



# South Coast Hockey Association Inc.

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ABN: 30 917 963 898

[www.southcoasthockey.org.au](http://www.southcoasthockey.org.au)



## CONSTITUTION

(Updated October 11<sup>th</sup>, 2019)

### 1. NAME.

The name of the association is the "South Coast Hockey Association Incorporated".

### 2. DEFINITIONS.

In these Rules, unless the context otherwise requires;

1. "The Association" means the South Coast Hockey Association Inc.
2. "The Executive" means the Executive Committee.
3. "The Club Representatives" means the Committee.
4. "Member" means a member of the Association as provided by these Rules.
5. "The President" means the Honorary President of the Association.
6. "The Secretary" means the Honorary Secretary of the Association.
7. "The Treasurer" means the Honorary Treasurer of the Association.
8. "Membership Year" shall be deemed to be the duration of time from the conclusion of one Annual General Meeting to the conclusion of the next Annual General Meeting.
9. "SCHA" means the South Coast Hockey Association Inc.
10. "Month" means One (1) Calendar Month.
11. "Club" means an affiliated club of the Association.
12. "MPP" means the Associations' Member Protection Policy.
13. "AGM" means the Annual General Meeting of the Association.
14. "In writing" means by written letter or by electronic media.
15. "VOAN" means the Volunteer Organisation Authorisation Number.
16. "The Act" means the Associations Incorporation Act 1985.

### 3. OBJECT.

The object of the Association shall be;

1. To be the governing body for and control the best interests of hockey for Men, Women and juniors in the South Coast district of Adelaide, South Australia.
2. To promote the sport of Field Hockey within the district.
3. To help develop the skills and fitness of all participants.

### 4. ADMINISTRATION.

The affairs of the Association shall be conducted in accordance with the Rules made under this Constitution and shall be controlled by such officers and governing bodies as therein provided, with the power to do things necessary for the purposes of the Association.

### 5. MEMBERSHIP.

All membership of the Association shall be open to any natural person desiring to take same as provided by the Rules and shall be bound by this Constitution, our MPP and the Rules there under.

#### 5.1 Types of Membership.

- a. Members of the Association shall be;
  - i. Life Members
  - ii. Honorary Members
  - iii. Registered Members through an affiliated Club and
  - iv. Associate Members

- b. Membership, except for Life Members, shall be for one Membership Year.
- c. The Executive shall be empowered, for special reasons, to bestow honorary membership in any Membership Year, on any person it sees fit.
- d. Associate Members shall pay an annual fee as determined by the committee in accordance with the rules, and have similar rights, privileges and responsibilities as that of a Registered Member.

## **5.2 Life Membership.**

- a. The Association, at the Annual General Meeting, shall have the power to elect as a Life Member of the Association, any person who has rendered special service to the Association or to the game, but not more than five persons shall be elected in any One (1) Membership Year.
- b. Voting for Life Members shall be subject to the same provisions as voting for the Committee Members, as set out in clause 8.2 of this Constitution.
  - i. Life Members shall be elected only by a three-fourths majority of the members present.
  - ii. Life Members shall have the same privileges as financial Members. In addition, they may attend Committee Meetings, wherein they shall have voice, but no vote.

## **5.3 Resignations.**

- a. A club affiliated with the Association may resign from membership of the Association by giving written notice to the Secretary and must be supported by a greater than Fifty per cent (50%) of the current membership of that affiliates body.
- b. The name, address, contact phone number and signature of the affiliate's members supporting this resignation must accompany said letter to the Secretary.
- c. Any resigning affiliate shall be liable for any /all outstanding subscriptions or fees which may be recovered as a debt due to the association.

## **6. COMPOSITION.**

The Association shall consist of affiliated clubs as defined by Rules made under this Constitution.

