

**GLEBE DISTRICT HOCKEY
CLUB INCORPORATED**

CONSTITUTION

&

BY- LAWS

NOVEMBER 2005

CONTENTS

1	NAME
2	DEFINITIONS AND INTERPRETATIONS
3	AIMS AND OBJECTIVES
4	POWERS
5	AFFILIATIONS
6	COMMUNICATION
7	QUALIFICATIONS FOR MEMBERSHIP
8	NOMINATION FOR MEMBERSHIP
9	LIFE MEMBERSHIP
10	JUNIOR MEMBERSHIP
11	STUDENT MEMBERSHIP
12	RENEWAL OF MEMBERSHIP
13	CESSATION OF MEMBERSHIP
14	DISCIPLINING OF MEMBERS
15	RIGHT OF APPEAL OF A DISCIPLINED MEMBER
16	OFFICE BEARERS AND OTHER FUNCTIONARIES
17	OFFICE BEARERS
18	THE MANAGEMENT COMMITTEE OF THE CLUB
19	THE COMMITTEE
20	MEETINGS COMMON PROVISIONS
21	VOTING RIGHTS AT ANNUAL AND SPECIAL MEETINGS
22	ANNUAL GENERAL MEETING
23	SPECIAL GENERAL MEETING
24	DUTIES OF COMMITTEE MEMBERS
25	INSURANCE
26	CLUB COLOURS AND UNIFORMS
27	FUNDS
28	MEMBERS LIABILITIES
29	WINDING-UP OF THE CLUB
30	CHANGE OF NAME AND AMALGAMATION
31	COMMON SEAL
32	BY-LAWS
33	ALTERATIONS TO THE AIMS, OBJECTIVES AND CONSTITUTION

BY-LAWS

1. NAME

The name of the Incorporated Association shall hereinafter be known as:

THE GLEBE DISTRICT HOCKEY CLUB INCORPORATED "

2. DEFINITIONS

In this Constitution except insofar as the context or subject matter otherwise indicates or requires:

"Act" Means the Associations Incorporation Act 1984 as amended and in force from time to time

"By-Laws" Means the By-Laws of the Club made in pursuance of this Constitution.

"Club" Means The Glebe District Hockey Club Incorporated

"Committee" Means the Management Committee of the Club duly elected or appointed in accordance with this Constitution

"Hockey" Means Field Hockey, Indoor Hockey and Veterans Field Hockey

"Member" Means those persons who have paid the prescribed membership fee and Life Members

"Player" Means any player of the Club

"Under Age Group" Means an approved under age group consisting of players under the relevant age on 1st January of the year then current.

3 AIMS AND OBJECTIVES

The aims and objectives of the Club shall be –

- a) The promotion, the management, and the fostering of the growth of Hockey in the District:
- b) Facilitate Club Members participating in the game of hockey and or its promotion.
- c) Generally, to promote and organise the recreation of its Members.

4 POWERS

The Club shall have the powers to do such acts whether solely or in conjunction with any person, as the Club may in its absolute discretion consider incidental or conducive to the objects of the Club in accordance with this Constitution and the By-Laws.

The Club is empowered to contract, own or lease property and assets or to borrow or accept contributions in order to achieve its aim and objectives.

The Committee may make By-Laws consistent with the objects and powers of the Constitution in respect of all matters necessary for the effective running and administration of the Club.

5 AFFILIATIONS

The Club may affiliate with the Sydney, New South Wales and Australian Hockey Associations and affiliate with or become a member of such other associations or bodies, as it may deem appropriate to further the Aims and Objectives of the Club

6 COMMUNICATION

The Club will communicate with its Members by whatever means deemed appropriate by the Committee.

7 QUALIFICATIONS FOR MEMBERSHIP

A person is so qualified to be a "Member" of the Club if, but only if-

That person is a person referred to in the Act or,

That person is a natural person who has been nominated for Membership of the Club as provided for in these rules and the Committee has approved membership

Membership is open to all individuals who accept the Aims and Objectives, the Constitution and By-Laws of the Club.

8 NOMINATION FOR MEMBERSHIP

When the Committee determines to accept a nomination, the nominee will be requested to pay, within one (1) calendar month the sum(s) payable under these rules by a member as entrance fees and annual subscriptions.

Members shall pay fees so determined by the Committee.

