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*RULES of the WODONGA HOCKEY CLUB INC.*

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– approved as of 16 Dec 2010

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## **SECTION 1**

### **1.1 Name**

The name of the Incorporated Association is WODONGA HOCKEY CLUB INCORPORATED

(In these rules called "the Club"). Incorporation Registration number A13958T, incorporated 1 May 1987, ABN 66 061 460 248. Wodonga Hockey Club is the owner of [www.wodongahockey.com.au](http://www.wodongahockey.com.au)

### **1.2 Statement of Purpose**

To provide professional administration to promote, develop and increase participation in the sport of hockey in the community;

(a) to promote the game of hockey to the wider community.

(b) to attract and develop junior and senior players.

(c) team selection will be based on merit and work ethic; i.e. commitment and attendance at training.

(d) to provide an environment where participation and performance levels of the Club's teams, players, coaches, umpires and volunteers are valued and maximised.

(e) to provide a professional and supportive internal administration.

(f) to provide opportunities for all sectors of the community by providing a welcome and inclusive opportunity for all people.

(g) to promote the Club's sponsors' products and services.

### **1.3 Interpretation**

1.3.1 In these rules, unless the contrary intention appears:-

"Committee" means the Committee of Management of the Club.

"Financial year" means the year ending 31<sup>st</sup> October.

"General Meeting" means a general meeting of members convened in accordance with Rule 4.8.

"Member" means a member of the Club.

"Ordinary member of the Committee" means a member of the Committee who is not an officer of the Club under Rule 2.2.

"The Act" means the *Associations Incorporations Act* 1981.

"The Regulations" means the regulations under the Act.

"The Association" means Hockey Albury Wodonga.

1.3.2 In these Rules, a reference to the Secretary of the Club is a reference:-

(a) where a person holds office under these Rules as Secretary of the Club – to that person: and

(b) in any other case, to the Public Officer of the Club.

1.3.3 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretations Act 1958 and the Act as in force from time to time.

1.3.4 The Wodonga Hockey Club must abide by the By-Laws and Constitution of Hockey Albury Wodonga.

### **1.4 Meetings**

"Annual General Meeting" means a meeting of members convened in accordance with Rule 4.6.

"Committee Meeting" means a meeting of the Committee of Management to address the ordinary business of the Club.

“General Meeting” means a general meeting of members convened in accordance with Rule 4.7. All general meetings other than the Annual General Meeting are Special General Meetings.

## **1.5 Alteration of the Rules**

These Rules and the Statement of Purposes of the Club must not be altered except in accordance with the Act.

## **SECTION 2 THE COMMITTEE**

### **2.1 Committee of Management**

2.1.1 The affairs of the Club shall be managed by the Committee of Management.

2.1.2 The Committee-

- (a) shall control and manage the business and affairs of the Club; and
- (b) may, subject to these rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Club; and
- (c) subject to these rules, the Act and the Regulations, has the power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Club.

2.1.3 The Committee shall consist of-

- (a) the officers of the Club; and
- (b) a minimum of two ordinary members:-

each of whom shall be elected at the Annual General Meeting of the Club in each year.

2.1.4 Office holders and ordinary members of committee are required to attend 80% (including accepted apologies) of all committee meetings, to retain their position on the Committee of Management. Attendance will be recorded in the minutes of all meetings.

2.1.5 All members of the Committee of Management must be financial by Round 4 (four) of the playing season as in accordance with sub-rule 3.2.2.

### **2.2 Office holders (Executive Committee)**

2.2.1 The officers of the Club shall be:-

- (a) a President;
- (b) a Vice-President;
- (c) a Treasurer; and
- (d) a Secretary.

2.2.2 The provisions of rule 2.4, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any other offices referred to in sub-rule 2.2.1.

2.2.3 Each officer of the Club shall hold office until the Annual General Meeting next after the date of his or her election but is eligible for re-election.

2.2.4 To be an officer of the Club a member must have served a minimum of 1 (one) year on the Committee of Management.

## **2.3 Ordinary members of the committee**

- 2.3.1 Subject to these rules, each ordinary member of the committee shall hold office until the Annual General Meeting next after the date of election but is eligible for re-election.
- 2.3.2 In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Club to fill the vacancy and the member appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of the appointment. Refer to 3.1; Ordinary Member.

## **2.4 Election of officers and ordinary committee members**

- 2.4.1 Nominations of candidates for election of officers of the Club or as ordinary members of the committee must be-
- (a) made in writing, signed by two members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) delivered to the Secretary of the Club not less than 7 (seven) days before the date fixed for the holding of the Annual General Meeting.
- 2.4.2 A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the Annual General Meeting.
- 2.4.3 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected.
- 2.4.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 2.4.5 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 2.4.6 The ballot for the election of officers and ordinary members of the committee must be conducted at the Annual General Meeting in such manner as the committee may direct.

## **2.5 Vacancies**

The office of an officer of the Club, or of an ordinary member of the committee, becomes vacant if an officer or member-

- (a) ceases to be a member of the Club; or
- (b) becomes an insolvent (i) under administration within the meaning of the Corporations Law or (ii) member of the Club; or
- (c) resigns from office by notice in writing given to the Secretary.

## **2.6 Removal of committee member**

- 2.6.1 The Club in a General Meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- 2.6.2 A member, who is the subject of a proposed resolution referred to in sub-rule 2.6.1, may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Club.

- 2.6.3 The Secretary or the President may give a copy of the representations to each member of the Club or, if they are not so given, the member may require that they be read out at the meeting.
- 2.6.4 Any Committee member, who acts outside of Rule 5.1 Committee Members, will be subject to the procedures in Rule 2.6.

## **SECTION 3 MEMBERS**

### **3.1 Membership**

- 3.1.1 A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Club on payment of the annual subscription payable under Rule 3.2
- 3.1.2 A person who is not a member of the Club at the time of the incorporation of the Club (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless-
- (a) he or she applies for membership in accordance with sub-rule 3.1.3; and
  - (b) the committee approves the admission as a member.
- 3.1.3 An application of a person for membership of the Club must-
- (a) be made in writing on the Wodonga Hockey Club Registration form as provided. Refer to Appendix 1; and
  - (b) be lodged with the Secretary of the Club.
- 3.1.4 As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
- 3.1.5 The committee must determine whether to approve or reject the application.
- 3.1.6 If the committee approves an application for membership, the Secretary must, as soon as practicable, notify the new member of the sum payable, as provided for under Rule 3.2
- 3.1.7 The Secretary must, within 14 days after approval of membership, enter the applicant's name in the Club's register of members and according to the requirements of the Association.
- 3.1.8 An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- 3.1.9 If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- 3.1.10 A right, privilege, or obligation of a person by reason of membership of the Club—
- (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.

### **3.2 Fees & subscriptions**

- 3.2.1 There is no entrance fee.
- 3.2.2 The annual subscription is the relevant amount stated in the fees schedule as set annually by the Treasurer and ratified by the Committee, and is payable in advance on or before Round 4 (four) in each year or by arrangement with the Treasurer prior to Round 4 of each year's competition. New members, joining after Round 4, will pay a percentage, as resolved by Committee.
- 3.2.3 Members who have not paid Club fees in accordance with this rule will not be covered by the Club's insurance, have no voting rights, no Club entitlements and are not eligible to play.

