

Bye-Laws

of the



As approved by Council on 5 February 2020

CONTENTS

1	Interpretation.....	1
2	Geographical Boundaries	1
3	Council.....	1
4	Executive Committee.....	1
5	Confirmation and Circulation of Minutes	3
6	Honorary Membership	4
7	Registration of Players.....	4
8	Finance	5
9	League and Tournaments.....	5
10	Provincial Team Selectors and Coaches, Provincial Umpire Selectors and Coaches	6
11	Provincial Team Managers	7
12	Qualification for Provincial Matches.....	7
13	Contracts	7
14	Operations	7
15	Transformation Task Team and Monitoring Committee.....	8
16	Proxies.....	8
17	Amendments to the Bye-Laws	9

1 INTERPRETATION

In the Bye-Laws all definitions set out in clause 3 of the Constitution shall have the same meaning.

In the event of it being found that any of the Bye-Laws described herein are in conflict with the Association's Constitution, the latter shall prevail and it shall be incumbent on the Executive Committee to correct the conflict without delay.

2 GEOGRAPHICAL BOUNDARIES

The Members of the Association shall be based in the Tshwane area. Notwithstanding this Bye-Law, the Council shall have the power to accept as Member a club situated outside of the specified area if it deems such membership to be in the best interest of the Association and provided that such members adhere to all other requirements in respect of membership of the Association.

3 COUNCIL

3.1 Notice of Meetings

The office shall give written notice of a Council Meeting when called for as follows:

- 3.1.1 At least 14 but not more than 30 days notice when requested by the Executive Committee to convene a meeting.
- 3.1.2 Where requested by Members and/or Affiliate Members having a total voting strength of not less than 25% of the aggregate votes of Members and Affiliate Members, the office shall within seven days of receipt of the written request give at least 21 but not more than 30 days notice of the meeting.
- 3.1.3 The notice shall be accompanied by an agenda of business to be conducted at the meeting.

3.2 Expenses

Travelling and accommodation expenses of the delegates of Members and Affiliate Members attending Council, Annual General and Special General Meetings shall be paid by the Members and Affiliate Members, as the case may be.

3.3 Chairperson

The President, or in his or her absence, the Vice-President, shall chair meetings of the Council. Failing them, any other member of the Executive Committee shall serve as Chairperson.

4 EXECUTIVE COMMITTEE

4.1 Powers of the Executive Committee

- 4.1.1 The Executive Committee shall have the full power and authority to do any act, manner or thing which could or might be done by the Association excepting only such matters as are in the Constitution and Bye-Laws specially reserved to be dealt with by the Membership in Council or at an Annual or Special General Meeting. In addition to the general powers and authorities hereby conferred on the Executive Committee, and without in any way limiting such powers and authorities, the Executive Committee

shall have the following special powers which together with its general powers it shall exercise:

- 4.1.1.1 To form and appoint a person, or persons, to sub-committees in order to fulfil the obligations of the Executive Committee to the Association;
- 4.1.1.2 To enter into leases on behalf of the Association whether as lessor or lessee;
- 4.1.1.3 To appoint such officers or staff as it may think fit to run the operations of the Association and to invest such persons with powers and authority as it deems expedient and to determine their duties and fix, vary and pay their salary and emoluments, if any, and to suspend or discharge any such persons at its discretion;
- 4.1.1.4 To institute, conduct, defend, compound or abandon any legal proceedings by or against the Association, or its officers or the Executive Committee otherwise concerning the affairs of the Association;
- 4.1.1.5 To refer any claim or demand by or against the Association to arbitration and to perform, or refuse to perform, the award subject to the provisions of clause 22 of the Constitution;
- 4.1.1.6 To open banking accounts in the name of the Association;
- 4.1.1.7 To invest and deal with any monies of the Association not immediately required for the purposes of the Association on such terms as it may think fit and from time to time to vary or realise such investments subject to the provisions of clause 17 of the Constitution;
- 4.1.1.8 To approve the remuneration of the Association's Auditor;
- 4.1.1.9 To establish and maintain retirement funds for the benefit of employees and to that end to make such capital and annual contributions as it may deem fit;
- 4.1.1.10 To charge for admission to the grounds or premises at any event held by or on behalf of the Association and to enter into contracts with any relevant organisation for the promotion of the sport and for any other purposes incidental to the Association's objects;
- 4.1.1.11 To utilise the funds of the Association solely for the objects for which it was established or for investment and in no circumstances to distribute any of the Association's profits or gains to any person.

4.2 Notice of Meetings

- 4.2.1 At the commencement of each year of office the Executive Committee shall complete and publish a timetable of meetings to be held throughout the year. Such timetable shall serve as notice of each individual meeting.
- 4.2.2 In the event of an emergency meeting being required the office shall give at least 24 hours notice to the Executive Committee.