### **6.1 Affiliation.**

- a. Any club wishing to affiliate with the Association shall make application in writing to the Secretary of the Association before the Annual General Meeting. Its reception shall be decided at the Annual General Meeting.
  - i. The Executive Committee shall consider late applications.
- b. Every Club, the affiliation of which is approved, shall thereupon;
  - i. Become liable to such annual subscriptions and other fees as are prescribed by the Rules.
  - ii. Be bound by this Constitution, our MPP, and all policies and By-Laws implemented by the Association from time to time.

### **6.2 Affiliated Clubs.**

- a. Each Club shall;
  - i. Register their Club contact details including their ABN (if applicable) along with the full contact details of their Club Representatives with the Secretary of the Association at the first meeting of the season.
  - ii. Notify the Secretary of any changes in its Club Representative.
  - iii. See that letters and communication from the Association are forthwith circulated among its members, and promptly complied with, or answered as the case may be.
  - iv. At the completion of the fourth (4th) round of the season, supply to the Recording Officer a complete list of players registered in each of their clubs' teams on the Associations approved form.
- b. Any Club, which is not represented by a Registered Club Representative or proxy representative at three or more consecutive Representative Meetings, shall be liable to such fine, as the Executive shall decide.
- c. Every affiliated Club of the Association must supply one member each Membership Year per senior team, with a maximum of two persons per team for the purpose of

standing for and full-filling positions on the South Coast Hockey Association Executives and committees.

- d. If a Club fails to supply sufficient members for the purpose above, they shall be fined \$100-00 per insufficient member.

### **6.3 Affiliation with other Bodies.**

The Association may join, or become affiliated with any other body, or bodies, and may pay such fees from time to time.

## **7. THE COMMITTEE**

### **7.1 Governance.**

The Association shall be governed by a Committee consisting of the President, the Vice President, the Secretary, the Treasurer, the Recording Officer, the Junior Coordinator, the Umpire's Representative, and one Club Representative from each club registered with the Association. The Meetings of this Committee are herein referred to as Club Representative Meetings, or Committee Meetings.

- a. A quorum shall consist of sixty percent of the elected officers.
- b. It shall be competent for the Club Representatives Meetings, from time to time to alter the wording of a by-law to the extent that it does not significantly alter the 'meaning' of the existing By-law.
- c. A By-law may be added, altered or deleted at any club representative meeting only if all clubs have been given a minimum 2 weeks prior notice of the changes proposed.
- d. At the first meeting of the year and throughout the year as required, the Club Representatives Meeting shall review, amend or alter the Associations MPP to ensure its compliance with current State and Federal laws.
- e. If any circumstances arise for which no provision has been made by the Rules, The Executive, subject to the Constitution and the Rules in existence, may decide the matter or interpret the Rules, or direct what shall be done in a particular case.
- f. Executive members are not to act as club delegates.
- g. Executive members should avoid conflicts of interest and abstain from any matters which they are personally involved.
- h. If any dispute shall arise as to the meaning of these Rules, the President's decision shall be final.

### **7.2 Office Bearers.**

- a. Office Bearers of the Association must be Men & Women, with a minimum age of 18, and must be financial for the duration of their elected term.
- b. There Shall be a Patron and/or Patroness. This is an honorary position and entitles no voting rights at the Club Representative Meetings.
- c. The Honorary Office Bearers of the Association whom shall form the Executive Committee shall consist of;
  - i. The President
  - ii. The Vice President
  - iii. The Secretary
  - iv. The Treasurer
  - v. The Recording Officer
  - vi. The Junior Coordinator
  - vii. The Umpire's Representative
- d. Any casual vacancy occurring in the Office Bearers shall be filled at a meeting of the Club Representatives held after such vacancy occurs.

### **7.3 Election of Officers.**

- a. The Proposal of Candidates:
  - i. A retiring Executive member shall be eligible to stand for re-election without nomination.
  - ii. Nominations for a position declared vacant at an AGM may be taken from the floor or by written application received by the Secretary one (1) month prior to the AGM. This application, stating the position sought on the SCHA Committee shall be signed and dated by the applicant, the proposer and the seconder.