- 3.2.4 In addition to the annual subscriptions, turf fees will be stated in the fees schedule as set annually by the Treasurer and ratified by the Committee, and shall be payable before each game.
- 3.2.5 The annual fee schedule will detail any concessions available for subscriptions or turf fees.
- 3.2.6 Junior Competition, Senior Competition and Veteran Competition are separate competitions for turf fee purposes.

### **3.3 Register of Members**

- 3.3.1 The Secretary must keep and maintain a register of members containing-
  - (a) the name, address, telephone number and e-mail address(if applicable) and date of birth of each member; and
  - (b) the date on which each member's name was entered in the register.
- 3.3.2 The register is available for inspection free of charge by any member upon request.
- 3.3.3 A member may make a copy of entries in the register.
- 3.3.4 The information on the register will only be used for Club or Association purposes. The information will not be sold or passed to a third party for any purpose including as a bulk mail database.

### **3.4 Ceasing membership**

- 3.4.1 A member of the Club who has paid all monies due and payable by a member of the Club may resign from the Club by giving one month's notice in writing to the Secretary of his or her intention to resign.
- 3.4.2 After the expiry of the period referred to in sub-rule 3.4.1 -
  - (a) the member ceases to be a member; and
  - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.
- 3.4.3 Clearances to another club within the Association will be applied according to the rules of the Association.

### **3.5 Disputes and mediation**

- 3.5.1 The grievance procedure set out in this rule applies to disputes under these Rules between-
  - (a) a member and another member; or
  - (b) a member and the Club.
- 3.5.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- 3.5.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 3.5.4 The mediator must be-
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement –
    - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Club; or
    - (ii) in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).



- 3.5.5 A member of the Club can be a mediator.
- 3.5.6 The mediator cannot be a member who is party to the dispute.
- 3.5.7 The parties in the dispute must, in good faith, attempt to settle the dispute by mediation.
- 3.5.8 The mediator, in conducting the mediation, must-
- (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 3.5.9 The mediator must not determine the dispute.
- 3.5.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

### **3.6 Discipline, suspension and expulsion of members**

- 3.6.1 Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these rules, or has been guilty of conduct unbecoming a member (Code of Conduct) or prejudicial to the interests of the Club, the committee may:-
- (a) fine that member an amount not exceeding \$500.00 (five hundred dollars); or
  - (b) suspend that member from membership of the Club for a specified period; or
  - (c) expel that member from the Club.
- 3.6.2 A resolution of the committee under sub-rule 3.6.1 does not take effect unless-
- (a) at a meeting held in accordance with sub-rule 3.6.3, the committee confirms the resolution; and
  - (b) if the member exercises a right of appeal to the Club under this rule, the Club confirms the resolution in accordance with this rule.
- 3.6.3 A meeting of the committee to confirm or revoke a resolution passed under sub-rule 3.6.1 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule 3.6.4.
- 3.6.4 For the purposes of giving notice in accordance with sub-rule 3.6.3, the Secretary must, as soon as practicable, cause to be given to the member a written notice-
- (a) setting out the resolution of the committee and the grounds on which it is based; and
  - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that he or she may do one or both of the following-
    - (i) attend that meeting;
    - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
  - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Club in a General Meeting against the resolution. The members of the

Committee of Management will keep all deliberations and records private and confidential.

- 3.6.5 At a meeting of the committee to confirm or revoke a resolution passed under sub-rule 3.6.1, the committee must-
- (a) give the member, or his or her representative, an opportunity to be heard; and
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or to revoke the resolution.
- 3.6.6 If at a meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Club in a General Meeting against the resolution.
- 3.6.7 If the Secretary receives a notice under sub-rule 3.6.6, he or she must notify the committee and the committee must convene a General Meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.
- 3.6.8 At a General Meeting of the Club convened under sub-rule 3.6.7 -
- (a) no business other than the question of the appeal may be conducted; and
  - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - (c) the member, or his or her representative, must be given an opportunity to be heard; and
  - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 3.6.9 A resolution is confirmed if, at the General Meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## **SECTION 4 MEETINGS**

### **4.1 Meetings of the Committee**

- 4.1.1 The committee must meet at least 8 (eight) times in each year at such place and times as the committee may determine.
- 4.1.2 Special meetings of the committee may be convened by the President or by any 5 (five) members of the committee.

### **4.2 Notice of committee meetings**

- 4.2.1 Written notice of each committee meeting must be given to each member of the committee at least 2 (two) business days before the date of the meeting.
- 4.2.2 Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such meeting.

### **4.3 Quorum for committee meetings**

- 4.3.1 Any 5 (five) members of the committee constitute a quorum for the conduct of the business of a meeting of the committee. Of the (5) five members, (2) two must be Officers of the Club.
- 4.3.2 No business may be conducted unless a quorum is present.

- 4.3.3 If within half an hour of the time appointed for the meeting a quorum is not present-
- (i) in the case of a Special Meeting- the meeting lapses;
  - (ii) in any other case- the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 4.3.4 The committee may act notwithstanding any vacancy on the committee.

#### **4.4 Presiding at committee meetings**

At meetings of the committee-

- (a) the President or, in the President's absence, the Vice-President presides;  
or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their numbers to preside.

#### **4.5 Voting at committee meetings**

- 4.5.1 Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined by a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- 4.5.2 Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

#### **4.6 Annual General Meetings**

- 4.6.1 The committee may determine the date, time and place of the Annual General Meeting of the Club.
- 4.6.2 The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.
- 4.6.3 The ordinary business of the Annual General Meeting shall be-
- (a) to confirm the minutes of the previous Annual General Meeting and of any General Meeting held since that meeting; and
  - (b) to receive from the committee reports upon the transactions of the Club during the last preceding financial year; and
  - (c) to elect officers of the Club and the ordinary members of the committee; and
  - (d) to receive and consider the statement submitted by the Club in accordance with section 30(3) of the Act.

The Annual General Meeting may conduct any special business of which notice has been given in accordance with these rules.

#### **4.7 Special General Meetings**

- 4.7.1 In addition to the Annual General Meeting, any other General Meetings may be held in the same year.

- 4.7.2 All general meetings other than the Annual General Meeting are Special General Meetings.
- 4.7.3 The committee may, whenever it thinks fit, convene a Special General Meeting of the Club.
- 4.7.4 If, but for this sub-rule, more than 15 months would elapse between Annual General Meetings, the committee must convene a Special General Meeting before the expiration of that period.
- 4.7.5 The committee must, on the request in writing of members representing not less than 15 (fifteen) per cent of the total number of members, convene a Special General Meeting of the Club.
- 4.7.6 The request for a Special General Meeting must-
- (a) state the objects of the meeting; and
  - (b) be signed by the members requesting the meeting; and
  - (c) be sent to the address of the Secretary.
- 4.7.7 If the committee does not cause a Special General Meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a Special General Meeting to be held not later than 3 (three) months after that date.

#### **4.8 Notice of General Meetings**

- 4.8.1 The Secretary of the Club, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a General Meeting of the Club, must cause to be sent to each member of the Club, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- 4.8.2 Notice may be sent-
- (a) by prepaid post to the address appearing in the register of members; or
  - (b) if the member requests, by facsimile transmission or electronic transmission.
- 4.8.3 No business other than that set out in the notice may be conducted at the meeting.
- 4.8.4 A member intending to bring any business before a meeting may notify the Secretary in writing, or by electronic transmission, of that business. The Secretary must include that business in the notice calling the next General Meeting.