4.3 Attendance

- 4.3.1 In the event of the President's or Vice-President's absence from a meeting, those members of the Executive Committee present shall elect a Chairperson for that meeting.

- 4.3.2 A member of the Executive Committee shall request leave of absence if unable to attend any scheduled meeting. Failure to attend two consecutive meetings without leave of absence may cause that member of the Executive Committee to be disciplined.
- 4.3.3 A record shall be kept of the attendance of all members of the Executive Committee and a summary of this shall be included in the President's annual report to the Annual General Meeting.

4.4 Travelling Expenses

All reasonable and approved expenses incurred by members of the Executive Committee in the conduct of the business of the Association shall be paid by the Association.

4.5 Annual Report

The Executive Committee shall prepare an annual report on its activities which shall be presented to the Annual General Meeting by the President of the Association.

5 CONFIRMATION AND CIRCULATION OF MINUTES

- 5.1 The minutes of the Annual General Meeting and any Special General Meeting shall be confirmed at the first Executive Committee meeting following the Annual General Meeting or Special General Meeting and shall be ratified at the following Annual General Meeting.
- 5.2 The minutes of Council Meetings shall be confirmed at the first Executive Committee meeting following the Council Meeting and ratified at the following Council Meeting.
- 5.3 The minutes of Executive Committee meetings shall be circulated to the members of the Executive Committee, the Members, Affiliate Members and any other persons entitled to receive them, within 21 days of the date on which any such meeting is held. Such minutes shall be confirmed at the next succeeding meeting of the Executive Committee or the Management Committee, whichever is the sooner.
- 5.4 Minutes of Annual General Meetings and Special General Meetings shall be circulated within seven days of the Executive Committee meeting at which they are confirmed, to the Executive Committee, Members, Affiliate Members and any other persons entitled to receive such minutes.
- 5.5 Minutes of Council Meetings shall be circulated within seven days of the Executive Committee meeting at which they are confirmed, to the Executive Committee, Members, Affiliate Members and any other persons entitled to received such minutes.
- 5.6 Members and Affiliate Members shall submit minutes of meetings of their respective Councils, Executive and / or Management Committees (as the case may be) to the office within 21 days of the date on which any such meeting is held.

They shall also submit minutes of Annual and Special General Meetings to the office within 60 days of the date on which any such meeting is held.

6 HONORARY MEMBERSHIP

- 6.1 Honorary Membership of the Association may be conferred upon a person by the Council at an Annual General Meeting on the grounds and in recognition of such person's outstanding services to Hockey for a period of not less than ten years.
- 6.2 Nominations for Honorary Membership, together with a full motivation, shall be submitted to the office of the Association not later than 45 days prior to the Annual General Meeting. Any such nominations shall be circulated by the office when circulating the notice for the Annual General Meeting.

7 REGISTRATION OF PLAYERS

- 7.1 Players shall not be registered with more than one Member at any time.
- 7.2 No non-registered player may play Hockey in the competitions or leagues of the Association. Members and Guest Clubs shall be subject to disciplinary action by the Executive Committee should they permit such non-registered players to participate in such competitions or leagues.
- 7.3 A member of a club may only transfer from one Member of Guest Club to another after having obtained written clearance for the one part and acceptance on the other. In the event of a dispute between any of the parties, then such dispute may be referred to the Executive Committee.
- 7.4 A player who wishes to transfer from one Member or Guest Club to another may do so before registering at or playing for the transferring club in the season in question and needs to obtain official clearance from the transferring club before being allowed to compete for the new club. A copy of such clearance must be sent to the Administrator.
- 7.5 A player who wishes to transfer between clubs after having registered for the transferring club in the season in question is required to obtain written permission from the Executive Committee before being allowed to compete for the new club, in addition to obtaining clearance from the transferring club.
- 7.6 The requirements in paragraphs 7.4 and 7.5 also apply to players transferring from clubs outside of the Association's area of jurisdiction. Such players are furthermore also required to obtain clearance from their former provincial association. It is incumbent on clubs accepting new players to ensure that clearance is obtained prior to using such players in matches.
- 7.7 In the event that a club disbands or is suspended from taking part in the league while still indebted to the Association, the registered players of the club will remain proportionally liable for the accumulated debt of that club and will only be permitted to transfer to another club once this amount has been paid to the Association.
- 7.8 No club may withhold a transfer clearance if a player is in good standing with the club.
- 7.9 No registered player shall play Hockey under the auspices of another association without having first obtained the permission of the Member with which he or she is registered as well as the Executive Committee.

