion of the meeting, there is an ambiguity inherent in a motion or amendment to a motion, the Chairperson shall direct the attention of the mover and seconder of the motion or amendment to the motion to such ambiguity and request a non ambiguous definition.
- 9.07.3 A person desirous of moving a motion, or amendment to a motion, or speaking thereon, shall rise and address the Chair and shall not be interrupted unless called to order.
- 9.07.4 The mover of an original motion or amendment to a motion shall state the nature thereof before addressing the meeting thereon.

9.08 SECONDING.

No motion or amendment to a motion shall be discussed or put to the vote unless seconded.

9.09 WITHDRAWAL.

- 9.09.1 No motion or amendment to a motion shall be withdrawn without the leave of the Chairperson and consent of the mover and seconder.
- 9.09.2 Any motion or amendment to a motion, already accepted by the Chair, shall not be withdrawn except by the mover, with the agreement of the meeting.
- 9.09.3 No motion may be withdrawn while an amendment to that motion is before the meeting or after such amendment to that motion has been adopted.
- 9.09.4 A motion or an amendment to a motion already accepted by the Chair may be reworded by the mover, subject to the leave of the meeting.

9.10 AMENDMENTS.

- 9.10.1 All amendments to any motion shall be relevant to the subject matter of the motion, or otherwise be disallowed by the Chairperson.
- 9.10.2 No second or subsequent amendment to a motion, whether of an original motion or any amendment to a motion, shall be received until the disposition of the previous amendment.
- 9.10.3 When an amendment to a motion has been tabled, discussion shall be confined to that amendment.
- 9.10.4 Any person participating in the debate, with the exception of the proposer s and seconder of the motion, may move or second one amendment only to each motion, but such persons may speak to any amendment of that motion.
- 9.10.5 More than one amendment to a motion may be moved. Such amendment shall be considered one at a time, provided that notice of any subsequent amendment (s) have been given prior to the vote on the previous amendment being taken.
- 9.10.6 Should an amendment to a motion be defeated, the original motion becomes open to further amendment.
- 9.10.7 Should an amendment be carried, the amended motion then becomes the substantive motion.
- 9.10.8 Amendments to amendments are not prohibited, but are discouraged because of the complexities which result.
- 9.10.9 A motion or amendment to a motion may be seconded pro for a to allow discussion to take place.
- 9.10.10 An amendment to a motion may not be moved after the substantive motion has been put to the vote.
- 9.10.11 Amendments may be moved to motions on notice, provided that such amendments are within the scope of the notice and can involve the Association in no greater obligations than the notice specifies.
- 9.10.12 The proposer and seconder of a motion may vote:
 - 9.10.12.1 for an amendment to that motion;
 - 9.10.12.2 against the motion.

9.11 DISCUSSION.

- 9.11.1 Discussion shall only take place on a motion or amendment to a motion, which is properly moved and seconded and, where required by the Constitution or at the request of the Chairperson, properly submitted in writing.
- 9.11.2 No speaker shall digress from the subject matter of the motion or amendment to the motion under discussion. Any person digressing shall be called to order by the Chairperson.
- 9.11.3 No speaker shall speak a second time on the same motion or amendment to a motion unless the Chairperson so permits the speaker to explain, where the Chairperson decides the speaker may have been misrepresented or not understood.
- 9.11.4 A speaker moving a motion shall be held to have spoken thereon, but shall be entitled, in the case of an original motion only, to a right of reply immediately before the question is put. Refer Standing Order 9.12.
- 9.11.5 A speaker merely seconding a motion shall not be held to have spoken thereon.
- 9.11.6 The proposer of a motion shall be allowed a maximum of five (5) minutes to introduce the motion and a maximum of three (3) minutes to debate the reply . All other speakers shall be allowed to speak for a maximum of five (5) minutes only.
- 9.11.7 The seconder of a motion may reserve the right to speak until later in the debate.
- 9.11.8 If two or more speakers indicate a wish to speak, the Chairperson shall call on the first person observed, provided

that:

