

BY-LAWS
of the
WODONGA HOCKEY
CLUB INC.

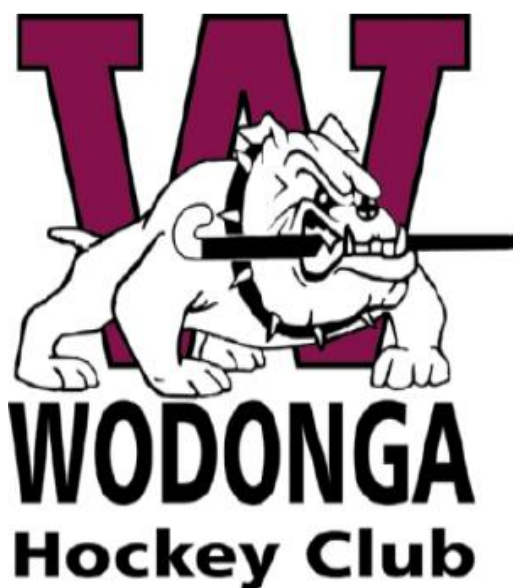


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THE BY-LAWS

MANAGEMENT OF THE WODONGA HOCKEY CLUB INC.

NOTE

To be read in conjunction with the **Constitution of the Wodonga Hockey Club Incorporated**.

These By-Laws are made under rule 79 of the **Constitution of the Wodonga Hockey Club Incorporated** and approved by special resolution at a general meeting of the Club.

In accordance with rule 79 of the Constitution all By-Laws shall be binding on the Club and Members.

PART 1—PRELIMINARY

1 Name

- (1) The name of the incorporated association is "**Wodonga Hockey Club Incorporated**".
- (2) Incorporation Registration number A13958T, incorporated 28th July 1987, ABN 66 061 460 248.
- (3) Website: <https://www.wodongahockey.com.au>;
Email: wodongahockey@gmail.com;
Facebook: Wodonga Hockey Club;
Mail: PO Box 652, Wodonga, Vic. 3689.

NOTE

Under section 23 of the Act, the name of the Club and its registration number must appear on all its business documents.

2 Border Indoor Hockey

- (1) Border Indoor Hockey, established in 2016, operates under the auspice of Wodonga Hockey Club Inc.
- (2) Website: <https://borderindoorhockey.com.au>;
Email: info@borderindoorhockey.com.au;
Facebook: Border Indoor Hockey.
- (3) The business name '**Border Indoor Hockey**', was registered to Wodonga Hockey Club Inc. on 10th October 2019.

Registration is with Australian Securities and Investment Commission (ASIC) and must be renewed annually.
- (4) Border Indoor Hockey aims to provide a summer competition for the residents of North-East Victoria and Southern NSW.

3 Definitions

Unless otherwise stated the terms in these By-Laws shall have the same meaning as they have in the Constitution.

In these By-Laws—

absolute majority, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

BIH means Border Indoor Hockey;

Committee means the Committee of elected members having management of the Club;

Child Protection Officer means the person appointed under rule 13;

committee meeting means a meeting of the Committee held in accordance with the Constitution;

committee member means a member of the Committee elected or appointed under Part 5 Division 3, of the Constitution;

disciplinary meeting means a meeting of the disciplinary subcommittee convened for the purposes of rule 22 and rule 24 of the Constitution;

disciplinary subcommittee means the subcommittee appointed under rule 20 of the Constitution;

Executive Officer means a member elected or appointed to the position of President, Vice-President, Secretary or Treasurer under Part 5 Division 3 of the Constitution;

financial year means the twelve (12) month period specified in rule 3 of the Constitution;

general meeting means a general meeting of the members of the Club convened in accordance with the Constitution and includes an annual general meeting and a special general meeting;

honorary member means a member referred to in rules 8 and 14 (1);

member means a member of the Club;

Member Protection Information Officer (MPIO) means the person appointed under rule 14;

special resolution means a resolution that requires not less than three quarters (3/4) of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the By-Laws means the set of rules approved in accordance with the Constitution;

the Association means Hockey Albury Wodonga;

the Club means the Wodonga Hockey Club Inc.;

the Club Code of Conduct means the statement of expected behaviour of all members and supporters of the Wodonga Hockey Club Inc. under rule 5;

the Constitution means the terms of a contract between the Club and its members;

the Registrar means the Registrar of Incorporated Associations.

4 Alteration of rules

These Rules may only be altered by special resolution of a general meeting of the Club in accordance with the Constitution.

5 Code of Conduct

WODONGA HOCKEY CLUB INC.

CODE OF CONDUCT

Wodonga Hockey Club expects members and supporters to show good sportsmanship and act lawfully and respectfully to all players, officials and spectators.