8 FINANCE

8.1 Membership or other fees as determined by Council, shall be paid by each Member or Affiliate Member annually on dates stipulated by the Executive Committee or in terms of the Bye-Laws.

8.1.1 Full details of all playing members for each of the respective categories as duly certified by the Member shall be submitted and be in the hands of the office of the Association by a date annually determined by the Executive Committee. Such date shall be communicated to Members no less than 30 days in advance.

8.1.2 Should a Member or Affiliate Member not have paid its full fees and other dues to the Association by the time of commencement of the Annual General Meeting that Member shall be entitled to attend the Annual General Meeting (and succeeding Council Meeting) but shall not be entitled to vote unless otherwise agreed by the Membership. Furthermore, any Member or Affiliate Member who fails to pay all fees due by the stipulated dates, shall not participate in any of the Association's approved competitions without the prior approval of the Executive Committee.

8.2 Financial Statements of the Association

The Annual Financial Statements shall be submitted to the Association's auditors and copies of the audited statements shall, prior to the Annual General Meeting, be circulated to the Executive Committee, Members, Affiliate Members, and any other persons entitled to receive them. Following approval at the Annual General Meeting, a signed copy shall be affixed in the minute book of the Association.

8.3 Budgets & Plans

The Administrator, in conjunction with the Honorary Treasurer, shall draw up annual budgets (or forecasts for longer periods) based on operational plans. These plans and budgets shall be reviewed by the Executive Committee from time to time and be presented to Council annually.

8.4 Expenses of Officials

All references in the Bye-Laws to the liability of the Association to meet the travelling and accommodation expenses of its officers shall be at rates determined by the Executive Committee from time to time.

9 LEAGUE AND TOURNAMENTS

9.1 Participation

Participation of any Member or Affiliate Member in any of the Association's competitions shall be on the approval of the Council subject to the provisions of clause 8.1.2 above.

9.2 The Executive Committee shall prepare and submit to the Council for its approval a calendar of league and tournaments for the forthcoming season.

9.3 League and Tournament Rules

The Council shall ratify the rules for each league.

9.4 Misconduct

- 9.4.1 Any behaviour in a league or tournament which is unbecoming or which would bring the name of the Association into disrepute shall be subject to sanction by a tournament disciplinary committee appointed for that purpose.
- 9.4.2 The chairperson of such a committee shall be the appointed by the Executive Committee who shall be assisted by the appointed disciplinary committee.
- 9.4.3 Subject to due process, the committee shall meet as soon as possible (preferably within seven days of the occurrence requiring investigation and possible disciplinary action and the result of such investigation shall be made known immediately to the party or parties and the Executive Committee.

10 PROVINCIAL TEAM SELECTORS AND COACHES, PROVINCIAL UMPIRE SELECTORS AND COACHES

- 10.1 All representative Northern Blues Hockey Association teams shall be selected by panels comprising a minimum of three selectors, which number shall include the provincial team coaches who shall serve *ex officio* as members of their respective selection panels. Assistant provincial team coaches may be present at and participate in selection but shall not have a vote.
- 10.2 All Northern Blues Hockey Association umpires selected to represent the Association nationally shall be selected by panels comprising a minimum of three umpire selectors, which number shall include the provincial umpire coaches who shall serve *ex officio* as members of their respective selection panels.
- 10.3 In the composition of the provincial selection panels (for teams and umpires):
 - 10.3.1 There shall be regard for the requirement that not more than one selector on any one panel, excluding the team coaches, shall be appointed from any one Member;
 - 10.3.2 There shall be compliance with the Association's stated policy to achieve gender equity (as appropriate) and representivity.
- 10.4 The duties of the provincial team selectors, provincial team coaches, provincial umpire coaches and the provincial umpire selectors shall be determined by the Executive Committee.
- 10.5 Selection criteria and practices adopted by the selection panels (for teams and umpires) shall be determined by the Executive Committee within the framework of policies in accordance with the requirements of the South African Hockey Association and approved by the Council.
- 10.6 When on any tour the selection committee shall comprise the coach, the team captain, vice captain and where applicable the assistant coach. The coach, or in his or her absence, the assistant coach, shall be the convenor of the selection committee.
- 10.7 Provincial team coaches at all levels and other coaches of representative provincial teams shall submit a report to the Executive Committee on coaching activities within 30 days of completion of the said event.