#### **4.9 Quorum at General Meetings**

- 4.9.1 No item of business may be conducted at a General Meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering the item.
- 4.9.2 Five members personally present (being five members entitled under these Rules to vote at a general meeting), plus 1 (one) Office holder (see Rule 2.2.1) constitutes a quorum for the conduct of the business of a general meeting.
- 4.9.3 If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present-
- (i) in the case of a meeting convened on the request of members- the meeting must be dissolved; and
  - (ii) in any other case- the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the

Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

- 4.9.4 If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members being personally present (being not less than three members) shall be a quorum.

#### **4.10 Presiding at General Meetings**

4.10.1 The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each General Meeting of the Club.

4.10.2 If the President and the Vice-President are absent from a General Meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

#### **4.11 Poll at General Meetings**

4.11.1 If at a meeting a poll on any question is demanded by not less than 3 (three) members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

4.11.2 A poll that is demanded on the election of a Chairperson or on any question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as that Chairperson may direct.

#### **4.12 Special business**

All business that is conducted at a Special General Meeting and all business that is conducted at the Annual General Meeting, except for business conducted under the rules as ordinary business of the Annual General Meeting, are deemed to be special business.

#### **4.13 Minutes of meetings**

The Secretary of the Club must keep minutes of the resolutions and proceedings of each General Meeting and each committee meeting, together with a record of the names of persons present at committee meetings.

#### **4.14 Manner of determining whether resolution carried**

If a question arising at a General Meeting of the Club is determined on a show of hands-

- (a) a declaration by the Chairperson that a resolution has been-
  - (i) carried; or
  - (ii) carried unanimously; or
  - (iii) carried by a particular majority; or
  - (iv) lost; and

(b) an entry to that effect in the minute book of the Club-  
is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

#### **4.15 Notice to members**

Except for the requirements in sub-rule 4.8, any notice that is required to be given to a member, on behalf of the Club, under these rules may be given by-

- (a) delivering the notice to the member personally; or

- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

#### **4.16 Adjournment of meeting**

- 4.16.1 The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- 4.16.2 No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- 4.16.3 If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 4.8.
- 4.16.4 Except as provided in sub-rule 4.16.3, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

#### **4.17 Voting**

To be eligible to vote at any meeting of the Club members must be:

- (a) 16 years or over; and
- (b) have met the requirements of Rule 3.2

#### **4.18 Proxies**

Each member is entitled to appoint another member as a proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

The notice appointing the proxy must be-

- (a) for a meeting of the Club convened under Rule 3.6.7, in the form set out in Appendix 2; or
- (b) in any other case, in the form set out in Appendix 3.

### **SECTION 5**

#### **ADMINISTRATION**

##### **5.1 Committee Members**

- 5.1.1 Committee members must attend a minimum of 80% (eighty percent) of all meetings for the year. Attendance will be recorded in the minutes of all meetings.
- 5.1.2 Committee members must abide by the Code of Conduct of the Wodonga Hockey Club.

##### **5.2 President**

- 5.2.1 The President is the leader of the Club. The President has direct responsibility for looking after the affairs of the Club. However, the overall responsibility rests with the Clubs' management committee.
- 5.2.2 Obligations;
  - (a) be well informed of all Club activities;
  - (b) be aware of the future directions of the Club;
  - (c) have a good working knowledge of the Club's constitution, rules and duties of all office holders and sub committees;

- (d) preside over committees and or meetings to ensure all matters are discussed, the best decisions are made and the meeting doesn't last more than two hours;
- (e) preside over the Club's Annual General Meeting;
- (f) represent the Club at local and regional levels;
- (g) be the supportive leader for Club activities;
- (h) act as facilitator for Club activities; and
- (i) ensure that planning and budgeting for the future is carried out in accordance with member's wishes.

#### 5.2.3 Qualities;

- (a) unbiased and impartial on all issues;
- (b) well informed about the purpose of meetings and items to be covered;
- (c) active listener, able to summarise the main points;
- (d) void repetition, arguments, interruptions and deviation from the matter being discussed;
- (e) know the rules or procedure of the meeting;
- (f) allow and encourage relevant debate; and
- (g) delegate.

### 5.3 Vice-President

5.3.1 The Vice-President is the deputy leader of the Club. The Vice-President is responsible for his/her self-development so as to take on the role of President when necessary and when the President does not stand for re-election.

#### 5.3.2 Obligations;

- (a) assist the President in all duties as required; and
- (b) take on the role of President when necessary.

#### 5.3.3 Qualities;

- (a) demonstrate the qualities required of the President.

### 5.4 Treasurer

5.4.1 The Treasurer is the Trustee of Money. The Treasurer has direct responsibility for looking after the financial affairs of the Club. However, the overall financial responsibility rests with the Clubs' management committee.

5.4.2 The financial affairs of the Club should be accurate, timely, and consistent and reported regularly to the committee. The Treasurer has custody of the Club funds, reports to members and deals with money matters promptly.

#### 5.4.3 Obligations;

- (a) collect subscriptions from members;
- (b) bank and record monies received and payments made regularly. During the playing season, money should be banked weekly;
- (c) prepare a budget; recommend club fees to the committee;
- (d) prepare end of year financial reports, statement of income & expenditure & assets & liabilities;
- (e) attend monthly committee meetings, report financial activities for the previous month;
- (f) organise for the financial records to be audited;
- (g) be a signatory on Club accounts with at least one other person;
- (h) prepare & present monthly accounts for payment and approval by the committee;
- (i) manage the Club investment programs;

- (j) ensure annual returns are completed in time to be filed with the Department of Justice, Office of Fair Trading and Business Affairs; and
- (k) invoice members/groups.

5.4.4 Qualities;

- (a) be well organised;
- (b) keep good records;
- (c) be diligent when handling money and cheques;
- (d) work in a logical manner;
- (e) be aware of information needing to be kept for the Annual Report; and
- (f) maintain working level of petty cash.

**5.5 Secretary**

5.5.1 The Secretary is the administrator of the Club. The Secretary has direct responsibility for looking after the administration of the Club. However, the overall responsibility rests with the Clubs' management committee.

5.5.2 Obligations

- (a) maintain Club records & registers including Club membership, all correspondence, Club Awards, and Association & State representatives listing;
- (b) plan and participate in committee meetings to ensure timely response to correspondence and effective management of the Club. Set agenda items, prepare the agenda, record minutes of meetings, and coordinate Club activities;
- (c) refer to Appendix 8, Section 3 and liaise with the Club's Child Protection Officer, to ensure the Guidelines for Working with Children are met.
- (d) represent the Club at the Association's Presidents and Secretaries meetings, liaise on matters between Association and Club, and represent the Club at courses and seminars as required;
- (e) circulate to Club Members, information such as nomination forms, carnival dates, and newsletters;
- (f) liaise with media;
- (g) ensure all documents, including, but not limited to, permits, clearances and match reports are available and forwarded to Hockey Albury Wodonga in a timely manner;
- (h) ensure all electronic records required by HAW are kept up to date (eg Player Registration and Team Results)
- (i) liaise with coaches and managers re training schedules, regular reporting sessions, organisation of team photos and trophies, forwarding of match results etc; and
- (j) prepare and coordinate the lodging of all official Club correspondence, reports, returns etc.