Any actions that bring the Club or sport into disrepute will not be tolerated.

- (1) The Code of Conduct shall be included on documents, including but not limited to the membership application form, the website, social media and any other forms of communications with members and supporters.
- (2) **Governance—**
 - (a) 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 Constitution, the By-Laws and the Policies and Procedures of the Club, shall govern the conduct of all persons associated with the Club.
 - (b) This Code shall act as a guideline for criteria determining decisions and actions of the Club.
 - (c) This Code shall also be applied with consideration to the Association's Code of Conduct.
 - (i) **Purpose—**
 - a. to declare the type of behaviour the Club expects in the interests of the promotion of the Statement of Purpose in the Constitution; and
 - b. to promote and encourage members and supporters of the Club to abide by the code; and
 - c. to ensure the Committee offers clear understanding and direction.
 - (ii) **Key principles—**
 - a. Good sportsmanship — ensure the sport is played within the spirit of the game respecting officials, players and spectators;
 - b. Respect — 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;
 - c. Harassment — to operate in an environment, free from harassment.
Harassment is defined as any action directed at an individual or group, which creates a hostile, intimidatory or offensive environment;
 - d. Non-discriminatory — to operate in a non-discriminatory environment.
Non-discriminatory is defined as where everyone has an equal opportunity and receives a fair go in accordance with the law as well as the Club Constitution, the By-Laws and the Policies and Procedures; and
 - e. Compliance and appeal — 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 the right to appeal.
 - (iii) **Key elements—**

All persons who are bound by this code shall—

 - a. act in a manner in the best interests of the Club;
 - b. demonstrate a positive commitment to the Club Constitution, the By-Laws and the Policies and Procedures;
 - c. uphold the standing and reputation of hockey within the Club and the Association;
 - d. treat people involved in hockey with courtesy, respect and proper regard for their rights and obligations;
 - e. treat another person's property with respect and due consideration of its value;
 - f. not misuse funds or property belonging to another party; and

- g. respect the confidentiality of information, which comes to them in the course of their duties.

(iv) Unsuitable behaviour—

This list describes examples of behaviour, which after investigation by the Committee (or other body as set out hereafter) and a finding by the Committee (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; and
- g. harassment, sexual or otherwise.

(v) Process for dealing with a breach—

- a. Members are 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 communicate any dispute.
- c. If unable to resolve, the dispute is to be brought, as soon as possible, to the attention of the Committee, the Club's Child Protection Officer or the Club's Member Protection Officer (if such person has been appointed).
- d. Respect the confidentiality of information, which comes in the course of Club roles and duties.
- e. The Committee shall refer to the Constitution, Part 3 Division 2 and Part 3 Division 3, to deal with conflict resolution and any breach of the Code of Conduct.

(3) Guidelines for working with children—

- (a) 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/workingwithchildren). The relevant information must be provided to the Club Secretary as required.
- (b) 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, if applicable. The form is to be provided to the Club Secretary as required.
- (c) 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 and the Club website, or in person if requested.
- (d) Every 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.

PART 2 —ADMINISTRATION

NOTE

The positions outlined in rules 6 to 12 must be held by a committee member according to PART 5 of the Constitution. Required roles change from time to time, therefore roles of committee include, but are not restricted to those listed below. The positions outlined in rules 13 to 24 may be held by committee members or by a member of the Club, as agreed to by the Committee under rules 42 and 43 of the Constitution.

6 Committee members

The general duties of committee members are set out under rule 45 of the Constitution.

7 President

(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 Club's Committee.

(2) **Duties—**

The duties of the President are set out under rule 46 of the Constitution.

(3) **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 Constitution, the By-Laws, the Policies and Procedures, and the duties of all office holders;
- (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 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 members wishes.

(4) **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) avoid 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.

8 Vice-President

(1) **The Vice-President is the deputy leader of the Club**

The Vice-President is responsible for their self-development so as to take on the role of President when necessary and when the President does not stand for re-election.

(2) **Duties—**

The duties of the Vice-President are set out under rule 46 of the Constitution.

(3) **Obligations—**

- (a) assist the President in all duties as required; and

(b) take on the role of President when necessary.

(4) **Qualities—**

Demonstrate the qualities required of the President.

9 Secretary

(1) **The Secretary is—**

(a) **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 Club's Committee; and

(b) the Secretary, previously known as the Public Officer, must comply with the requirements of the Act.

(2) **Duties—**

The duties of the Secretary are set out under rule 47 of the Constitution.