Either the applicant, the proposer or the seconder must be present at the AGM for this nomination to be valid

- b. The elected Positions of President, Recording Officer, Secretary, junior coordinator, and Treasurer shall be for a period of two years. All other positions shall be for a period of one year.
- c. The Positions of President, Recording Officer and junior coordinator shall retire together, and the positions of Secretary and Treasurer shall retire together in the alternate year.
- d. Nomination and voting for the positions of President and Recording Officer shall be at the AGM of the preceding season in an EVEN numbered year and the nomination and voting for the positions of Secretary and Treasurer shall be at the AGM of the preceding season in an ODD numbered year.

#### **7.4 Disqualification**

A Committee Members position shall become vacant if that person is;

- a. Disqualified from being a Committee Member by the Act.
- b. Expelled as a member of the Association under these rules.
- c. Permanently incapacitated by ill health.

#### **7.5 Executive Committee.**

The Executive Committee shall;

- a. Deal with any special or urgent matters, which may arise from time to time.
- b. Deal with any correspondence and matters of a routine or urgent nature, between Meetings of the Club Representatives.
- c. Consider every charge or report of misconduct, or any infringement of any Rule of the Association, including our MPP and if the case warrants, this Committee shall forward without delay all relevant information to the appropriate Law Enforcement Agency.

#### **7.6 The President shall;**

- a. Be the holder of the VOAN and;
  - i. Upon receipt of a National Police Certificate from a member shall grant or deny permission for that member to hold certain positions within the Association.
  - ii. Shall keep a confidential record of such permission but will not keep the original document.

#### **7.7 The Secretary shall;**

- a. Carry out all directions of a General Meeting and (subject thereto) all directions of the Club Representatives and (subject thereto) all directions of the Executive.
- b. Subject to the preceding Rule, have the right and duty to;
  - i. Act as Public Officer of the Association.
  - ii. Ensure compliance with the Rules of the Association.
  - iii. Report to the Executive any breaches of the Rules which may come to his or her attention.
  - iv. Duly call all General and Committee Meetings when necessary.
  - v. Notify Committee Members, in advance of Meetings.
  - vi. Give each Life Member notice of Meetings held, and all functions arranged by the Association.
  - vii. Attend all meetings of the Club Representatives and Executives.
  - viii. Keep Minutes of all meetings of the Association and distribute the Minutes of all General Meetings and Representative Meetings to all affiliate Clubs.
  - ix. Report on all Executive Meetings to the Club Representatives.
  - x. Ensure that all communications, including E-mails that are circulated to members of the committee are promptly complied with, and /or answered to as the case may be.
  - xi. Ensure all Rules relating to the nomination and election of Office Bearers are carried out.
  - xii. May Countersign cheques drawn on the Association funds.
  - xiii. Have a vote at all Meetings.
  - xiv. Such other duties as may be necessary.

### **7.8 The Treasurer shall;**

- a. Receive and bank all monies paid to the Association.
- b. Sign all Association cheques.
- c. Pay all authorised expenditures.
- d. Keep correct accounts and books showing the financial affairs of the Association.
- e. Prepare the Annual Statement of Receipts and Expenditure.
- f. Attend General, Club Representative and Executive Meetings.
- g. Have a vote at all Meetings.

### **7.9 The Recording Officer shall;**

- a. Keep a register of all registered players and members of the Association.
- b. Keep books recording the results of all matches played in the Premiership Competition and distribute weekly results to the Associations media partners.
- c. Attend General, Club Representative and Executive Meetings.
- d. Have a vote at all Meetings.

### **7.10 The Program Sub-Committee.**

- a. A Program Sub-Committee of four (4) shall be appointed at the Annual General Meeting following the election of Officers.
- b. This Sub-Committee shall consist of at least one (1) member of the Executive.
- c. This Sub-Committee shall;
  - i. Arrange the fixtures for the ensuing season.
  - ii. Be responsible for the re-allocation of grounds where necessary during the season.
  - iii. Be responsible for the printing of the forthcoming seasons Program and in conjunction with the Umpires Representative, the weekly Umpires Roster and in co-operation with the Sponsorship Officer, ensure that all Sponsors of the Association are correctly represented in the forthcoming seasons printed program.