- 9.11.8.1 Speakers shall be requested to indicate their intention to support or oppose a motion or amendment to a motion.
- 9.11.8.2 The Chair shall allow speakers to alternately support and oppose the motion or amendment to a motion.
- 9.11.8.3 No more than two additional speakers, including the proposer and seconder, shall be allowed to support or oppose a motion or amendment to a motion.
- 9.11.8.4 If two persons have so spoken and there is no speaker providing the opposite viewpoint, the question shall be put to the vote without further delay, subject to the right of reply.
- 9.11.9 No discussion may take place on any motion or amendment to any motion after it has been put to the vote.
- 9.11.10 No discussion shall be allowed on any motion for adjournment of a meeting, or curtailment of discussion, except as specifically allowed by these Standing Orders. Refer Section 9.16 and Section 9.17
- 9.11.11 All discussions shall be addressed to the Chair and any questions shall be asked through the Chair.

9.12 RIGHT of REPLY

- 9.12.1 In the event that a motion is opposed or an amendment to a motion moved, the proposer of the motion shall be entitled to the final right of reply before the vote is taken.
- 9.12.2 Such a reply, either addressing the motion or the first amendment, may not raise new material to support the motion, but shall be confined to a summary to support the argument as presented and to answer any points raised by the opposition.
- 9.12.3 The mover of an amendment to a motion shall not be entitled to a right of reply.
- 9.12.4 By calling for or allowing the right of reply, the Chairperson shall indicate that the debate is closed.

9.13 POINT of ORDER

- 9.13.1 Anyone wishing to raise a point of order shall do so at the time of the alleged irregularity, interrupting the speaker, if necessary.
- 9.13.2 If a point of order is raised, it shall be clear and concise, the mover then resuming their seat.
- 9.13.3 The speaker holding the floor shall cease to speak and sit down until the member or delegate calling to order has been heard.
- 9.13.4 The speaker called to order shall remain seated until the question is decided unless permitted by the Chairperson to explain any pertinent point.
- 9.13.5 There shall be no discussion and the Chairperson shall rule upon the point of order raised.
- 9.13.6 A point of order shall take precedence over all other business with the exception of a call for a quorum.

9.14 CHAIRPERSON'S DECISION on POINT of ORDER

- 9.14.1 The Chairperson in deciding a point of order, shall state the provision, rule or practice which the Chairperson deems applicable, without discussing or commenting on the same.
- 9.14.2 The Chairperson's decision shall be final, unless a motion be moved and seconded that the ruling be disagreed with.
- 9.14.3 Upon such motion being seconded, the Chairperson shall immediately vacate the Chair and the business of the meeting shall be suspended until such motion of dissent be passed or defeated. Refer Section 9.15

9.15 DISSENT from the RULING of the CHAIR

- 9.15.1 A motion of dissent against a ruling by the Chair shall be made immediately following the declaration of such a ruling.
- 9.15.2 If the motion of dissent is seconded, the Chairperson shall vacate the Chair and the Vice President shall assume the Chair. In the absence of the Vice President, a deputy Chairperson shall be appointed by the meeting.
- 9.15.3 Such motion of dissent shall be debated only by the mover of the motion and the Chairperson in reply and shall thereupon be put to the vote.
- 9.15.4 A motion of dissent shall require the support of a simple majority of voters to be carried.
- 9.15.5 If such a motion is carried then the ruling of the meeting shall be substituted for that of the Chairperson.
- 9.15.6 The Chairperson shall then resume the Chair and the original matter shall be pursued.

9.16 MOTIONS for CURTAILMENT of DISCUSSION

- 9.16.1 Motion for the Closure of Discussion or "that the question be now put".
 - 9.16.1.1 The Closure may be moved during the discussion of a motion or an amendment to a motion.
 - 9.16.1.2 Such motion for closure may only be moved by a person who has not already spoken on the proposal whether such proposal be a motion or an amendment to a motion.