(3) **Obligations—**

- (a) have a good working knowledge of the Constitution, the By-Laws, the Policies and Procedures, and the duties of all office holders;
- (b) maintain Club records and registers as detailed in rule 27;
- (c) 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;
- (d) refer to the Code of Conduct, rule 5 (Guidelines for Working with Children) and liaise with the Club's Child Protection Officer and the Members Protection Information Officer, to ensure the Guidelines for Working with Children are met;
- (e) represent the Club at the Association's Presidents and Secretaries meetings, liaise on matters between the Association and the Club, and represent the Club at courses and seminars as required;
- (f) circulate to club members, information such as nomination forms, carnival dates, and newsletters;
- (g) liaise with media;
- (h) ensure all documents, including, but not limited to, permits, clearances and match reports are available and forwarded to the Association in a timely manner;
- (i) ensure all electronic records required by the Association are kept up to date (e.g.: player registration and team results);
- (j) liaise with coaches and managers regarding training schedules, regular reporting sessions, organisation of team photos and trophies, forwarding of match results etc;
- (k) prepare and coordinate the lodging of all official Club correspondence, reports, returns etc;
- (l) ensure all requirements of the Act are met; and
- (m) immediately bring to the attention of the Committee, any document served on the Club at the Secretary's address.

(4) **Qualities—**

- (a) be well organised and have good planning skills;
- (b) keep good records;
- (c) be aware of Club activities and the Executive Officers 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); and
- (i) organise and delegate tasks.

10 Treasurer

(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 Club's committee. 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.

(2) **Duties—**

The duties of the Treasurer are set out under rule 48 of the Constitution.

(3) **Obligations—**

(a) **Powers—**

- (i) Refer to the Constitution PART 2 — POWERS OF THE CLUB, rule 5; and
- (ii) Refer to the Constitution PART 5 — COMMITTEE, Division 1.

(b) **Financial Matters—**

Refer to the Constitution PART 6 — FINANCIAL MATTERS.

(i) **Budgeting—**

- a. is a prediction of the Club's financial situation;
- b. is an essential tool in running a club; and
- c. provides communication to members e.g. justifies a fee increase.

(ii) **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. use a cash flow basis;
- e. prepare on a monthly basis; and
- f. use throughout the year;

(iii) **Budgeting expenditure—**

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

(iv) **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; and
- d. ensure revenue exceeds expenditure

(v) **Fee schedule—**

Refer to the Constitution PART 3 — Division 1 — Membership.

- a. Prepare a fees schedule for all classes of membership; and
- b. Determine the time frame for payment or arrangement for payment.

(4) **Qualities—**

- (a) be well organised;
- (b) keep good records;
- (c) be diligent; and
- (d) work in a logical manner.

11 Assistant Secretary

(1) The Assistant Secretary will provide support and assistance to the Secretary as required.

(2) Obligations and qualities for this position will be as for the Secretary.

12 Assistant Treasurer

- (1) The Assistant Treasurer will provide support and assistance to the Treasurer as required.
- (2) Obligations and qualities for this position will be as for the Treasurer.

13 Child Protection Officer

- (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 and the Club website, or in person if requested.
- (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. Refer to rule 9(3)(d).
- (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.
- (4) Refer to 'Guidelines for Working with Children', rule 5(3).

14 Member Protection Information Officer

- (1) If appointed, a Member Protection Information Officer (MPIO) provides information about the rights, responsibilities and options available to a person making a complaint in sport. MPIO's are impartial and do not mediate or investigate complaints.
- (2) For the purposes of rule 26 of the Constitution, and in accordance with the relevant member protection policy, it is recommended that a MPIO be appointed.

NOTE

The Club may adopt a standard Member Protection Policy as developed by peak bodies.

- (3) If appointed, the Club shall make available the name of the MPIO and a contact number for that officer to all members via newsletters and the Club website, or in person if requested.
- (4) The MPIO of the Club shall be assisted by the Club to undergo appropriate training in order to effectively fulfil the role of MPIO.

15 Umpire coordinator

- (1) Promote umpiring within the Club.
- (2) Encourage members to umpire.
- (3) Organise support for both new and experienced umpires.
- (4) Liaise with the Association's Director of Umpiring.
- (5) Prepare report for the annual general meeting.

16 Senior development coordinator

- (1) Coordinate development sessions for players, coaches and umpires as directed by Committee. This may include interpretation / understanding of rules, or skills.
- (2) Liaise closely with all coaches and the junior development officer.
- (3) Prepare report for the annual general meeting.

17 Junior development coordinator

- (1) Coordinate development sessions for players, coaches and umpires as directed by Committee. This may include interpretation / understanding of rules, or skills.
- (2) Liaise closely with all coaches and the senior development officer.
- (3) Promote hockey developmental pathways liaising with the Association's Director of Junior Development and the Association's Director of Representative Hockey, as appropriate.
- (4) Prepare report for the annual general meeting.

18 Come and Try and Under 10's coordinator

- (1) Coordinate Come and Try* and U10's* activities.