### **7.11 The Umpiring Committee.**

- a. The Committee shall consist of Five (5) people who are elected at the Annual General Meeting.
- b. The Committee elects its own Co-ordinator and this Co-ordinator shall fill the position of Umpire's Representatives on the Association Executive.
- c. The Umpires Committee shall aim to improve the standard of Umpiring.
- d. The committee shall be charged with interpreting the Rules of the game, rule changes and recommending to the Club Representative Committee any changes that need adopting.
- e. The Umpires Representative shall inform the Executive member of the Program Sub-Committee of any requirements needed for the Umpires Roster on a weekly basis.
- f. Committee shall also,
  - i. Hold an Umpires Rules night before the commencement of the Premiership Season and
  - ii. Before the completion of the first half of the season hold an Umpires Training evening where-upon the SCHA Umpires Test shall be sat. The venue for these shall be rotated between the clubs.

### **7.12 The Junior Committee.**

- a. The Junior Committee shall consist of 1 junior coordinator (or their chosen representative) from each club.
- b. The Junior Co-Coordinator shall be elected at the AGM and shall fulfil the position on the Executive Committee.
- c. The Committee shall:
  - i. Promote Junior Hockey within the Association and help improve the participation, skills and fitness of our junior members
  - ii. Identify and provide assistance to juniors within the Association that show a greater than average skill level.
  - iii. Coordinate and promote participation of SCHA Juniors at all junior representative events.

- iv. Make recommendations to the Club Representative Committee and Umpiring Committee for changes to the rules of junior hockey, in the best interest of the game.

### **7.13 Member Protection Information Officers.**

At each AGM, the Association shall elect one (1) Male and one (1) Female member with a minimum age of 21 years to act as the Member Protection Information Officers of the Association for the ensuing season.

These persons shall;

- a. Make themselves fully aware of the Associations' MPP.
- b. Promote themselves as such to members of the Association.
- c. Provide information and assistance to any member that may require it.
- d. Keep complete and accurate records of any reported breach of the MPP.
- e. Immediately report any breach of the policy to the Executive and if the situation warrants, forward without delay all relevant information to Law Enforcement.

### **7.14 Sponsorship Officer**

At each AGM, the Association shall elect a member to act as Sponsorship Officer for the Association whom shall have the complete backing of the Committee throughout the year.

- a. The elected person will understand that the duties of this position shall be for the entire year and can elect Three (3) other members to form a sub-committee. These members shall be subject to the approval of the Executive Committee.
- b. Duties of the Sponsorship Officer shall include;
  - i. Ensure the existing sponsorship package is relevant for the coming year and with the approval of the Committee, adopt any changes that may be necessary.
  - ii. To secure Major Sponsorship for the Association and ensure the existing sponsorship is updated before the commencement of the new Hockey season and supply the Program Sub-Committee with all information required for the 'printed' program.
  - iii. To secure other sponsorship for the Association throughout the season and have the option to adjust the monetary figure set for sponsorship, depending on when within the season the sponsorship is to start, and to liaise with our sponsors throughout the year and implement ALL Advertising and Marketing strategies to ensure maximum exposure of the sponsor's name and /or product.
  - iv. According to the Sponsorship Package, ensure that Sponsors Representatives are invited to ALL Association functions.
  - v. Keep complete and accurate records, and report to the Committee the state of sponsorship when requested and forward all sponsorship to the Treasurer without delay.

### **7.15 Appointed Positions.**

The Executive, from time to time, and as it sees fit may appoint people to specific extraordinary positions on behalf of the association. These appointed positions shall be for one membership year. However, such positions may be created, or disbanded as the need arise. The appointed person does not need to be a financial member of the Association. The appointed person may have a voice at meetings, but no voting rights. Such positions may be, but not limited to;

- a. Media liaison Officer.
- b. Promotions Officer.
- c. Merchandise Officer.