- **Public Officer Part of role.**

- Notify the Registrar within 14 days of appointment. (Except as a result of incorporation of an unincorporated club, or a migration, or amalgamating clubs).
- Notify the Registrar of a change of Public Officer or a change of address within fourteen days of the change.
- Lodge with the Registrar a notice of special resolution to change the statement of purposes or rules within one month of the general meeting.



- Make application to the Registrar for approval of a change of name within one month after passing a special resolution to change the club's name.
  - Lodge with the Registrar the documents required by section 30(4) in respect of the Annual General Meeting within one month or such further period as the Registrar allows.
  - Lodge with the Registrar within 14 days after the club becomes trustee of a trust, particulars of the trust and a copy of any relevant document.
  - Lodge with the Registrar notice of special resolution relating to the winding up of the Club within one month of passing the resolution.
  - Produce any book required by the Registrar or an authorised officer.
  - Tell the Registrar or an authorised officer where, to the best of the Public Officer's knowledge or belief, a book is at the time of the request.
  - Not hinder or obstruct the Registrar or an authorised officer in the exercise of their powers of inspection.
- (k) Immediately bring to the attention of the committee of management any document served on the Club at the Public Officer's address

#### 5.5.3 Qualities

- (a) be well organised and have good planning skills.
- (b) keep good records.
- (c) be aware of Club activities and the Office Bearers roles and responsibilities.
- (d) have a good knowledge of meeting procedure.
- (e) communicate effectively
- (f) think clearly and positively
- (g) maintain confidentiality on relevant matters.
- (h) manage and supervise others (in relation to secretarial matters).
- (i) organise and delegate tasks.

#### 5.6 Assistant Treasurer

- 5.6.1 The Assistant Treasurer will provide support and assistance to the Treasurer as required.
- 5.6.2 Obligations and qualities for this position will be as for the Treasurer.

#### 5.7 Assistant Secretary

- 5.7.1 The Assistant Secretary will provide support and assistance to the Secretary as required.
- 5.7.2 Obligations and qualities for this position will be as for the Secretary.

Required roles change from time to time, therefore roles of committee include but are not restricted to above IE: Website.

#### 5.8 Equipment/Merchandise/Uniform Coordinator(s)

- 5.8.1 Recommend equipment/merchandise/uniform purchases to the Treasurer for inclusion in the budget and as required throughout the season.
- 5.8.2 Arrange a stock take of all Club equipment/merchandise/uniforms at the commencement and end of each season.

5.8.3 Prepare report(s) for Annual General Meeting.

### **5.9 Canteen Coordinator**

5.9.1 Prepare a canteen roster to ensure the canteen is staffed throughout the season.

5.9.2 Maintain records required by the Committee of Management for the Canteen and Social functions.

5.9.3 Prepare report for Annual General Meeting.

### **5.10 Fundraising/Social Club Coordinator(s)**

5.10.1 Propose fundraising/social activities to the Treasurer for inclusion in the budget and as required throughout the season.

5.10.2 Organise Social events.

5.10.3 Actively seek sponsorship for the Club within the community.

5.10.4 Recommend fundraising/social activities to the Committee of Management.

5.10.5 Work with the Canteen Coordinator.

5.10.6 Maintain records required by the Committee of Management.

5.10.7 Prepare report(s) for Annual General Meeting.

### **5.11 Umpire Coordinator**

5.11.1 Promote umpiring within the Club.

5.11.2 Encourage members to umpire.

5.11.3 Organise support for both new and experienced umpires.

5.11.4 Liaise with the Association Director of Umpiring.

5.11.5 Prepare report for Annual General Meeting.

### **5.12 Senior Development Coordinator**

5.12.1 Coordinate development sessions (interpretation/understanding of rules, skills etc).

5.12.2 Prepare report for Annual General Meeting.

### **5.13 Junior Development Coordinator**

5.13.1 Coordinate development sessions (interpretation/understanding of rules, skills etc).

5.13.2 Promote hockey developmental pathways liaising with the Association Director of Junior Development and the Association Director of Representative Hockey, as appropriate.

5.13.3 Coordinate school activities.

5.13.4 Prepare report for Annual General Meeting.

### **5.14 HookIn2Hockey / Minkey Coordinator**

5.14.1 Coordinate HookIn2Hockey /Minkey activities.

5.14.2 Liaise with the Association Director of Junior Development, as appropriate.

5.14.3 Prepare report for Annual General Meeting.

### **5.15 Child Protection Officer**

5.15.1 The Club shall nominate a Child Protection Officer and make available the name of that officer and a contact number for that officer to all members via newsletters, the Club website or in person if requested.

- 5.15.2 The Club's Child Protection Officer shall assist the Secretary to obtain and maintain the required documents from all Club members as required by State or Federal Legislation.
- 5.15.3 The Child Protection Officer of the Club shall be assisted by the Club to undergo appropriate training in order to effectively fulfil the role of Child Protection Officer.
- 5.15.4 Appendix 8, Section 3, provides Guidelines for Working with Children.

#### **5.16 Social Media Coordinator**

- 5.16.1 Ensure a working website, facebook, twitter account
- 5.16.2 Maintain a website with informative, current and accurate information.
- 5.16.3 Promote hockey through information provided on the website.
- 5.16.4 Provide feedback to the committee on the website.
- 5.16.5 Prepare a report for Annual General Meeting.

#### **5.18 Team Coaches**

- 5.18.1 Obligations;
  - (a) to provide the instruction and opportunity for every player to develop their skills;
  - (b) to communicate effectively with players, manager and committee members (and parents/guardians of junior players);
  - (c) to develop their own coaching skills and abilities;
  - (d) to attend committee meetings of the Club as required; and
  - (e) to adhere to the Code of Conduct.
- 5.18.2 Qualities;
  - (a) impartial;
  - (b) encouraging; and
  - (c) supportive.
- 5.18.3 Refer to Appendix 9; Guidelines for Coaches and Mangers.

#### **5.19 Team Managers**

- 5.19.1 Obligations;
  - (a) to maintain a register of team players and contact numbers;
  - (b) to collect playing fees and other payments and to record these payments in the book provided;
  - (c) to pass all monies received to the Treasurer by the next Club training session;
  - (d) to be aware of the requirements for efficient conduct of matches each game day and for the maintaining of records as required by the Club and the Association. Details of the manger's duties are provided in the Manager's Pack at the start of the playing season, and are updated as required;
  - (e) to communicate effectively with players, coach and committee members (and parents/guardians of junior players);
  - (f) to attend committee meetings of the Club as required; and
  - (g) to adhere to the Code of Conduct.
- 5.19.2 Qualities
  - (a) reliable;
  - (b) diligent;
  - (c) accurate;
  - (d) encouraging; and
  - (e) supportive.

5.19.3 Refer to Appendix 9; Guidelines for Coaches and Managers.

## **5.20 Custody and inspection of books and records**

5.20.1 Except as otherwise provided in these rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Club.

5.20.2 All accounts, books, securities and any other relevant documents of the Club must be available for inspection free of charge by any member upon request.