NOTE

The name of the programs may change from year to year.

- (2) Liaise with the Association's Director of Junior Development, as appropriate.
- (3) Prepare report for the annual general meeting.

19 Coaches

(1) **Governance**

The Committee shall—

- (a) advertise vacant coaching positions;
 - (b) interview applicants if deemed necessary;
 - (c) aim to appoint a coach for each senior and junior team prior to registration day;
 - (d) provide all coaches with a coaching agreement detailing expectations, conditions, duties and any agreed reimbursement or in-kind payments;
 - (e) provide all coaches with an electronic link to the Constitution, the By-Laws and the Policies and Procedures; and
 - (f) provide all coaches with a print extract of this By-Law and By-Law 5 — 'Code of Conduct'.
- (2) **The role of the coach** is detailed in the following qualifications, qualities and obligations.
- (a) **Qualifications—**
 - (i) any lawful requirement which may include a Working with Children Check or Police Check; and
 - (ii) a minimum coaching qualification as determined by the Committee.
 - (b) **Qualities—**
 - (i) impartial;
 - (ii) encouraging;
 - (iii) supportive;
 - (iv) respectful;
 - (v) positive; and
 - (vi) consistent.
 - (c) **Obligations—**
 - (i) to be familiar with the Constitution, the By-laws and the Policies and Procedures;
 - (ii) to adhere to the Code of Conduct and report any unresolved issues to the Committee;
 - (iii) to be a role model;
 - (iv) to plan and organise efficiently;
 - (v) to communicate effectively with the team manager, players, parents or guardians of junior players and the Committee;

- (vi) to be approachable and understanding;
- (vii) to use levels of experience and knowledge of the game and further develop own coaching skills and abilities as required;
- (viii) to treat all players equally regardless of ability;
- (ix) to liaise with other coaches, players and officials to achieve the Club's development goals;
- (x) to attend committee meetings and functions of the Club as required; and
- (xi) to provide an end of season report to the Committee;

20 Team managers

(1) **Governance—**

The Committee shall—

- (a) aim to appoint a team manager for each senior and junior team prior to registration day;
- (b) engage the team coach in recruiting a team manager;
- (c) provide all manager's pack detailing expectations, conditions, duties and any reimbursement or in-kind payments;
- (d) provide all managers with an electronic link to the Constitution, the By-Laws and the Policies and Procedures; and
- (e) provide all managers a print extract of this By-Law and By-Law 5 — Code of Conduct.

(2) **The role the manager** is detailed in the following qualifications, qualities and obligations.

(a) **Qualifications—**

Any lawful requirement which may include a Working with Children Check or Police Check.

(b) **Qualities—**

- (i) reliable;
- (ii) diligent;
- (iii) accurate;
- (iv) encouraging; and
- (v) supportive.

(c) **Obligations—**

- (i) to be familiar with the Constitution, the By-Laws and the Policies and Procedures;
- (ii) to adhere to the Code of Conduct and report any unresolved issues to the coach and/or Committee;
- (iii) to communicate effectively with the team coach, players, parents or guardians of junior players and the Committee;
- (iv) to be approachable and understanding;
- (v) to maintain a register of team players and contact details;
- (vi) to collect and record any fees or other payments received from member;
- (vii) to pass all monies received to the Treasurer within five (5) days of receipt;
- (viii) to maintain records as required by the Club and the Association;
- (ix) to be aware of the requirements for efficient conduct of matches each game day; and
- (x) to attend Committee meetings and functions of the Club as required.

21 Equipment / merchandise / uniform coordinator(s)

- (1) Recommend equipment / merchandise / uniform purchases to the Committee for inclusion in the budget and as required throughout the season.
- (2) Arrange a stock-take of all Club equipment / merchandise / uniforms at the commencement and end of each season.
- (3) Prepare report(s) for the annual general meeting.

22 Canteen coordinator

- (1) Prepare a canteen roster to ensure the canteen is staffed throughout the season.
- (2) Maintain records required by the Committee for the canteen and social functions.
- (3) Prepare report for the annual general meeting.

23 Fundraising / social club / sponsorship coordinator(s)

- (1) Propose fundraising / social activities to the Committee for inclusion in the budget and as required throughout the season.
- (2) Organise social events.
- (3) Actively seek sponsorship for the Club within the community.
- (4) Recommend fundraising / social activities to the Committee.
- (5) Work with the canteen coordinator.
- (6) Maintain records required by the Committee.
- (7) Prepare report(s) for the annual general meeting.

24 Media coordinator

- (1) Ensure a working website, Facebook, Twitter or other relevant social media accounts.
- (2) Maintain a website with informative, current and accurate information.
- (3) Promote hockey through information provided on the website.
- (4) Provide feedback to the Committee on the website.
- (5) Prepare a report for the annual general meeting.