## **8. MEETINGS OF THE ASSOCIATION.**

### **8.1**

For General, Annual General and Special General Meetings of the Association, a minimum of fourteen (14) days clear notice in writing (see 2.14) shall be given to the Club Representatives of all affiliated Clubs setting out the business to be conducted.

- a. Failure to receive such notice shall not invalidate a meeting, resolution or election, unless it is shown to the satisfaction of the Executive, that a substantial number of Representatives have not received such notice.
- b. Sixty percent of Clubs present shall form a quorum at any General or Special General Meeting. In the absence of such a quorum, the business shall lapse for the current season.



- c. Only members registered with the Association for the current Membership Year shall be eligible to vote at any General, Annual General or Special General Meeting.
  - i. Only members of the Executive shall be eligible to vote at any meeting of the Executive Committee.

## **8.2 Method of Voting.**

Every member has but one (1) vote at any meeting of the Association, unless they obtain, and properly exercise a proxy vote as set out in clause 9 of these Rules, except meetings covered in clause 8.1.c.i of these rules where-upon only members of the Executive may vote.

- a. Election of Officers at the Annual General Meeting shall be by a ballot if demanded by a greater than 50% of attendees or show of hands.
- b. The sense of every General or Special General meeting of the Association shall be determined by a show of hands, unless a ballot is demanded by at least three members present.

## **8.3 The President and Vice President.**

- a. The President, and in his /her absence, the Vice President, shall preside over all meetings of the Association.
- b. The President, and in his /her absence, the Vice President, shall have a casting vote, in addition to their deliberative vote at the Annual General Meeting, or any Special General Meeting that may be called throughout the season.
- c. The President and Vice President shall have the right to attend all General Meetings of the Association, all Club Representative Meetings and all Executive Committee Meetings, and have the right to vote.
- d. In the absence of the President, and Vice President of the Association, a Chairperson shall be elected from the members, who shall have a casting vote, in addition to any deliberative vote to which he or she may be entitled.

## **8.4 Annual General Meetings.**

The Annual General Meeting is the final meeting of the season preceding it and shall be held on or before the third Friday in February or in special circumstances, at such other time as the Executive shall appoint. for the purpose of:

- a. Presenting and accepting the Minutes of the previous Annual General Meeting and of any Special General Meeting held since that meeting, and presenting and adopting the Annual Statement of Receipts and payments duly audited, and
- b. Electing for the ensuing Membership Year, the Officers of the Association.
- c. Considering alterations, amendments and additions to the Constitution, in accordance with Clause 14, and
- d. Receiving new Clubs, and
- e. Determining fees and levies, for affiliates and members, and all other Financial Dues to the Association for the forthcoming year, and
- f. Considering any other business of which notice has been given.
- g. There shall be a Patron and /or a Patroness elected at each AGM

## **8.5**

A member who intends to move a motion at the Annual General Meeting shall give notice, to the Secretary in writing, of such intention, and the terms of the motion at least one month prior to the Annual General Meeting.

## **8.6**

A motion may be proposed at the Annual General Meeting and it shall require a two-thirds majority vote before it can be included in the agenda.

## **8.7**

The venue for the Annual General Meeting shall be rotated between the affiliated clubs of the Association.

## **8.8**

Except as afore said, no business shall be transacted at such meeting.

## **8.9 Special General Meetings.**

A Special General Meeting shall be convened by the Secretary;

- a. At the written request of the President, or
- b. At the direction of the Annual General Meeting, or the Representative Committee, or

- c. Upon written requisition, signed by the representatives of a majority of the affiliated clubs.
  - i. Each request shall specify the business, which is required to be submitted to the meeting.
  - ii. No business, other than that specified in the requisition shall be considered at such meeting except that which, in the opinion of the President, is the amendment relevant to the subject matter of the motion, or directly arises out of the matter comprised in the notice of motion.
  - iii. Upon receipt of the requisition for a Special General Meeting, the Secretary shall then call a Special Committee meeting to consider business of the Special General Meeting, but this Special Committee Meeting shall not be empowered to withhold any business from the Special General Meeting. At least forty-eight hours' notice shall be given to the Representatives for the Special Committee Meeting.