5.20.3 A member may make a copy of any accounts, books, securities and any other relevant documents of the Club.

## **5.21 Seal**

5.21.1 The common seal of the Club must be kept in the custody of the Secretary.

5.21.2 The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the Public Officer of the Club.

## **5.22 Alteration of rules and statement of purpose**

These rules and the statement of purposes of the Club must not be altered except in accordance with the Act.

## **5.23 Notice to members**

Except for the requirement in rule 4.8, any notice that is required to be given to a member, on behalf of the Club, under these rules may be given by -

- (a) delivering the notice to any member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile or electronic transmission if the member has requested that the notice be given to him or her in this manner.

## **5.24 Winding up or cancellation**

In the event of the winding up or cancellation of the Club, the assets of the Club must be disposed of in accordance with the provisions of the Act.

## **5.25 Insurance**

The Club will have Insurance policies as required by Hockey Albury Wodonga and relevant authorities.

# **SECTION 6**

## **FINANCE**

### **6.1 Financial records**

#### **6.1.1 Receipt Books:**

- a) duplicate pages;
- b) sequentially numbered;
- c) limit number of books in use at any one time;
- d) receipt should be written for all money received;
- e) receipts written should balance with amounts banked.

#### **6.1.2 Cash Receipts and Receivables:**

- (a) establish controls to ensure:
  - i. all monies received is banked; and
  - ii. all monies receivable are collected.

6.1.3 Bank Deposit Books:

- (a) provided by the bank;
- (b) used to record all cheques and cash received;
- (c) ensure the deposit book is in duplicate.

6.1.4 Cheques:

- (a) should always have two signatories;
- (b) choose signatories wisely and record these in the minutes;
- (c) don't have too many cheque signatories;
- (d) ensure that cheque signatories are updated regularly;
- (e) ensure cheques are marked 'not negotiable';
- (f) never sign cheques in advance if blank;
- (g) never make cheques payable to 'Cash';
- (h) ensure supporting documentation is available;
- (i) never make cash payments from deposits before they are banked;
- (j) ensure cancelled cheques are clearly marked so they cannot be cashed.

6.1.5 Cash Receipts Journal:

- (a) cash receipts journal is a summary listing of money received;
- (b) each receipt is allocated to a column so the totals can be included in the reports;
- (c) amounts banked should agree to the bank statement;
- (d) amounts directly credited to the bank should be included;
- (e) the Club may use an accounting package.

6.1.6 Cash Payments Journal:

- (a) cash payments journal is a summary listing of all payments made;
- (b) each payment is allocated to a column so the totals can be included in the reports;
- (c) amounts banked should agree to the bank statement;
- (d) amounts directly debited to the bank should be included;
- (e) the Club may use an accounting package;
- (f) a listing of all payments made during the month should be presented to the committee.

6.1.7 Bank Reconciliation:

- (a) reconciliation between the cash books and bank statements;
- (b) prepared at least monthly;
- (c) key control over the financial records;
- (d) identifies the amount of money the Club has at its disposal at a given date;
- (e) presented to the committee.

## 6.2 Financial reporting

6.2.1 Is;

- (a) required by Incorporation Acts.
- (b) required by Club Rules.
- (c) required by committee and members.
- (d) public property.

6.2.2 Reporting;

- (a) contains at least an income and expenditure statement and balance sheet.
- (b) portrays the trading for the year and the current position at that time.

- (c) monthly reports should be compared to Budget.
- (d) presented to the members annually.

6.2.3 Auditing;

- (a) may be required by Law.
- (b) is required under the Club Rules.
- (c) should be performed by a person independent to the Club.
- (d) auditors may give advice on record keeping and other relevant matters.

### 6.3 Budgeting

6.3.1 Budgeting provides;

- (a) a prediction of the Club's financial situation
- (b) is an essential tool in running a club
- (c) provides communication to members – eg. justifies a fee increase.

6.3.2 Budgeting preparation;

- (a) make costs and revenue projections as accurate as possible;
- (b) use prior years actual figures as a guide;
- (c) adopt a conservative approach;
- (d) cash flow basis;
- (e) use throughout the year;
- (f) prepare on a monthly basis.

6.3.3 Budgeting expenditure;

- (a) be aware of price rises, budget for inflation price rises;
- (b) be aware of hidden costs;
- (c) the Association's budget is adopted in November.

6.3.4 Budgeting for revenue;

- (a) adopt a conservative approach, prepare the budget without including any proposed income from fundraising, sponsorship and social activities;
- (b) adopt a user pays principle;
- (c) try and keep subscriptions/fees in line with increased costs;
- (d) ensure revenue exceeds expenditure.

### 6.4 Funds

6.4.2 The Treasurer of the Club must;

- (a) collect and receive all monies due to the Club and make all payments authorised by the Club; and
- (b) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.

6.4.3 Two members of the committee must sign all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments.

6.4.4 The funds of the Club shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determine.

6.4.5 A meeting of members must approve all Loans, hire purchase or credit applications.

### 6.5 Further guidelines

Further guidelines for the Treasurer are provided in Policies and Procedures of the Club.

## SECTION 7

## **CLUB AWARDS**

### **7.1 Club Awards**

Unfinancial members are ineligible to receive an award.

### **7.2 Life Member.**

- 7.2.1 Life membership is bestowed on a Club member who has made significant and outstanding contributions to the development of the Club over a long period of time. For example, held positions on the committee, coached, played, umpired and generally assisted with Club activities.
- 7.2.2 Usually the nominee will have been a Senior Member of the Club for a minimum of 10 years.
- 7.2.3 Entitlements;
  - (a) free entry to official Club functions,
  - (b) the Club will pay the annual social fee as per the fee schedule,
  - (c) annual subscriptions, as per the fee schedule, will not apply to playing Life Members, and
  - (d) turf fees will apply to playing Life Members.
- 7.2.4 The Committee will accept nominations from Coaches, Managers and Club members for consideration.
- 7.2.5 All nominations presented to the Committee of Management should be passed on to all Life Members, and comment sought, before being ratified or rejected by Committee of Management.
- 7.2.6 Nominations should give full details of the reason for the nomination including period of membership of the Club, duties, responsibilities and other contributions made by the nominee during this period.
- 7.2.7 Nominations for Life Membership must be proposed and seconded and ratified by the Committee of Management.

### **7.3 Marg Darmody Best Club Person Perpetual Trophy** donated by Marg Darmody in 2010

- 7.3.1 The Best Club Person Award was inaugurated in 1988. In 2010 the Award was renamed the Marg Darmody Best Club Person Perpetual Trophy
- 7.3.2 The award may be presented each year to a male or a female Club member;
- 7.3.3 The award recognises the person's efforts throughout the year. It is awarded to a person whose contributions to the Club is of the highest standard and exceeds that which is generally expected; and
- 7.3.4 The Committee will accept nominations from Coaches, Managers and Committee members for consideration.

### **7.4 Noel Mason Youth Encouragement Award** donated by Noel Mason in 1993

- 7.4.1 The award will be presented at Junior Presentation;
- 7.4.2 The award may be presented each year to a male and to a female Club member;
- 7.4.3 The member must be a junior club member, a person who plays or is eligible to play in the junior competition;
- 7.4.4 The award recognises the person's personal qualities and their achievements (as player, umpire, supporter, coach, canteen assistant, Minkey or schools assistant) during the year;
- 7.4.5 The award is to encourage their continued involvement in the game and in Club activities; and
- 7.4.6 The Junior committee is to nominate members for the award to the Committee.