The Secretary shall upon payment by the nominee such sums so referred to in these rules, enter the nominee's name and address into the Register of Members and, upon the name being entered, then the nominee becomes a Member of the Club.

9 LIFE MEMBERSHIP

Life Members have full Membership rights and are exempt from annual membership and playing fees.

Members can only be elected to Life Membership of the Club at the AGM.

A Member may be elected to life membership at the AGM if, but only if, that Member obtains the favourable vote of not fewer than Ninety (90%) per centum of the total vote of those Members present, voting, and entitled to vote at the relevant AGM.

Nominations for Life Membership shall be lodged with the Secretary, by the proposer and duly signed by a seconder, at least twenty-one (21) days prior to the relevant AGM.

The Committee may reject any nomination for election to life membership of the Club without any given reason.

10 JUNIOR MEMBERSHIP

The person so determined that has not reached the age of 17 by the 1st of January of each calendar year.

A junior shall only be subject to payment of fees if they want to be selected into their respective senior grades or so determined by the Committee.

11 STUDENT MEMBERSHIP

A member who is attending full-time university, TAFE or its equivalent, may become a member of the Club.

A Student Member shall be subject to payment of fees so determined by Committee

12 RENEWAL OF MEMBERSHIP.

Membership is renewable every twelve (12)-calendar months; renewal of membership is not automatic. Renewal is by way of payment of the Membership fee. The Committee reserves the right to refuse any renewal of membership. Life Members need not renew their membership except only to update their membership information.

13 CESSATION OF MEMBERSHIP

Membership of a Member shall cease or be terminated if a Member:

- a) Dies;
- b) Has not paid the prescribed membership fee
- c) Resigns that membership
- d) Is expelled from the Club.

14 DISCIPLINING OF MEMBERS

The Committee may discipline a Member if the Committee is of the opinion that a Member has persistently refused or neglected to comply with any provision of Clubs

Constitution and By-Laws or has persistently and wilfully acted in a manner detrimental to the interests of the Club.

15 RIGHT OF APPEAL OF A DISCIPLINED MEMBER

A Member may appeal to the Club in a General Meeting against any resolution of the Committee by lodging, in writing, with the Secretary a notice of that effect within twenty-one (21) days after notice of the resolution being served on that member,

Upon receipt of such a notice from a Member under this rule, the Secretary shall notify the Committee, which shall then convene a General Meeting, which is to be held within twenty eight (28) days after receipt of this notice.

At a General Meeting convened under this rule, the following procedures shall apply: no other business other than the question of the appeal shall be transacted;

The Committee and the Member shall be given equal opportunity to state their respective cases orally and/or in writing; and

The Members present shall then vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

If at a general meeting the club passes the resolution, then the resolution of the Committee stands, and vice versa.

16 OFFICE BEARERS AND OTHER FUNCTIONARIES

All Officers Bearers shall be elected at the Annual General' Meeting and shall hold office to the following years AGM provided that-

Should the holder of any elected office die, resign or be removed from office the casual vacancy shall be filled by the Committee and the officer so appointed shall hold office until the next Annual General Meeting

Any Member of the Club may stand for election to any position of the Committee except any suspended or disqualified Member as referred to in this Constitution

Those standing for election to any position of the Committee must be Members who are eligible to vote.

Honorariums shall be payed to

- a) President
- b) Treasurer
- c) Secretary

The amount will be set by By-Law each year

17 OFFICE BEARERS

- (1) President
- (2) Vice-President
- (3) Secretary
- (4) Treasurer
- (5) Club Captain (Premier Division)
- (6) Club Captain (Other Divisions)
- (7) Assistant Secretary/Treasurer
- (8) Equipment Officer
- (9) Junior Delegate
- (10) Media/Social Officer
- (11) Clubroom Manager/Organiser
- (12) Women's Delegate
- (13) The Turf Operations Manager (when turf becomes operational)

THE PUBLIC OFFICER As required by the act and in pursuant to these rules

THE PATRON: At the first Committee meeting after the AGM, the Committee shall confirm the appointment of Club Patron who may not necessarily be a Member

The Committee shall at the first convenient meeting after the AGM appoint other functionaries of the Club to assist those Officer Bearers in their duties.

Office bearers may be removed by resolution at a Special General Meeting in accordance with this Constitution.