25 Insurance

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

PART 3 - CLUB AWARDS

26 Club awards

Life Member
Legend Award
Marg Darmody Best Club Person Perpetual Trophy
Noel Mason Youth Encouragement Award
Myers Endeavour Award
Elaine Behrens Rookie of the Year Award
George Family Shield Coach of the Year Award
Jan Hynes Manager Award

(1) **Eligibility**

To be eligible to receive a club award, members are to be financial in accordance with their membership status.

(2) **Life Member—Inaugurated 1988**

(a) **Criteria—**

- (i) This is not an annual award. It is issued on merit in accordance with these By-Laws.
- (ii) A life membership is bestowed upon a person who has rendered distinguished service to the Club and hockey. A life membership is the Club's most prestigious accolade.
- (iii) A Life Member shall be a person who has demonstrated extraordinary and outstanding contributions to the management and operations of the Club and to the growth and development of the game of hockey.
- (iv) Usually, the nominee will have been a senior member of the Club for a minimum of ten (10) years.

(b) **Nomination—**

- (i) The Committee will accept proposed and seconded nominations from Club members for consideration. The nomination process is to be 'in confidence'.
- (ii) Nominations are required to give full details of the reason for the nomination including period of membership of the Club, duties, responsibilities and all other contributions made by the nominee during this period.
- (iii) All nominations presented to the Committee should be passed on to all Life Members, and comment sought, before being ratified or rejected. Ratification is to be by an absolute majority of the Committee.

(c) **Presentation—**

- (i) The awarding of Life Membership is to take place at the end of year Senior Presentation.
- (ii) The presentation should include—
 - a. a detailed honorary tribute of the person's contribution;
 - b. a badge with the Club logo and Life Membership on the front, engraved with their name and year on the back;
 - c. a framed certificate or plaque; and
 - d. a small gift or flowers.

(d) **Entitlements—**

- (i) membership rights as per rules 8 and 13 of the Constitution;
- (ii) inclusion on the Club's Life Member Honour Board;
- (iii) free entry to official Club functions;
- (iv) the Club shall pay any annual social fee;
- (v) annual player subscriptions will not apply; and
- (vi) all playing and training costs, uniform and other levies will apply as per the fee schedule.

(3) **Legend Award—Inaugurated 2016**

(a) **Criteria—**

- (i) This is not an annual award. It is issued on merit in accordance with these By-Laws.
- (ii) Legend status 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.
- (iii) The Legend 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.
- (iv) Past members of the Wodonga Men Hockey Club, Wodonga Women Hockey Club and the Vultures Hockey Club are also entitled to be considered for legend status.
- (v) Usually, the nominee will have been a senior member of the Wodonga Hockey Club for a minimum of ten (10) years. Nominees need not be retired from the game.

- (b) **Nomination—**
 - (i) The Committee will accept proposed and seconded nominations from Club members for consideration. The nomination process is to be ‘in confidence’.
 - (ii) Nominations are required to 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.
 - (iii) All nominations presented to the Committee should be passed on to all Life Members, and comment sought, before being ratified or rejected. Ratification is to be by an absolute majority of the Committee.
 - (c) **Presentation—**
 - (i) The awarding of the legends status is to take place at a prominent Club function.
 - (ii) The presentation should include -
 - a. a detailed honorary tribute of the person’s contribution;
 - b. a medal with the Club logo and Legend on the front, engraved with their name and year on the back; and
 - c. a framed certificate or plaque.
 - (d) **Entitlements—**
 - (i) inclusion on the Club’s Legend’s Honour Board;
 - (ii) Associate membership, if not already a member under rule 8 of the Constitution;
 - (iii) inclusion through newsletter and communication database; and
 - (iv) an invitation to relevant Club functions and events.
- (4) **Marg Darmody Best Club Person Perpetual Trophy**
- (a) **Background—**

This award was previously known as the Best Club Person Perpetual Award, inaugurated in 1988. In 2010, the trophy was renamed in honour of and donated by Marg Darmody. Marg was awarded Life Membership in 2001 having been involved in every aspect of the Club, especially as a member of the Committee. Marg started playing hockey at Tallangatta High (Secondary) School and played for Wodonga women from 1984.
 - (b) **Criteria—**
 - (i) The award may be presented each year to a Club member.
 - (ii) It is awarded to a person whose contributions throughout the year to the Club, are of the highest standard and exceeds that which is generally expected.
 - (c) **Nomination—**

The Committee shall accept nominations from coaches, managers and committee members for consideration.
 - (d) **Presentation—**
 - (i) The donor or a representative shall be invited to present the award at the end of year Senior Presentation.
 - (ii) The presentation shall include -
 - a. the perpetual trophy engraved with the recipient’s name and year, returnable to the Club upon request; and
 - b. a recipient trophy engraved with award, recipient name and year.
- (5) **Noel Mason Youth Encouragement Award**
- (a) **Background—**

This award was donated by Noel Mason in 1993. Noel’s importance to the Club is reflected in his Life Membership in 1988, and the naming of the Noel Mason Honour Board. His was the Club’s first Life Membership. Noel was committed to passing on his playing skills by coaching young players. It is fitting that this award supports junior members, who are the future of the Club.
 - (b) **Criteria—**
 - (i) The award may be presented each year to a male and to a female member of the Club.