## **9. PROXY.**

### **9.1**

A member shall be entitled to appoint in writing a natural person who is also a member of the Association to be their proxy for the current meeting only.

- a. The written authorisation, including the member's name, contact details and signature, and to whom their proxy is given must also state the date of the meeting for which his /her proxy vote is granted.
- b. This written proxy must be handed to the Secretary before the commencement of said meeting.
- c. At any current meeting, a member is only entitled to hold one (1) proxy vote.

## **10. TRIBUNAL / DISCIPLINARY COMMITTEE.**

### **10.1**

This committee shall be chaired by the President or in his/her absence the Vice President and,

- a. Shall consist of one member or representative from each club and one (1) member of the Umpiring Committee whom shall hold no less than a SCHA level 2 umpiring badge.
- b. Shall hear and deal with and decide all reports;
  - i. of a player,
  - ii. by a club and of an umpire (when referred) or
  - iii. infringements of the Constitution, our MPP or By-Laws by any member(s) of the Association as defined by this Constitution.
- c. Shall at their absolute discretion have the power to suspend, fine, warn, reprimand, suspend penalty on any member, suspend membership or recommend to revoke membership or expel any member of the Association.
- d. May dismiss a report or charge as being trivial or as not being proved against any member.
- e. May summon any member to give evidence at any hearing.
- f. In these rules, 'member' includes any person who was a member not more than six months before the dispute occurred.
- g. If the case warrants, this Committee shall forward without delay all relevant information to the appropriate Law Enforcement Agency.

## **11. EXPULSION.**

Any member who has been found guilty of an offence by the Tribunal /Disciplinary committee and referred to the Executive committee for expulsion may be expelled from the association, by a two thirds majority of the Executive committee.

## **12. FINANCE.**

### **12.1**

The Executive Committee shall have the management and control of the funds and other property of the association.



**12.2**

Except with the approval of the Executive Committee, no expenditure on behalf of the Association shall be incurred.

**12.3**

The Financial year of the Association will be from July 1st to June 30th the following year.

**12.4**

All other expenses, incurred with approval of the Executive by Committee members, may be claimed through the Treasurer on presentation of a Tax Invoice.

**12.5**

All expenditure shall be made by order of the Executive Committee by cheque or using electronic transfer. In the case of a cheque, such cheque shall be signed by any two from a specified group of persons appointed for that purpose by the Association. Any two from a specified group of persons appointed for that purpose by the Association are authorized to access electronic funds transfer on behalf of the Association and are required to keep secure all passwords and access information relating to the Association's accounts.

**12.6**

The Executive Committee remuneration is set out below.

- a. President's remuneration will be \$200-00 per year
- b. Treasurers remuneration will be \$200-00 per year
- c. Website Coordinator's remuneration will be \$200-00 per year
- d. Secretary's remuneration will be \$300-00 per year
- e. Recording Secretary's remuneration will be \$500-00 per year
- f. Junior Coordinator's remuneration will be \$250-00 per year

**13. DISSOLUTION.**

A Specific General Meeting of the Association called for the specific purpose, shall have the power, by a majority of two-thirds of the members then present, to resolve that the Association be dissolved, and its affairs wound up in such a manner as the meeting shall direct or in a manner provided for in the Act.

**14. ALTERATIONS TO THE CONSTITUTION.**

These rules may be altered, added to, repealed, or amended at any Annual General Meeting of the Association or Special General Meeting called for that purpose by resolution passed by at least two-thirds of the members voting thereon in General Meeting. This includes rescision or replacement by substitute rules. Each Affiliated Club shall be entitled to nominate four (4) delegates, representing one (1) vote each, and these members alone shall be entitled to vote on any addition, alteration, or amendment to the Constitution.