18 THE MANAGEMENT COMMITTEE OF THE CLUB

The Management Committee of the Club shall consist of-

President,
Vice-President,
Secretary,
Treasurer,
Men's Club Captain (Premier Division),
Men's Club Captain (Other Divisions),
Assistant Secretary/Treasurer,
Junior Delegate
Equipment Officer,
Clubroom Manager/Organiser,
Media/Social Officer,
Women's Delegate
The Turf Operations Manager

19 THE COMMITTEE

The Officers of the Club as specified shall comprise the Committee.

Subject to the overriding authority of a AGM the Committee shall superintend, manage and control the affairs of the Club and may exercise all of the powers of the Club between AGM's, in accordance with the Constitution and By-Laws.

If any Officer is absent from three consecutive scheduled meetings of the Committee unless leave of absence is granted by the Committee the office shall be declared vacant.

The Committee shall meet on a minimum of nine occasions in each year. Additional meetings may be convened by the President or in his absence, the Vice President.

At any meeting of the Committee:-

The President, or in his absence the Vice President or in the absence of both of them another officer appointed by those present shall preside as the chairperson.

Each member of the Committee shall have one vote.

Persons entitled to attend and speak at a Committee meeting shall be-

All Office bearers of the Club elected or appointed in accordance with this Constitution.

- a) Members of the Club.
- b) Life members.

Voting shall be by show of hands unless not less than three members of the Committee before a vote request a secret ballot by show of hands is taken.

A Quorum shall be five persons' present and entitled to vote, four of whom must include the President, Vice President, Treasurer, Secretary, Assistant Secretary Treasurer, Men's Club Captains.

Without prejudice to its own powers the Committee may appoint committees or persons to deal with specified matters and it may delegate any of its powers other than its power of delegation.

The President, Vice President, Secretary, and Treasure can be ex-officio members of all committees and sub-committees and shall be entitled to speak and vote there at.

The Committee shall annually appoint the Auditor to assist, if required, in the running of the affairs of the Club.

The Committee by way of By-Law shall set membership and playing fees for each year

20 MEETINGS COMMON PROVISIONS

The President, or in his absence the Vice President or in the absence of both of them another officer appointed by those present shall preside in the chair. (Chairperson)

When there is an equality of votes the President or Chairperson shall have a casting vote.

Unless inconsistent with this Constitution or By-Laws, the rules of debate at all meetings of the Club shall be applied as in "Joskes': Law and Procedures at Meetings."

21 VOTING RIGHTS AT ANNUAL AND SPECIAL GENERAL MEETINGS

Only persons who have paid a current full Membership subscription, Life Members and who are not classed as a Junior Member shall be entitled to vote at Annual and Special General Meetings

22 ANNUAL GENERAL MEETING

The annual general meeting shall be held not later than the 31st December each year.

The Secretary shall give at twenty-one days notice of the time, date and place to the Members and all persons entitled to attend. Accidental omission to give such notice to Member or to any person entitled to attend shall not necessarily invalidate any business done or resolution passed by the meeting.

Nominations for election of Officers shall be in writing, duly proposed and seconded by Members and endorsed by the nominee, and shall be lodged with the Secretary not less than fourteen (14) days prior to the relevant AGM.

All retiring Officers are eligible for re-election, if so nominated.

A nominee can only be elected to one and only one position on the Management Committee.

Any vacancy in any officer position through lack of nominations or otherwise, shall be filled by the incoming Committee as soon as practicable.

Management Committee positions can only be created or abolished at the AGM, by simple majority vote.

If an insufficient or exactly sufficient number of nominations in writing be received by the prescribed date where either one or more than one be required, then those so nominated shall be declared elected unopposed.

If no nominations were received where either one or more is required, calling for nominations from the floor of the relevant meeting shall fill the office. If these are in excess of the number of positions to be filled then the position shall be filled by the

form of ballot possible. If there be no more nominations from the floor for the positions then the nominees shall be declared elected unopposed.

A quorum of persons entitled to be present and to vote at any General Meeting of the Club including the AGM, shall be twenty (20) persons.

The Annual General Meeting shall be to receive and consider:

- a) The Annual Report of the Club and any business arising from the Report.
- b) The statement of income and expenditure, the balance sheet for the last preceding financial year with comparative figures for the previous year.

To elect such officers bearers as are required, to elect life members and to fill any other positions required to be filled by a general meeting.

To consider motions on notice, provided that such notice in writing was received by the Secretary not less than twenty-one days prior to the meeting and be distributed to the Club members electronically not less than fourteen days prior to the meeting.