- (ii) The member must be a junior member of the Club, who plays or is eligible to play in the junior competition.
 - (iii) The award is to encourage their continued involvement in the game and in Club activities.
 - (iv) The award recognises the person's personal qualities and their achievements as player, umpire, supporter, coach, canteen assistant, Come and Try* / U10's* (see rule 18) or school hockey helper during the year.
- (c) **Nomination—**
The Committee will accept nominations from coaches, managers and committee members for consideration.
- (d) **Presentation—**
- (i) A donor representative shall be invited to present the award at the end of season Junior Presentation.
 - (ii) The presentation shall include a recipient trophy engraved with award, recipient name and year.
- (6) **Myers Endeavour Award**
- (a) **Background—**
This award was donated by Dianne Myers in 1990. Dianne was Vice-President in 1990, President in 1991 and 1992 and coach of Division 1 women, when her daughter Kylie played. Dianne brought a new level of professionalism to these positions and made an immensely positive impact on the Club. This is evidenced in the instigation of this award which encourages the participation of young, independent adults.
- (b) **Criteria—**
- (i) The award may be presented each year to a young adult, 16-25 years of age, who is a member of the Club.
 - (ii) The award is presented to a member who has shown self-reliance and who has participated throughout the year with minimal family support.
 - (iii) The award recognises the member's personal qualities and their achievements as player, umpire, supporter, coach, canteen assistant, Come and Try* / U10's* (see rule 18) or school hockey helper during the year.
- (c) **Nomination—**
The Committee will accept nominations from coaches, managers and committee members for consideration.
- (d) **Presentation—**
- (i) The donor or a representative shall be invited to present the award at the end of year Senior Presentation.
 - (ii) The presentation shall include -
 - a. the perpetual trophy engraved with the recipient's name and year, returnable to the Club upon request; and
 - b. a recipient trophy engraved with award, recipient name and year.
- (7) **Elaine Behrens Rookie of the Year Award**
- (a) **Background—**
This award was instigated and donated by Elaine Behrens in 1995. Elaine was recognised as a Life Member in 1994, for her dedication, and integral commitment to the amalgamation of the three clubs which now form the Wodonga Hockey Club Inc. Elaine was enthusiastic in her recruitment, hence this award, recognising the importance of new members.
- (b) **Criteria—**
- (i) The award may be presented each year to a member in their first year with the Club.
 - (ii) The award recognises the person's efforts throughout the year whose contributions to the Club exceed that expected of a player or member.

- (c) **Nomination—**
The Committee will accept nominations from coaches, managers and committee members for consideration.
 - (d) **Presentation—**
 - (i) The donor or a representative shall be invited to present the award at the end of season Senior Presentation.
 - (ii) The presentation shall include—
 - a. the perpetual trophy engraved with the recipient’s name and year, returnable to the Club upon request; and
 - b. a recipient trophy engraved with award, recipient name and year.
- (8) **George Family Shield Coach of the Year Award**
- (a) **Background—**
This award was instigated and donated by the George Family in 2004. The family has a Club history since 1984, with Dawn awarded a Life Membership in 1996. Dale contributed greatly on Committee as Treasurer and President, as well as playing, coaching, and umpiring. Shae has been recognised for her playing and coaching skills and as an Australian Country player. Dawn, Dale and Shae can all attest that a great coach, team unity and communication are the keys to a successful winning team.
 - (b) **Criteria—**
 - (i) The award may be presented each year to a team coach / coaches.
 - (ii) The award recognises the unique contributions of a coach and their efforts to strive for team unity and their ability to communicate with players.
 - (c) **Nomination—**
The Committee will accept nominations from coaches, managers and committee members for consideration.
 - (d) **Presentation—**
 - (i) The donor or a representative shall be invited to present the award at the end of season Senior Presentation.
 - (ii) The presentation shall include—
 - a. the perpetual shield engraved with the recipient’s name and year, returnable to the Club upon request; and
 - b. a recipient trophy engraved with award, recipient name and year.
- (9) **Jan Hynes Manager Award**
- (a) **Background—**
This award was donated as a memorial by the Hynes Family in 2015. Jan had a friendly smile, a happy approach to life, and always said hello to everyone. Jan contributed to the Club as a player, committee member and canteen volunteer. Jan is especially remembered for her substantial contributions as a team manager for the teams she and her son’s Andrew and Tom played in. Jan passed away suddenly at the age of 49 in 2011. This award is a tribute to her memory.
 - (b) **Criteria—**
 - (i) The award may be presented each year to recognise the contribution a manager has made to a team and the Club.
 - (ii) The award recognises their unique efforts to strive for team unity and their ability to communicate with team players.
 - (c) **Nomination—**
The Committee will accept nominations from players, managers and committee members for consideration.
 - (d) **Presentation—**
 - (i) The donor or a representative shall be invited to present the award at the end of season Senior Presentation.