- 9.16.1.3 The motion for Closure may interrupt a speaker, shall not be debated and shall be voted on immediately.
- 9.16.1.4 If the motion for Closure is defeated, the debate shall continue as before.
- 9.16.1.5 If the motion for Closure is carried, the motion or amendment to that motion under discussion at the time of the Closure, shall be put to the meeting immediately.
- 9.16.1.6 In the case of a motion or first amendment to a motion, the mover may now exert their right of reply.
- 9.16.1.7 In the case of an amendment to a motion, the motion for Closure shall only apply to the amendment.
- 9.16.1.8 The motion " that the question be now put", may be moved any number of times during a debate.
- 9.16.1.9 The Chairperson may, of their own volition, put the Closure, if, in the opinion of the Chairperson, adequate discussion has taken place.

9.16.2 *Motion to limit discussion*

- 9.16.2.1 Motion "that the speaker be no longer heard" or "that the speaker be heard for a further limited period only", requires only to be seconded and shall not be debated.
- 9.16.2.2 In the event that the Chairperson considers that the speaker has had sufficient time to state his or her case, the motion shall be voted on immediately.

9.17 ADJOURNMENT of MEETING

- 9.17.1 A person entitled to vote, who has not spoken to the motion or amendment on hand, may move an adjournment.
- 9.17.2 Such motion shall not be open for debate, but may be amended as to time and place for reconvening of the meeting.
- 9.17.3 A motion for adjournment shall take precedence over all other motions, with the exception of a point of order.

9.18 VOTING

- 9.18.1 Voting shall be by a show of hands except where a ballot is specified in the Constitution and/or By-Laws.
- 9.18.2 Any person entitled to vote may, prior to a vote being taken, move a motion for a ballot. To be enforced such a motion shall be required to be carried by a simple majority of those present and entitled to vote.
- 9.18.3 Unless other provision has been specified in the Constitution and/or By-Laws, a motion or amendment to a motion shall be carried by a simple majority of those present and entitled to vote.
- 9.18.4 Any person entitled to vote, or the Chairperson, may request a recount of the vote. Such a request shall be made as soon as the result of the vote is announced.
- 9.18.5 Where an anomaly is detected in voting or counting of votes, another vote or ballot shall be taken. It is not incumbent on persons entitled to vote, to vote the same way on both occasions. A vote may be reversed or an abstention registered or where there was a previous abstention a vote may be cast.
- 9.18.6 If any person entitled to vote, wishes votes to be declared, then a motion shall be made at the commencement of the meeting, a seconder is required, and such motion shall be required to be supported by at least a simple majority of those present and entitled to vote to be carried. A request in writing from any Affiliated Club Secretary shall be regarded as a motion made at the commencement of the meeting.

9.19 RECISSION

- 9.19.1 A resolution, once passed at a meeting cannot be erased by a further resolution negatively structured.
- 9.19.2 A resolution may be rescinded, not less than one month after the passing of such resolution . Notice of the intended rescission shall be given, sufficient for such an intention to be included in the notice convening the meeting at which the matter is to be addressed.
- 9.19.3 A resolution shall not be rescinded by less than the majority of those present and entitled to vote as required by the original resolution to be passed.

9.20 GENERAL BUSINESS

At any meeting of the Association, except where such a meeting is convened within the Constitution for a specific purpose, time for general business shall be allowed. Any person entitled to vote shall have the right to raise any matter, without prior notice, unless such notice is provided for in the Constitution and/or By-Laws.

9.21 DEEMED EXPIRY

If after a period of three (3) years the substance of any resolutions from motions have not been incorporated into the Constitution, or By-Laws, Policies or other workings of the Association, such resolutions shall be deemed to have expired.