To consider any other business which under this Constitution may be transacted at an annual general meeting.

Resolutions shall be determined by majority vote by all Members present at the meeting. The President shall determine the method of voting either by a show of hands or by poll.

If the votes for and against are equal the Chairman has the casting vote

23 SPECIAL GENERAL MEETING

A special general meeting may be convened at any time by the President or by resolution of the Committee or by requisition.

A requisition for special general meeting may be made by any twenty (20) Club members allowed to vote or by four members of the Committee

The secretary shall sign a requisition after it is checked that it meets the constitution rules of requesting the meeting, as applicable and shall state the business to be considered.

At least fourteen days notice shall be given to the members and persons entitled to attend a general meeting. The notice shall specify the time, date and place of the meeting and shall state shortly the business to be considered. Accidental omission to give such notice to any members or person entitled to attend shall not necessarily invalidate any business done or resolution passed by the meeting.

The business of a special general meeting shall be limited to that stated on the notice paper.

If the Secretary fails to convene a Special General Meeting within twenty - eight (28) days, the requisitionists may themselves convene the meeting giving twenty - one (21) days notice

24 DUTIES OF COMMITTEE MEMBERS

THE PRESIDENT

The President shall attend all meetings of the Club and of the Committee.

The president shall act as the Presiding Member of the Club and of the Committee.

The President shall preside over the safe, correct, and efficient running of the Club's day-to-day business between all meetings.

The President shall perform such duties as directed on behalf of the Club.

SECRETARY

Attend Meetings of the Committee.

Read and file all communications and other papers.

Keep copies of all correspondence.

Conduct the correspondence of the Club.

Issue notices of Meetings when directed.

Perform such duties as may be directed by the Committee

THE VICE-PRESIDENT

Shall attend all meetings of the Club and of the Committee.

Shall assist the President wherever possible in the smooth running of the day-to-day affairs and business of the Club.

Shall act as the President in all capacities, in the absence of the President.

Shall perform such duties as directed on behalf of the Club.

THE TREASURER

The Club's financial year shall conclude on the 31st October.

The Treasure shall:

- a) Be responsible for the collection and accounting for all funds, fees, and other moneys due to the Club.

b) Issue as necessary statements of account.

Pay all accounts due by the Club on the authority duly minuted of the Committee.

Provide each regular meeting of the Committee with statements of accounts and any other financial information required by the Committee.

Submit the books of account and draft financial reports to the Auditor for presentation to the Annual General Meeting.

Submit to the Annual General Meeting a duly audited statement of Income and Expenditure and Balance Sheet, with comparative figures for the previous financial year.

Present to the Annual General Meeting a budget for the ensuing financial year.

An Auditor shall be appointed by the Committee and shall hold office until they die, resigns or are removed from office by a resolution carried by the Committee.

Shall perform such duties as directed on behalf of the Club.

THE ASSISTANT SECRETARY/TREASURER

The Assistant Secretary/ Treasure shall:

Attend Meetings of the Committee.

Take the minutes of all meetings of the Committee.

Assist generally with administrative matters.

Shall perform such duties as directed on behalf of the Committee.

THE CLUB CAPTAINS

Shall attend all meetings of the club and of the revellent committee.

Shall be the Convenor and chairperson of the Club's Selection Sub-Committees, and shall have a deliberate and a casting vote in decisions of selections for their respective Divisions.

Shall be responsible for, and in liaison with the President the general good conduct and discipline of all Members at all official functions, at all Club training sessions, and the general attendance of all Members at these functions.

The Club Captain shall perform such duties as directed on behalf of the Committee.

THE JUNIOR DELEGATE

Shall attend all meetings of the club and of the Committee.

Shall be responsible with the assistance of the Junior Hockey Sub-Committee, for all matters relating to the training, development, fostering, and controlling of the activities of all Junior Members of the Club.

Shall be responsible for the forming, chairing, and control of the Junior Hockey Sub-Committee, which shall also assist in the performance of his duties.

Shall represent, or have a suitable person deputise, the Club and the Committee as Delegate to any parent Junior Hockey Association at their meetings when required.

Shall perform such duties as directed on behalf of the Committee.

THE CLUBROOM MANAGER/ORGANISER

Shall attend all meetings of the Club and of the Committee.

Shall be responsible for all of the Club's stocks of food and beverages kept on the Club's premises and elsewhere as seen fit for security reasons.