**7.5 Myer Endeavour Award** donated by Diane Myer and family in 1990

- 7.5.1 The award will be presented at Senior Presentation;
- 7.5.2 The award may be presented each year to a male or a female Club member;
- 7.5.3 The award is presented to a young adult (16 – 25 years of age) Club member;
- 7.5.4 The award recognises the person's personal qualities and their achievements (as player, umpire, supporter, coach, canteen assistant, Minkey or schools assistant) during the year;
- 7.5.5 The award is presented to a member who has shown self-reliance and who has participated throughout the year with minimal family support; and
- 7.5.6 The Committee will accept nominations from Coaches, Managers and Committee members for consideration.

**7.6 Elaine Behrens Rookie of the Year Award** donated by Elaine Behrens in 1995

- 7.6.1 The award may be presented each year to a male or a female Club member in their first year with the Club;
- 7.6.2 The award recognises the person's efforts throughout the year. It is awarded to a person whose contributions to the Club exceed that expected of a player or member.
- 7.6.3 The Committee will accept nominations from Coaches, Managers and Committee members for consideration.

**7.7 George Family Shield Coaches Award** donated by the George Family in 2004

- 7.7.1 The award recognises the unique contribution a coach has made to a team and the Club.
- 7.7.2 It also recognises their efforts to strive for team unity and their ability to communicate with team players.
- 7.7.3 The Committee will accept nominations from players, managers and committee members for consideration.

**7.8 Jan Hynes Manager Award** donated by the Hynes Family in 2012

- 7.8.1 The award recognises the unique contribution a manager has made to a team and the Club.
- 7.8.2 It also recognises their efforts to strive for team unity and their ability to communicate with team players.
- 7.8.3 The Committee will accept nominations from players, managers and committee members for consideration.

**7.9 Legend status Award** (introduced 2016) is bestowed on a current or past club member who has made a significant and outstanding contribution to the development of the club and game over a long period of time. The nominee will have demonstrated a high level of integrity, a positive influence on their peers and have consistently inspired and motivated others through their actions on the field.

- 7.9.1 Past members of the Wodonga Mens Hockey Club, Wodonga Womens Hockey Club and the Vultures Hockey Club are also entitled to be considered for Legend status.
- 7.9.2 Usually the nominee will have been a senior member of the Wodonga Hockey Club for a minimum of 10 years. Nominees need not be retired from the game.
- 7.9.3 Entitlements
  - (a) Social Membership
  - (b) Pin
  - (c) Legends Board



- 7.9.4 The Committee shall appoint a Subcommittee tasked with the responsibility to provide for consideration, a short list of suitable nominees for elevation to Legend status as per sections 7.9.1, 7.9.2 and 7.9.3 of the constitution. The Subcommittee will actively canvass both internal and external sources and will accept nominations from Coaches, Managers and Club members and will submit a short list of suitable nominees to the Executive of the Wodonga Hockey by no later than the Management Committee Executive meeting set down for May.
- 7.9.5 Subcommittee to be formed early in each year after the AGM and will make recommendations for that year only. The subcommittee should give full details on all nominees including justifications for the nomination. The subcommittee will endeavor to provide the Management Committee Executive with a shortlist of at least five nominee's for consideration.
- 7.9.5 The Executive can accept three male and three female nominees for elevation to Legend status in the first year and that the Management Committee Executive may then only accept up to two male and two female nominee's for each subsequent year. If the Management Committee Executive feels that there are no suitable nominees shortlisted for Legend status by the Subcommittee in a given year, the Executive reserves the right to pass until the following year.
- 7.9.6 Nominations for Legend Status must be proposed, seconded and ratified by the Management Committee Executive/Sub Committee as follows,  
The Sub Committee will be required to present a notice of motion to the Management Committee Executive meeting set down for May in the given year.
- (a) Subcommittee nominations presented to Management Committee Executive by the May meeting via a notice of motion.
- (b) Management Committee Executive to confirm successful nominee's by the June committee meeting and notify Sub Committee
- (c) Sub Committee to confirm nominee's acceptance of the award and notify the Management Committee Executive by no later than the set down for July
- (d) The nomination process is to be "in confidence"
- 7.9.7 The awarding of the Legends Status to the successful nominee's is to take place at a prominent Club function, eg Clubs end of Year Awards Function.

## **7.9 Playing Awards**

- 7.9.1 Three awards shall be presented to players from each team; Best and Fairest, Runner-up Best and Fairest and Coaches;
- 7.9.2 The Division 1 Men Best and Fairest, shall be awarded the Dave Chandler Best Player Award (see Appendix 5);
- 7.9.3 The Division 1 Women Best and Fairest, shall be awarded the Marg Curtis Best Player Award (see Appendix 6);
- 7.9.4 The Veterans Women Best and Fairest, shall be awarded the Yvonne Wolfe Best Player Award (see Appendix 7);
- 7.9.5 Voting methods for Playing Awards will be decided by the Committee.

## **SECTION 8**

### **POLICIES AND PROCEDURES**

#### **8.1 Developing Policies and Procedures**

In accordance with Rule 2.1 the Committee of Management shall develop Policies and Procedures as deemed necessary for the proper management of the business and affairs of the Club.

**8.2 Complying with Rules of the Club**

Policies and Procedures will comply with the Rules of the Club.

**8.3 Reviewing Policies and Procedures**

Policies and Procedures will be reviewed as required, to reflect the changing needs of the Club and the Association, and to reflect State and Federal legislation.

**8.4 Calendar of Events guidelines**

The Calendar of Events (Appendix 4) is provided as a guideline to assist in the proper management of the business and affairs of the Club.

## APPENDICES

### Appendix 1 CLUB REGISTRATION FORM WODONGA HOCKEY CLUB INC.

The following statement must be included on the Annual Registration form:

<p>I, ....., of..... desire to <b>become/remain</b> a member of Wodonga Hockey Club Inc.</p> <p>In the event of <u>my/my child's</u> admission as a member, <u>I/my child</u> agree to be bound by the rules of the Club for the time being in force.</p> <p>I understand under section 3.2 Club fees are due on or before Round 4 or by arrangement with the Treasurer before the 4<sup>th</sup> Round and that if they are not paid <u>I/my child</u> will not be covered by the Club's insurance, will have no voting rights, no Club entitlements and <u>I/my</u> child will not be eligible to play.</p> <p>I give/do not give permission for photographs of <u>myself/my child</u> to appear on the Wodonga Hockey Club Inc. website or in other forms of media releases and to include my name.</p> <p><u>I /my child has</u> read and understood and agree to abide by the Code of Conduct of Wodonga Hockey Club.</p> <p><b>Signature of the applicant OR</b> guardian/parent if applicant 16 years or under. .....<b>Date:</b>...../...../.....</p>
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The Wodonga Hockey Club Registration form will be completed annually by all current and new members and must include but is not restricted to requesting the following information.

- Medical details
- Contact details
- Date of Birth
- Information required by the Association, State legislation or Commonwealth legislation.

Note: The relevant information will be placed in the Club and Association Register and will be available for viewing as per Rule 3.3

Members will be provided the following information via newsletters, Club Information sheet or via the Club website:

- Contact telephone numbers for the Secretary and the Treasurer
- Details of Team Coaches and Managers
- Code of Conduct

and other information as deemed necessary by the committee.