- (ii) The presentation shall include—
 - a. the perpetual shield engraved with the recipient’s name and year, returnable to the Club upon request; and
 - b. a recipient trophy engraved with award, recipient name and year.

27 Playing awards

(a) **Criteria—**

Three (3) awards shall be presented to players from each team—

(i) **Best and Fairest—**

- a. The Division 1 Men Best and Fairest shall be awarded the Dave Chandler Memorial Trophy;
- b. The Division 1 Women Best and Fairest shall be awarded the Marg Curtis Perpetual Trophy; and
- c. The Masters (Veteran’s) Women Best and Fairest shall be awarded the Yvonne Wolfe Perpetual Trophy.

(ii) Runner-up Best and Fairest; and

(iii) Coach’s award.

(b) **Nomination—**

Voting methods for playing awards will be decided by the Committee.

(c) **Presentation—**

(i) The awards to be presented at the end of year relevant Senior or Junior presentation.

(ii) The presentation shall include—

- a. the perpetual trophy as relevant engraved with the recipient’s name and year, returnable to the Club upon request; and
- b. a recipient trophy engraved with award, recipient name and year.

(d) **History and naming of Club player perpetual trophies**

(i) *2021 information added to the testimonials is written in italics.

(ii) Division 1 Men Best and Fairest—**Dave Chandler Memorial Trophy**; Inaugural Year 2002.

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

The Division 1 Men Best and 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 Inc. 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 died 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 4th 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.

(iii) Division 1 Women Best and Fairest — **Marg Curtis Trophy**; 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 Best and Fairest trophy in her honour.

The Division 1 Women Best and 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 girls' team in 1988 and went on to coach this team. She also coached the Under 16 girls' 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.

**In 2017 Marg was honoured with a Legend Award by the Wodonga Hockey Club.*

(iv) Masters (*Veterans) Women — **Yvonne Wolfe Perpetual Trophy**; 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 and Fairest trophy in her honour.

The Veteran Women 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 twelve (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 several Club Awards.

2007 saw Yvonne successfully gain selection in Victoria's State Veterans team for her age group for the 15th 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'.

** In 2012 the term Veterans was replaced with the term Masters in line with National and International bodies.*

PART 4 – GENERAL MATTERS

28 Colours and logo

- (1) The Club colours shall remain predominately—
 - (a) Maroon – specifically Pantone Matching System (PMS) 209; and
 - (b) White.
- (2) Committee may approve—
 - (a) a less dominate third colour on the Club’s playing uniform, for example, grey;
 - (b) alternative colours for Club apparel; and
 - (c) changes to the style of the Club’s playing uniform.
- (3) Any major changes in the colours of the playing uniform must be approved by members in accordance with rule 4.

NOTE

The Association By-Laws, section 4, rule 4.1 states any changes to the playing uniform must have approval of the Board.

- (4) Any major changes to the Club logo must be approved by members in accordance with rule 4.
- (5) The BIH colours are—
 - (a) Purple – specifically PMS 2603; and
 - (b) White; and
 - (c) Lime Green - specifically PMS 2297.
- (6) Committee may approve any changes to the BIH logo, BIH playing uniforms and other BIH apparel.

29 Member satisfaction, engagement and retention

Committee shall endeavour to—

- (1) engage and communicate effectively with new and existing members;
- (2) create a sense of belonging and family;
- (3) survey members, encourage feedback;
- (4) welcome and consider ideas and suggestions;
- (5) seek and value the assistance of members as volunteers; and
- (6) take measures to retain members by investigating reasons for clearances requests and acting on any issues identified.

30 Club history

- (1) The Committee shall be responsible for recording, maintaining and preserving an accurate history of Wodonga Hockey Club Inc.
- (2) Records shall be accurate and presented in a consistent manner.
- (3) The Club history shall be recorded in both digital and print form.
- (4) History shall be compiled from committee meeting minutes, newspaper articles, photos, videos, members memories.
- (5) History before Incorporation 1987—

Document history of hockey played in Wodonga, including at school level and Army involvement.