Shall be responsible for the collection of all money; being proceeds of the sale of the stocks under his control, for and on behalf of the Club and on behalf of the Treasurer, and be responsible for the handing over these proceeds to the Treasurer as soon as practicable.

Shall be responsible for the general maintenance, the general cleanliness, the over all security, etc. of all of the Club's premises.

Shall perform such duties as directed on behalf of the Committee.

THE EQUIPMENT OFFICER

Shall attend all meetings of the Club and of the committee.

Shall be directly responsible for the purchase and control of the trophies, equipment of the Club and equipment for resale.

The Equipment Officer shall perform such duties as directed on behalf of the Committee.

THE MEDIA/SOCIAL OFFICER

Shall attend all meetings of the Club and of the Committee.

Shall be responsible for the publication of all publicity concerning the Club in the various print and electronic media.

Shall be responsible for the arrangements and venues for all social functions of the Club, in particular the Club's Annual Presentation evening and end of season social.

Shall perform such duties as directed on behalf of the Committee.

N.B The duties of the Publicity/Social Officer are NOT to be confused with those of the Public Officer of the Club.

THE WOMEN'S DELEGATE

Attend all meetings of the Committee.

Shall liaise between the Committee and the Women's Committee.

Shall perform such duties as required and directed on behalf of the Committee.

THE TURF OPERATIONS MANAGER

Shall attend all meetings of the Committee.

Shall be directly responsible for the operation of the Turf Field.

The Turf Operations Manager shall perform such duties as directed on behalf of the Committee.

(This positional will become operational when and only when a Turf Field has been made available to the Club to manage and control)

THE PUBLIC OFFICER

The Public Officer of the Club shall be appointed by the Committee and shall hold office for an indefinite period of time.

The Public Officer of the Club shall also hold one of the positions of the Committee; i.e. the Public Officer shall not hold a position on the Committee solely as the Public Officer.

The Public Officer of the Club shall meet the requirements of the Act.

The Public Officer of the Club shall as required by the Act, give the prescribed forms, accompanied by the prescribed fee to the Corporate Affairs Authorities as required

25 INSURANCE

The club shall effect and maintain Insurance pursuant to the Act and any Local Government rule, By-Law or Regulation.

In addition the Club may effect and maintain other forms of insurance that may be practicable towards the every day to day running of the Club's business.

26 CLUB COLOURS AND UNIFORMS

The Club's colours shall be of maroon and white and can only be changed at the AGM, provided that the vote to change those rules is no fewer than seventy-five (75%) per centum of those Members present, voting and entitled to vote.

The Club's playing uniform shall be of a design approved by the Committee.

27 FUNDS

The Committee shall determine the amount and source of the funds

The funds of the Club shall be derived from:

- a) Annual Playing subscriptions
- b) Club Membership fees
- c) Entrance fees, fines, other levies etc.
- d) Sponsorships and donations

Other funds that the Committee and or the Club may determine.

All money received on behalf of the Club shall then deposit without deduction, into the Club's bank accounts or into such a fund as determined by the Committee, so as to gain the most reasonable interest.

Reduction of fees shall be made at the discretion of the Committee by By-Law..

28 MEMBERS' LIABILITIES

The liabilities of any Club Member to contribute towards the payment of debts and liabilities of the Club, or contribute towards the costs, charges, and expenses of the dissolution of the Club is limited to that amount, if any, of unpaid money by the Member in respect to his membership, and any other rule herein. {i.e. a member is only liable to pay that amount of subscription, fine, levy, etc, that is outstanding by that Member.}

29 WINDING-UP OF THE CLUB.

The Club can only be dissolved at an Special General Meeting of the Club, called only for that purpose.

At the Special General Meeting of the Club. The Club shall not dissolve without the consent of at least ninety (90%) per centum of the vote of the members present.,.

If the Club shall be wound up and there remains any property whatsoever, the same shall be given or transferred to some other institution or institutions having purposes similar to the purposes of the Club.

30 CHANGE OF NAME AND AMALGAMATION

The Club shall not change its name or amalgamate with, or be taken over by, another club, association, or organisation without the consent of at least ninety (90%) per centum of the vote of the Members present at a Special General Meeting called for that specific purpose only.

31 COMMON SEAL

The Common Seal of the Club shall be kept in the custody of the Public Officer.