**Appendix 2  
FORM OF APPOINTMENT OF PROXY FOR MEETING OF THE CLUB CONVENED  
UNDER RULE 3.6.7**

I, .....  
*(full name)*

of .....  
*(address)*

being a member of Wodonga Hockey Club Inc.

appoint .....  
*(full name of proxy holder)*

of .....  
*(address)*

being a member of that Incorporated Club, as my proxy to vote for me on my behalf at the appeal to the General Meeting of the Club convened under Rule 3.6.7 to be held on-

.....  
*(date of meeting)*

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution

*(insert details of the resolution passed under rule 3.6.1)*

Signed

Date ...../...../.....

**Appendix 3  
FORM OF APPOINTMENT OF PROXY**

I, .....  
*(full name)*

of .....  
*(address)*

being a member of Wodonga Hockey Club Inc.

appoint .....  
*(full name of proxy holder)*

of .....  
*(address)*

being a member of that Incorporated Club, as my proxy to vote for me on my behalf at the Annual/Special\* General Meeting of the Club to be held on-

.....  
*(date of meeting)*

and at any adjournment of that meeting.

My proxy is authorised to vote in favour or/ against\* the following resolution(s)

*[insert details of the resolution(s)]*

Signed

Date ...../...../.....

\* Delete if not applicable

**CALENDAR OF EVENTS**

	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>
<b>President</b>	Welcome incoming committee and				
<b>Secretary</b>	Arrange training dates and times/notify HAW Prepare for Registration Day	Update Club and HAW register, per data gathered at Registration Day Clearance			
<b>Treasurer</b>	Prepare Budget				First HAW affiliation payment due
<b>Equipment Officer</b>	Obtain quotes for new equipment		Purchase new equipment		
<b>Uniform Officer</b>	Obtain quotes for new uniforms	Purchase initial uniforms			
<b>Committee</b>	Finalise Minkey dates Send out Newsletters and update the Website Notification to schools for	Finalise budget and set fees/free policies (prior to Registration Day) Prepare Fundraising/Social calendar & budget	Conduct first and coaches managers meeting for the season Coaches contracts to be issued		

**Appendix 4**

<b>June</b>		<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>
	<b>President</b>					Chair Annual General Meeting "AGM" (late November)
	<b>Secretary</b>		Lodge applications for finals permits Arrange Trophies	Obtain Managers packs	14 days notice of AGM to be posted to Members Compile portfolio reports for AGM	
	<b>Treasurer</b>				Financial year ends, prepare books for audit	Provide books & report to auditor by the 7 <sup>th</sup> November
	<b>Equipment Officer</b>			Locate and have returned all Club goalie gear, balls, first aid kits	Stock take of equipment at 31 October 2010	Audited reports presented at AGM (late November)
	<b>Uniform Officer</b>				Stock take of uniforms at 31 October 2010	
	<b>Committee</b>	Conduct a meeting (second meeting) Call for nominations for Club Awards	Selection of Club Award winners	Date and venue of AGM to be arranged Seek expressions of interest for next year's committee, coaches,	Senior Presentation Night	Predict teams for following session and submit to HAW as required

December	Secretary & Treasurer's responsibilities	Advise HAW of new committee members	Prepare notification of change of Public	Provide cheque for Consumer Affairs Victoria	Provide all information & annual report to Public Office to			Next year's portfolios to be allocated	Reserve a date and venue for Senior Presentation Night for upcoming
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## Appendix 5 Dave Chandler

The 2002 Committee moved unanimously to honour one of the Club's most valuable club members by naming the Division 1 Men's Best & Fairest trophy in his honour.

The Division 1 Men's Best & Fairest trophy will be known as the Dave Chandler Memorial Trophy.

Dave was a member of the Victorian Police Force and joined the Wodonga Hockey Club after transferring to Wodonga in the early 1990's.

Dave quickly proved to be a valuable and loyal member of the Club. As a player he had a passion for the game; once on the field he played with skill, dedication and a fierce determination.

Dave served on the management committee for many years, three as President. He also coached several junior teams and proudly supported his son Marc.

Serious illness forced Dave to step down from his committee responsibilities and the hockey community lost one of the best when Dave passed away on 4 July 2002 aged 41 years.

In 2005 the Dave Chandler Memorial Cup was donated by the Poppins family.

Each year, on a weekend either side of the 4<sup>th</sup> July, Wodonga Hockey Club Division 1 Men play against their appointed opposition with the winning side being awarded the Dave Chandler Memorial Cup for that year. The winning club's name is engraved on the Cup.



## **Appendix 6**

### **Marg Curtis Trophy – Division 1 Women – Inaugural – Year 2002**

The 2002 Committee moved unanimously to honour one of the Club's most valuable club members by naming the Division 1 Women's Best & Fairest trophy in her honour.

The Division 1 Women's Best & Fairest trophy will be known as the Marg Curtis Perpetual Trophy.

Marg has been a valuable member of Wodonga Hockey Club since 1987.

Marg commenced playing for Wodonga after its debut into Division 1. She continued playing Division 1 until 1998 winning the Association Best and Fairest in 1989 and the Club Best and Fairest in 1996. Marg also played Division 2 and Veterans and won many awards in those divisions.

She became known as the 'evergreen' player, always playing a valuable role in any team. Marg never gave up, always urging herself and her teammates to extend beyond their pain, an inspiring player.

Marg was a Committee member for many years, commencing in 1987. She always had valuable input into the development of hockey, for girls in particular.

Marg was instrumental in establishing an Under 13 girl's team in 1988 and went on to coach this team. She also coached the Under 16 girl's team in 2001 and the Division 1 Women's team for several years, most recently in 2002.

Marg was committed to building the Club at the junior level, knowing that success would follow in the senior teams with a strong junior base.

## **Appendix 7**

### **Yvonne Wolfe Perpetual Trophy - Veterans Women - Inaugural -Year 2007**

The 2007 Committee moved unanimously to honour one of the Club's most valuable club members with the inauguration of a Veteran Women's Best & Fairest trophy in her honour.

The Veteran Women's Best and Fairest trophy will be known as the Yvonne Wolfe Perpetual Trophy.

Yvonne has been a valuable member of Wodonga Hockey Club since 1984.

Yvonne has served her Club well, supporting her daughters when they began playing as juniors, assisting with the coaching of junior teams, managing junior and senior teams, running the canteen out of her car boot for 12 years and standing on committee for many years.

Yvonne was 36 when she commenced playing hockey. She started in Division 2 then played in Division 1 for several years before returning to Division 2, then Division 3 where she has helped the team win 3 Premierships from 2005 to 2007. Yvonne has played in HAW Association teams, won the Association's Best & Fairest Veterans medallion in 1996 and has also received a number of Club Awards.

2007 saw Yvonne successfully gain selection in Victoria's State Veterans team for her age group for the 15<sup>th</sup> year in a row. Her enthusiasm, determination and commitment to playing hockey to her fullest potential is worthy of recognition and should be an inspiration to us all to continue playing even when we become 'Veterans'.