- (6) History after Incorporation 1987—
Maintain a continual spreadsheet record of—
- (a) Life members;
 - (b) Legends;
 - (c) Committee;
 - (d) All Club awards, playing and non-playing, including the history (reasons why) of the named trophies;
 - (e) Membership including date started and grades played;
 - (f) Coaches and managers;
 - (g) Club umpires;
 - (h) Premierships, including team player and officials' names, and a photo detailing year and names;
 - (i) Representative players and grades—
 - (i) School hockey
 - (ii) Hockey Albury Wodonga
 - (iii) Hockey Victoria
 - (iv) Hockey Australia
 - (v) Any other representative bodies.
 - (j) History of the facilities and location of playing fields;
 - (k) History of sponsorship rights for shirts, grounds or facilities;
 - (l) History of major stepping-stones in the Club's history - chronological story;
 - (m) History of Border Indoor Hockey—
 - (i) team player and officials' names, and a photo detailing year and names;
 - (ii) representative players and grades; and
 - (n) Photographic history in years, with details on photos where possible.

31 Amendment dates for reference

7th December 2021 By-Laws detailing the operations of the Club, separated from the Constitution.

32 Calendar of events guidelines

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

Month	President	Committee	Secretary	Treasurer	Equipment	Uniform
December	<ul style="list-style-type: none"> *Welcome incoming Committee - explain portfolio responsibilities *Familiarise team with constitution & bylaws – especially executive Committee 	<ul style="list-style-type: none"> *Set 1st meeting date for next year 	<ul style="list-style-type: none"> *Advise HAW new Committee details *Lodge any changes to Consumer Affairs Victoria, including to public officer, (ie: secretary) plus lodge annual financial reports 	<ul style="list-style-type: none"> *Provide annual financial reports to secretary to lodge to Consumer Affairs 		
January	<ul style="list-style-type: none"> *Allocate all portfolios with reference to duties see By-law Part 2 *Outline Committee proceedings for year *Determine vision & plan for year 	<ul style="list-style-type: none"> *Finalise ‘Come & Try’ dates / times *HV roadshow in schools timeline *Notify schools and media 	<ul style="list-style-type: none"> *Arrange training dates & times HAW *Prepare for registration day *Indoor starts up again 	<ul style="list-style-type: none"> *Finalise budget & fee schedule for Committee approval 	<ul style="list-style-type: none"> *Stocktake & quotes for any new equipment 	
February		<ul style="list-style-type: none"> *Set fees/fee policies prior to registration day *Prepare fundraising & social calendar *Registration day *Reserve date / venue for presentation nights for end of season 		<ul style="list-style-type: none"> *Indoor payments 		

Month	President	Committee	Secretary	Treasurer	Equipment	Uniform
March	<ul style="list-style-type: none"> *Conduct 1st coach & managers meeting for season *Issue coaches contracts 		<ul style="list-style-type: none"> *Update Club & HAW with data gathered at registration day *Clearance applications *Identify members who wish to trial for Rep teams 		<ul style="list-style-type: none"> *Purchase new equipment 	
April						
May				<ul style="list-style-type: none"> *1st HAW affiliation payment due 		
June						
July	<ul style="list-style-type: none"> *Coaches & managers meeting *Call for Club awards 					
August	<ul style="list-style-type: none"> *Finalise presentation nights - senior & junior *Arrange team photos to be taken *Select Club award winners 		<ul style="list-style-type: none"> *Lodge applications for finals permits *Arrange trophies *Retrieve perpetual trophies from previous winners 			
September	<ul style="list-style-type: none"> *Date & venue for AGM *Seek expression of interest for next years' Committee, coaches, managers *Presentation nights 		<ul style="list-style-type: none"> *Retrieve managers packs *Organise Indoor Hockey competition *Renew business name *Registration for 'BORDER INDOOR HOCKEY' 		<ul style="list-style-type: none"> *Locate & have all equipment returned 	

Month	President	Committee	Secretary	Treasurer	Equipment	Uniform
October			*14 days' notice of AGM to be advertised to members *Compile portfolio reports for AGM *Indoor starts	*Financial year end - prepare books for audit		*Stocktake get quotes for new uniforms
November	*Predict teams for following season & submit to HAW as required	*Chair AGM late Nov/early Dec	*Upload financial report to Consumer Affairs *Update records as per rule 9 (3)(b). *Ask to have Club day around 1st weekend in May *Ask to hold Dave Chandler Cup around 21st June *Ask to have Fair Go Sport weekend (wear rainbow socks) in 1 st weekend in August	*Provide books to auditor by 7 th November *Prepare report & budget proposal		*Place the order for uniform items
WEEKLY ongoing	*Website *Newsletter *Communication					