The Common Seal of the Club shall not be affixed to any document or instrument except by the authority of the Committee. The signatures of the Public Officer, and the President or the Secretary, and one other Committee Member shall attest the fixing of the Club's Common Seal.

32 BY-LAWS

The Committee may from time to time make and adopt by-laws in pursuant of the day-to-day running of the Club's business.

A By-Law shall only be a supplement to this Constitution and in no way shall a By-Law contradict any rule contained in this Constitution.

By-laws so adopted by the Committee, provided that such By-Laws are only instituted and notified to each Committee Member at least twenty-one (21) days prior to the relevant meeting of its adoption.

An addition to, amendment to, or rescission of any By-Law may be made by a simple majority vote at a Committee Meeting provided fourteen (14) days written notice is given thereof.

33 ALTERATIONS TO THE AIMS, OBJECTIVES AND CONSTITUTION

An addition to, amendment to, or rescission of wholly or in part, of the aims, objectives and this Constitution may only be made at a Annual General Meeting of the Club.

Notice of any addition, amendment or rescission shall be given in writing to the Secretary at least twenty-eight (28) days prior to the relevant Annual General Meeting, this duly endorsed by at least ten (10) members or the Committee requesting the alteration.

By - Laws

Men's Selection Committee

The Selection Committee shall be formed by the following:

- a) Club Captain Premier Division
- b) Club Captain Other Divisions
- c) Team Coaches (ratified by the Management Committee)
- d) And others, deemed to give a fair representation for all divisions

Duties of Selectors:

- a) Shall be available to view all trial matches
- b) Shall be available for all selection meetings
- c) Shall be entitled to appoint a proxy to attend and to act on the selector's direction at any selection meeting that the selector is unable to attend
- d) Shall comply with any direction set down by the Management Committee

Selection criteria:

- a) Select on player's current form
- b) Select on player's commitment to training
- c) New players to be considered on the length of stay with the Club to safeguard the Club's stability and good-will to long-term players
- d) Juniors who wish to play in senior hockey must pay the appropriate fees before they are selected on their merits
- e) Select on other criteria (including extenuating circumstances preventing a player from attending training) according to the discretion of the team coach, provided that this is approved by the selection committee and such decision is made transparent to affected players by the relevant coach/Club Captain.

Selection Process

(1st, 2nd and 3rd Grades)

In regard to weekly selection of players for 1st, 2nd or 3rd grade, a simple majority vote will be convened/chaired by the Club Captain Premier Division, along with the relevant 1st, 2nd & 3rd grade coaches (or captains in the event there is no coach) noting that the Club Captain Premier Division has both a deliberate and casting vote in terms of the club's constitution.

(4th and subsequent lower Grades)

In regard to selection of players for 4th grade and subsequent lower grades, a simple majority vote would be convened/chaired by the Club Captain Other Divisions, along with the relevant 4th and lower grade coaches (or captains in the event there is no coach) noting that the Club Captain Other Divisions also has both a deliberate and casting vote.

In cases where the relevant Club Captain for whatever reason, is unavailable, then the other Club Captain would fill that role. In the extreme case where neither Club Captain is available then their proxy will fill that role.

Selection Dispute

If a dispute arises then any affected party can take their complaint initially to the appropriate club captain/coach. If no satisfactory resolution is reached then the matter may be taken to the management committee for a resolution.

If there is still not a satisfactory outcome, then the affected party can pursue the matter in terms of clause 15 of the club's constitution – “Right of Appeal of A Disciplined Member”. This will be the final appeal process.

Fees

The management committee will be solely responsible for setting the level of fees at the start of each season. Additionally, they will determine the due date(s) for the payment of such fees and any penalty actions, thereupon, if they are not paid on time. This could include non-selection of a player.

When setting fees, the committee will take into consideration current economic conditions, the current costs as advised by the governing competition body (and/or bodies) and the current financial position of the Glebe District Hockey Club.

For those in genuine need, the committee can grant payment extensions, part payments or discounts.

In regard to those who coach junior teams for the club in the previous year, the club can approve a discounted fee for the ensuing year. The level of discount/total fee payable will be determined when fees are set as outlined above.

Coaching

By Law 1-2004AGM

The Club will provide fee relief for the following season for playing members (men & women) who have coached a junior teams for a full year in the proceeding season. The relief will be made on a per team basis and be split if more than one member coaches a side.