11 PROVINCIAL TEAM MANAGERS

- 11.1 A manager shall be appointed to all representative provincial teams, at any level, and assistant managers may be appointed as required. Such appointments shall be made in accordance with the Association's stated equity requirements.
- 11.2 The duties of each manager shall be detailed by the Executive Committee, from time to time.
- 11.3 The manager shall submit full reports, including a financial report, to the Executive Committee on the completion of any tour. This shall be done within 30 days of completion of the tour.
- 11.4 On tour the manager shall be responsible for all administrative matters not covered by the Bye-Laws. "On tour" covers the period from the time the team first assembles to the time that the team officially disbands.
- 11.5 Travelling and accommodation expenses, approved by the Executive Committee, of the manager when on tour shall be met by the Association.

12 QUALIFICATION FOR PROVINCIAL MATCHES

Any player, who is registered to a Member club and who has played at least five league matches under the auspices of the Association in the twelve-month period immediately preceding trials automatically qualifies for inclusion in a Northerns team. Any player who has not met this requirement but wishes to be considered for inclusion in a Northerns team may apply to the Executive Committee for an exemption from this pre-requisite.

13 CONTRACTS

All players and officials who participate in any provincial team, squad or training camp may be required to enter into an agreement with the Association on terms and conditions determined by the Executive Committee from time to time.

14 OPERATIONS

- 14.1 The key focus areas of the Association include:
 - 14.1.1 Coaching and High Performance (of players and coaches);
 - 14.1.2 Development (at all levels and in different disciplines);
 - 14.1.3 Events (both national and domestic, field and indoor);
 - 14.1.4 Marketing (including Sponsorship and Communications);
 - 14.1.5 Rules and Technical (including training and education);
 - 14.1.6 Finance and Administration;
 - 14.1.7 Governance;
 - 14.1.8 Athletes' representation.

These, and the emphasis on these, may change from time to time.

- 14.2 It shall be incumbent on the Executive Committee to form portfolio committees and appoint portfolio chairs (from their number) to oversee operations in each of these areas and formulate plans at youth, junior and senior levels. Persons appointed to such committees need not be members of the Executive Committee.
- 14.3 The Executive Committee may make appointments of persons or form other committees to deal with disciplinary, legal, constitutional and medical matters, or other business, as required.

15 TRANSFORMATION TASK TEAM AND MONITORING COMMITTEE

- 15.1 The Association shall establish a Transformation Task Team for the purpose of formulating policies on development and transformation, incorporating general principles to which the Association subscribes as well as approved principles or criteria laid down by other bodies to which it is affiliated.
- 15.2 The Transformation Task Team shall prepare the Association's Transformation Policy for adoption by the Council and it shall continue to function for so long as it is necessary to fulfill its mandate and serves the interests of the Association.
- 15.3 The Transformation Task Team shall be answerable to the Council and shall report to the Council at least half-yearly, provided that it may from time to time refer matters that it considers to be of an urgent nature to the Executive Committee.
- 15.4 The approved policies and programmes of the Transformation Task Team shall be implemented by the Executive Committee, the Members and Affiliate Members, as required.
- 15.5 Council shall have the right to review (and, if necessary, change) the membership of the Transformation Task Team each year and may disband it after a period of three years should it not continue to serve the interests of the Membership. Recommendations as to the composition of the Transformation Task Team may be made by the Executive Committee, the Team itself, the Members or Affiliate Members, but shall be subject to the approval of the Council.
- 15.6 Performance audits shall be conducted by the Transformation Task Team or the Transformation Monitoring Committee (if or when established by the Council) and the outcomes of such audits shall be reported to the Executive Committee and the Council at regular intervals. To facilitate the undertaking of performance audits, the Transformation Task Team (or Monitoring Committee) may require the Members and Affiliate Members to establish Transformation Teams and/or Monitoring Committees under their auspices and include persons independent of their respective Executive Committees.

16 PROXIES

- 16.1 The instrument appointing a proxy shall be in writing and duly authorised by a representatives of the appointer.
- 16.2 A proxy need not be a member of the Member / Affiliate and shall be entitled to attend, speak and vote for and on behalf of the appointer, save that:
- 16.2.1 No member of the Executive Committee may act as proxy for a Member or an Affiliate Member; and

16.2.2 No Member or Affiliate Member may hold more than one proxy.

16.3 Instruments of proxy shall be submitted in writing to the office not less than 24 hours before the time for holding the meeting or any adjournment thereof. In default of this requirement, the proxy shall be invalid.

16.4 No instrument of proxy shall be valid for more than one month from the date on which it was signed and no proxy may be used at an adjourned meeting which could not have been used at the original meeting.

17 AMENDMENTS TO THE BYE-LAWS

17.1 Amendments may be made to the Bye-Laws if supported by a special majority of not less than 67% of the total votes of those present at Council and eligible to vote.

Notice of the intention to amend or rescind any provision of the Bye-Laws shall be given in writing to the office and such notice shall be circulated by the office to those entitled to receive it, at least 15 days prior to the date appointed for the meeting.