10.0 COMPETITIONS AND REPRESENTATIVE TEAMS

10.01 COMPETITIONS

10.01.01 **Rules**

Competition shall be conducted in accordance with Rules approved by the Board of Directors.

10.01.02 **Players**

Any player competing in a competition organised by the Association shall be a registered playing member of an Affiliated Club, unless otherwise approved by the Board of Directors.

10.01.03 **Dual Registration**

No part of these By-Laws shall be construed as preventing a player from becoming a registered playing member for more than one (1) Association in accordance with Section 3.03 of these By-Laws.

10.01.04 **Transferring Players Obligations**

Registered players of an Affiliated Club are considered as part of the Association by such registration, except that where the player

10.01.04.1 Was not registered by the Affiliated Club in the previous year; and

10.01.04.2 Has previously competed in a hockey competition organised by an Association directly or indirectly affiliated with Hockey Queensland, The Board of Directors may require the Affiliated Club to submit to the Association a clearance from any previous hockey Club or Affiliated Association of which the player has been a member, stating that the player has no outstanding financial obligations to that Club or Affiliated Association. If such clearances are not forthcoming, the Board of Directors may refuse the player's registration.

10.01.05 **Financial Claims on Players**

10.01.05.1 If any Affiliated Club lodges with the Association a claim setting forth any outstanding financial obligation that a playing member of that Affiliated Club has to that Club, the Board of Directors may prohibit that playing member from competing in any competition organised by the Association for such time as the Board deems appropriate.

10.01.05.2 Notice of prohibition shall be given in writing by the Administrator of the Association to the Secretary of the player's Affiliated Club.

10.01.05.3 Such prohibition shall be lifted upon receipt of a clearance from the Affiliated Club by which the claim or claims has or have been lodged.

10.02 TROPHIES

10.02.01 **Perpetual Trophies**

All Association Trophies competed for by Affiliated Clubs and Registered Players each Season shall be for perpetual competition.

10.02.02 **Additional Trophies**

If, in the opinion of the Association, there shall be a need at any time for Trophies, the Association shall acquire same and decide upon a title for the trophy.

10.02.03 **Trophies available for Primary Registered Players**

No player holding Dual Registration, with the Gold Coast Hockey Association Inc. as their Secondary Association shall be eligible for Association Trophies or Awards. (See By-law 3.03.02.16)

10.03 ASSOCIATION CHAMPIONSHIPS TOURS AND TOURNAMENTS

Naming Rights

The Board shall have the sole rights to the sale of naming rights to any or all Association Championships, Tours, Tournaments and Competitions, subject to any requirements of Hockey Queensland Inc.

10.04 ASSOCIATION TEAMS AND SQUADS

10.04.01 **Player Eligibility**

10.04.01.1 A Player shall only be eligible to represent the Association at a State Championship or State Tournament or Regional Championship or Regional Tournament or similar event if he or she is a registered member of the Association, and is not financially encumbered to another Association.

10.04.01.2 Special provision may be made for A.I.S. Scholarship Holders.

10.04.01.3 A Player may request relief from this requirement upon receipt by the Board of a statement outlining the case, not less than thirty (30) days prior to the commencement of the selection procedure of the particular Team or Squad for which the Player seeks selection.