## Appendix 8 Wodonga Hockey Club Code of Conduct

***“All members and the supporters of Wodonga Hockey Club Inc. should conduct themselves in the spirit of good sportsmanship and show respect for team mates, opposition, officials and spectators.”***

### **1 General**

#### **1.1 Purpose**

- (a) The purpose of this Code of Conduct is to declare the type of behaviour, which is encouraged by Wodonga Hockey Club Inc. This is the behaviour the Club is seeking to promote and encourage all members and supporters of the Club to adopt. In addition to this Code, listed below are some examples of behaviour which shall be deemed by the Committee of Management to be “conduct unbecoming”, or “conduct not in the interests of the Club and the promotion of its Statement of Purpose”.
- (b) By listing this information, as well as some examples of behaviour deemed to be unbecoming, the Committee of Management wishes to offer clear direction in this area.

#### **1.2 Key Principles**

- (a) The Club wishes to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another’s physical and emotional well being and their possessions, to ensure no damage or deprivation is caused to either.
- (b) The Club wishes to operate in an environment, which is free from harassment. Harassment is defined as any action directed at an individual or group, which creates a hostile, intimidatory or offensive environment.
- (c) The Club wishes to operate in a non - discriminatory environment. By this we mean where everyone has an equal opportunity and receives a fair go in accordance with the law as well as Club rules, procedures and guidelines.
- (d) People to whom this Code applies acknowledge and agree to comply with the grievance procedures adopted by the Club. If any disciplinary action is taken persons directly affected shall be afforded the opportunity to participate in those proceedings and also the right to appeal against a penalty.

#### **1.3 Key Elements**

All persons who are bound by this code shall:

- (a) Not act in a manner unbecoming, or contrary to the interests of the Club.
- (b) Treat people involved in hockey with courtesy, respect and proper regard for their rights and obligations.
- (c) Treat another person’s property with respect and due consideration of its value.
- (d) Demonstrate a positive commitment to the Club policies, rules and procedures.
- (e) Not misuse funds or property belonging to another party.
- (f) Respect the confidentiality of information, which comes to them in the course of their duties.
- (g) Uphold and not injure or compromise the standing and reputation of hockey within the Club and the Association.

#### **1.4 Governance**

This code shall be known as the Wodonga Hockey Club Inc. (the Club) Code of Conduct. The Club Code of Conduct, in conjunction with the Rules of the Club, shall govern the conduct of all persons associated with the Club.

This Code shall act as a guideline for criteria determining decisions and actions of the Club.

This Code shall also be applied with consideration to the Association's Code of Conduct.

### **1.5 Unsuitable Behaviour**

This list describes examples of behaviour, which after investigation by the Committee of Management (or other body as set out hereafter) and a finding by the Committee of Management (or other body as set out hereafter), that such behaviour has occurred, shall be deemed to be unsuitable behaviour and not in the best interests of sport.

- (a) 'Sledging' other athletes, officials or event organisers. Sledging is defined as a statement, which is deemed to denigrate and/or intimidate another person.
- (b) Excessive or inappropriate use of alcohol, acting in a way that becomes a public nuisance, creating a public disturbance.
- (c) Causing damage to another person's property at any WHC event including, training, games or social occasions, or depriving them of that property during the defined time frames.
- (d) Sexual relations between a coach, manager, umpire, or any other Club Official and member, that is not consensual and within the law.
- (e) The use or encouragement of drugs and banned substances to enhance or inhibit performance.
- (f) Statements that are deemed to denigrate the team that an individual is representing.
- (g) Harassment, sexual or otherwise.

## **2 Process for Dealing with a Breach**

**2.1** The following guidelines (refer to Appendix 9) are provided to Coaches and Managers at the start of each season and can in general be applied to any dispute between a member and another member, or a member and the Club.

- (a) Members to try to resolve own disputes by being open and caring towards each other's opinions.
- (b) Players and/or parents are to speak to the coach and or manager to try to resolve with empathy and communication any dispute.
- (c) If unable to resolve, the dispute is to be brought as soon as possible, to the attention of the Executive Committee.
- (d) If still unable to resolve, both parties involved to be notified officially to meet with a selected panel of three to hear both sides of dispute. The resolution is to be in line with the Code of Conduct, and with consideration for all parties.

**2.2** Referral to 3.5 (Disputes and mediation) and 3.6 (Discipline, suspension and expulsion of Members) must be made where the guidelines provided to the Coaches and Managers does not lead to a satisfactory resolution of a breach of the Code of Conduct.

## **3. Guidelines for Working with Children.**

**3.1** All Committee Members, Coaches, Managers, Umpires and any other member holding a position within the Club, where they are in direct contact with children, are required to provide a Working With Children Check in accordance with the Working with Children Act (2005).

(Reference [www.justice.vic.gov.au/working\\_with\\_children](http://www.justice.vic.gov.au/working_with_children)). The relevant information must be provided to the Club Secretary as required.

- 3.2 All Committee Members, Coaches, Managers, Umpires and any other member holding a position within the Club, where they are in direct contact with children, are required to complete a NSW Prohibited Employment Declaration. The form is to be provided to the Club Secretary as required.
- 3.3 The Club shall nominate a Child Protection Officer and make available the name of that officer and a contact number for that officer to all members via newsletters, the Club website or in person if requested.
- 3.4 Any member, non-member or supporter of the Club has an ethical responsibility to report any suspicions they have that a child or young person is at risk of harm. Members, non-members or supporters of the Club may notify the nominated Child Protection Officer or report their concerns to the State's child protection agency. Contact details can be found via [www.playbytherules.net.au](http://www.playbytherules.net.au)

## **Appendix 9 Guidelines for Coaches and Managers** **Code of Conduct\***

"All members and the supporters of Wodonga Hockey Club Inc. should conduct themselves in the spirit of good sportsmanship and show respect for team mates, opposition, officials and spectators."

\*Refer to the Rules of The Club, Appendix 8 for the full explanation of the Code of Conduct.

### **Conflict Resolution**

- Members to try to resolve own disputes by being open and caring towards each others opinions.
- Players, parents to speak to the coach and or manager to try to resolve with empathy and communication.
- If unable to resolve, dispute to be brought as soon as possible, to the attention of the Executive Committee.
- If still unable to resolve, both parties involved to be notified officially to meet with a selected panel of three to hear both sides of dispute. Resolution to be in line with Code of Conduct, and consideration for all parties.

### **Role of the Coach**

The role of the coach has been endorsed by the committee of the Wodonga Hockey Club and applies to all senior and junior coaches. As a coach you will:

- ✓ ensure that all members are aware of and follow the Wodonga Hockey Club Code of Conduct
- ✓ be a role model
- ✓ be approachable
- ✓ communicate
- ✓ observe
- ✓ show understanding
- ✓ organise and plan

- ✓ analyse
- ✓ demonstrate knowledge
- ✓ teach the rules and condemn violence
- ✓ not use derogatory language or ridicule players, parents or spectators
- ✓ coach to the ability/wants of your team. e.g.; children mostly play for fun & the lower senior grades mostly play for fun & fitness
- ✓ treat all players equally regardless of ability
- ✓ show no preferential treatment for individuals
- ✓ rather than over emphasise errors, use positive reinforcement and be consistent
- ✓ improve performance of players
- ✓ help each player reach their full potential
- ✓ liaise with other coaches, players and officials to achieve Club development
- ✓ respect the advice of others
- ✓ select players on merit and work ethic. ie: commitment & attendance at trainings
- ✓ make coaching enjoyable and fun for you and the players
- ✓ support Committee by passing on information as requested.