A figure of \$120 will be provided for fee relief in the 2005 season and the Management Committee will review this at the beginning of each season. Refer Fees.

By Law 2-2004AGM

The Club will pay 50% of the cost of a Hockey NSW accredited coaching course approved by the committee.

Representative Player Payments

The management committee each year at the last committee meeting prior to the club's annual Senior Presentation Night shall make a determination as to the total amount it wishes to allocate to the club's Australian/NSW representatives for that year.

Once determined, the management committee will then calculate an amount for each player, noting, it may vary for each individual.

Moreover, these payments are not necessarily reflective of the number of eligible club players, the extent of their individual representation (e.g. more than 1 team) or the true cost to the player (if any) associated in representing. Rather, the management committee makes these payments in recognition of the achievement itself.

These payments are then presented at the club's annual Senior Presentation Night, noting, if a player is not present, then alternative arrangements will be made to forward the payment as soon as possible thereafter.

Standard Practice:

It has been the standard practice for many years now, not to pay any amounts to senior representative players, but only to those who have represented in either the U/17's, U18's or U/21's (or like teams) where costs have been incurred in regard to airfares and accommodation. Also, payments have only applied to Field Hockey (not Indoor) representation.

Notwithstanding the above, the management committee may approve payments to certain Australian/NSW representatives it deems fit and appropriate, that may fall outside the usual "Standard Practice".

WOMEN'S COMMITTEE

The Women's Committee will work under the Glebe District Hockey Club Constitution except where identified in these By-Laws

WOMEN'S COMMITTEE

Subject to the overriding authority of the Committee, the Women's Committee shall superintend, manage and control the administration of the women playing members.

OFFICE BEARERS AND OTHER FUNCTIONARIES

All office bearers to the Women's Committee shall be elected at the Women's Yearly Meeting and shall hold office to the following year's yearly meeting.

Only Women Members and Women Life Members are entitled to vote at the Women's' yearly meeting.

Only Women Members are entitled to vote for a Women's Delegate on the Committee to be nominated and indorsed at the AGM.

OFFICE BEARERS

- 1) Convener
- 2) Administrator
- 3) Fees Treasurer
- 4) Club Captain (grades 1-3)
- 5) Club Captain (lower grades)
- 6) Assistant Equipment officer
- 7) Umpires convener
- 8) Junior convener
- 9) SWHL delegate
- 10) EDWHA delegate
- 11) Registrar
- 12) Publicity officer
- 13) Social convener

DUTIES OF THE WOMENS COMMITTEE MEMBERS

Convener

- Runs meetings
- Acts as figure head in times of need
- Provides leadership
- Presents at presentation night
- Attend monthly Women's Committee meetings and submit an electronic report

Administrator

- Record and distribute minutes of monthly meeting
- Coordinate administration required for AGM
- Send out reminder for monthly meeting
- Coordinate monthly review of correspondence
- Maintain current club records (eg. Minutes, correspondence)
- Attend monthly Women's Committee meetings and submit an electronic report

Fees Treasurer

- Collect and back fees (set by the committee)
- Collect uniform money from equipment officer
- Collect and bank other monies (eg. Fundraising activities)
- Liaise with main committee's treasurer
- Attend monthly Women's Committee meetings and submit an electronic report

Club Captain (2 positions, 1 for grades 1-3, 1 for grades 4-6)

- Coordinate team captains
- In conjunction with Equipment Officer coordinate equipment required for teams (ie. Balls, goalie gear)
- Attend and coordinate selection at trials
- Attend monthly Women's Committee meetings and submit an electronic report

Assistant Equipment Officer

- Liaise Executive Officer on inventory requirements
- Liaise with the Equipment Officer on the purchase of the trophies, equipment of the Club and equipment for resale.
- Attend trials and games early in the season to sell uniforms
- Attend monthly Women's Committee meetings and submit an electronic report

Umpires Convener

- Coordinate umpires for ED commitments
- Encourage and recruit new umpires
- Coordinate theory and practical tests
- Coordinate at least one umpiring information session per year
- Work with SWHL Delegate in assigning Metro A and B umpires
- Attend monthly Women's Committee meetings and submit an electronic report

Junior Convener

- Assist in the transition of U/15 girls to senior hockey
- Attend junior presentation
- Coordinate attendance at ED representative trials
- Encourage women involvement in junior development (coaching, umpiring, Minkey)
- Help with the junior carnival and to get senior players volunteering
- Attend monthly Women's Committee meetings and submit an electronic report