- 10.04.01.4 Representative Players shall be fully acquainted with Association guidelines and requirements for Representative Players as determined from time to time, copies of which will be made available when a player is selected in a team or squad.
- 10.04.01.5 Representative Players shall pay to the Association such monies as requested from time to time.
- 10.04.01.6 All players selected in an Association Team are required to sign the Association Indemnity agreement.
- 10.04.02 Squads and Teams Selection**
- 10.04.02.1 Selections for squads and/or teams shall take place at the relevant Trials, squad trials or other venue, as directed by the Board. Selections shall be made by the relevant selection panels.
- 10.04.02.2 Players nominating for selection shall do so as directed on the relevant nomination form.
- 10.04.02.3 The Selection panels shall select the squad and/or teams as directed by the Board, appropriate for the proposed competition.
- 10.04.02.4 The selection panels shall advise the selections to the Board, or to the Board's previously appointed representative, for ratification, and who shall arrange to announce the selections at the earliest possible opportunity.
- 10.04.03 Association Team Officials**
All officials and support staff appointed to an Association Team/Squad are required to sign the Association indemnity agreement.
- 10.04.04 Association Team Coaches**
Association Team Coaches shall:
- 10.04.04.1 Be responsible for the coaching of their respective Team and/or Squad.
- 10.04.04.2 Travel as an official member of their respective Team party, intra-State, inter-State or overseas.
- 10.04.04.3 Be fully acquainted with the Association Guidelines and Requirements for their position as determined from time to time.
- 10.04.05 Association Team Managers**
Association Team Managers shall:
- 10.04.05.1 Be responsible for the management and discipline of their respective Team and/or Squad.
- 10.04.05.2 Travel as an official member of their respective Team party, intra-State, inter-State or overseas.
- 10.04.05.3 Be fully acquainted with the Association Guidelines and Requirements for their position as determined from time to time.
- 10.04.06 Other Team Support Personnel**
- 10.04.06.1 The Board may appoint such medical or other personnel as they deem necessary, to accompany the Team as an official member of the Team party and issue such persons with instructions, job specifications and responsibility resumes for their appointment.
- 10.04.07 Association Team Support Personnel**
Association Team Support Personnel shall:
- 10.04.07.1 Be responsible for the entire range of requirements for their respective appointments to the Association Team and/or Squad.
- 10.04.07.2 Travel as an official member of their respective Team party, intra-State, inter-State or overseas.
- 10.04.07.3 Be fully acquainted with the Association Guidelines and Requirements for their position as determined from time to time.
- 10.04.08 Selectors on Tour**
- 10.04.08.1 The Team Coach, Captain and Vice-Captain of the Team shall act as Selectors while an Association Team is on tour.
- 10.04.08.2 The Board may appoint a selector, recommended by the appropriate Selection panel, to act in the position of Selector-on-Tour.
- 10.04.08.3 Where a Selector on Tour is appointed, that person along with the Team Coach and Team Captain shall act as Selectors.
- 10.04.08.4 The Selector on Tour shall:
- 10.04.08.5 Travel as an official member of their respective Team party, intra-State, inter-State or overseas.
- 10.04.08.6 Be fully acquainted with the Association Guidelines and Requirements for their position as determined from time to time.
- 10.04.09 Suitability of Dress**
Association Representative Teams, players and officials shall wear appropriate clothing as approved by the Board

for official travelling, playing and representative occasions.

11.00 AMENDMENT OF BY-LAWS

11.01 HOW AMENDED or ALTERED

Pursuant to Section 41.0 of the Constitution, these By-Laws may be extended, amended, altered or rescinded in whole or in part at a General Meeting or a Board of Directors meeting upon a motion carried by a majority of the voting members present and entitled to vote.

11.02 NOTICE of MOTION

11.02.1 Notice of any motion to amend or alter these By-Laws, together with the name of the proposer and seconder, shall be given in writing to the Administrator not less than two (2) weeks before the meeting at which it is proposed to address the motion

11.02.2 The Administrator shall give notice as follows and shall set out in such notice a copy of the proposed motion.

11.02.2.1 In the case of a General Meeting, not less than seven (7) days notice to the Secretary of each Affiliated Club.

11.02.2.2 In the case of a Board of Directors Meeting, not less than three (3) days notice, to each Board of Directors Member.

11.03 CHANGE in BY-LAWS

Upon the motion being moved, the Chairperson shall allow any amendment or amendments of such motion to be discussed and put to the vote provided that every such amendment shall be relevant to the subject matter of the motion, and shall be of such a nature that, in the opinion of the Chairperson, it shall be within the intent and scope of the manner prescribed in the notice of motion.