SWHL Delegate

- Attend monthly SWHL committee meetings
- Distribute SWHL team folders
- Inform 1st and 2nd grade managers of rule changes
- Attend monthly Women's Committee meetings and submit an electronic report

EDWHA Delegate

- Attend monthly ED meetings
- Follow up actions from ED meeting
- Attend monthly Women's Committee meetings and submit an electronic report

Registrar

- Maintenance of members database: change of address, games played, new players
- Maintain games played and best and fairest information
- Organise registration for SWHL and EDWHA
- Attend monthly Women's Committee meetings and submit an electronic report

Publicity Officer

- Provide weekly match updates
- Write up on club events (red rag and website)
- Provide web content (pictures etc.)

Social Convener

- Coordinate the distribution and collection of raffle and presentation night tickets
- Generally promote social events held by the club
- Attend any meetings that the social committee holds
- Encourage attendance at the ED presentation and AGM
- Attend monthly Women's Committee meetings and submit an electronic report

Women's Convener

- Attend monthly Men's meetings and deliver monthly report
- Hold's women's vote at the club committee
- Attend monthly Women's Committee meetings and submit an electronic report

VOTING RIGHTS AT YEARLY MEETING

Only women who have paid a current full Membership subscription and Life Members shall be entitled to vote at the Yearly Meeting of the Women's Committee

YEARLY MEETING

The Yearly Meeting shall be held not later than the 30th October each year.

The Secretary shall give at twenty-one days notice of the time, date and place to the members and all persons entitled to attend. Accidental omission to give such notice to a Member or to any person entitled to attend shall not necessarily invalidate any business done or resolution passed by the meeting

Nominations for election of Officers of the Women's Committee shall be in writing, duly proposed and seconded by Members and endorsed by the nominee, and shall be lodged with the secretary not less than fourteen days prior to the relevant Women's Yearly Meeting

All retiring Women's Committee officers are eligible for re-election if so nominated

Any vacancy in any officer position through lack of nominations or otherwise shall be filled by the incoming Women's Committee as soon as practicable

If and insufficient or exactly sufficient of nominations in writing be received by the prescribed date where either one or more than one be required, then those so nominated shall be declared elected unopposed

If no nominations were received where either one or more is required, calling for nominations from the floor of the relevant meeting shall fill the office. If these are in excess of the number of positions to be filled then the position shall be filled by the form of ballot possible. If there be no more nominations from the floor for the positions then the nominees shall be declared elected unopposed.

A quorum of persons entitled to be present and to vote at Yearly, shall be twenty (9) persons

The Women's Yearly Meeting shall be to receive and consider:-

The annual report of the Women's Committee and any business arising there from

To elect such office bearers as are required and to fill any other positions required to be filled by a Yearly Meeting

To consider motions of notice, provided that such notice in writing was received by the club secretary not less than fourteen days prior to the meeting and distributed to the Women's club members not less than seven days prior to the meeting

To consider any other business which under this constitution may be transacted at an annual general meeting

GUIDELINES AND POLICIES

1. GOALKEEPING "BASIC KIT"

Necessary as recommended by NSW Hockey for junior teams to be supplied.

- * Helmet
- * Throatguard
- * Shoulder & Arm pads (U/15 Upwards)
- * Chest Plate
- * Padded Shorts (U/13 and Upwards)
- * Box / Protector
- * Pads, Kickers, Gloves (including inner gloves)

JUNIOR POLICY

The executive of the GDHC has provided the following policy direction to the Junior Convenor and will continue to provide its full support to the Junior Programme

To summarise, the aims of the Junior Committee are

- Children play organised sport for fun - they are not and should not be treated as miniature professional.
-
- The focus should be on the Children's efforts and performance, rather than the overall outcome of the event, so that the child can set realistic goals related to his or her ability
-
- Children should be taught that an honest effort is as important as victory.

Selection Policy

The grading of one junior team in each age division. All other teams will be selected according to a mix of maintaining social groups where possible allowing for the logistics of transport, allocation of coaches and a mix of boys and girls.

In certain circumstances the Junior Committee will allow a player to play in a higher age group with approval from the Management Committee. But the general rule should be that a child registers and plays in his or her correct age group.

Minkey

The Minkey programme is to be supported allowing children to acquire skills and techniques in a friendly atmosphere.