

The University of New South Wales Hockey Club By-Laws Ratified at the 29th Annual General Meeting held on 18th October 1988
Amended at EGM 6th March 2005.
Amended at AGM on 15th November 2011

1.

These By-Laws may be altered, added to, or repealed by a simple majority of members present and eligible to vote at a General Meeting and voting on a motion of which due notice has been given. Changes must not be inconsistent with the UNSW Hockey Club Constitution, The UNSW Affiliation document and the Constitution and By-Laws of UNSW Sport and Recreation,

2. Committee Associates.

The Committee shall have the power to appoint to its number up to a maximum of six (6) Committee Associates. Committee associates shall not have voting rights in Committee.

Committee Associates shall:

- a) a) Be fully financial members of the Club.
- b) b) Have limited tenure, specified prior to their appointment. In no case shall tenure exceed the remaining term of the appointing Committee.
- c) c) Be either:
 - o i) Members with expert qualifications in matters of particular concern to the Club or
 - o ii) Any member with an interest in Club administration.

3. Club Captain.

There shall be three Club Captains, one mens, one womens and one juniors appointed by the Committee who shall:

- a) Maintain standards of sportsmanship in players on and off the field, with the power to recommend either demotion or non-selection of offending players to the Selection Sub-committee.
- b) Act as liaison between members of the Club and the Committee.
- c) Maintain harmony within the Club.

4. Equipment Officers.

There shall be three Equipment Officers, one mens, one womens and one juniors appointed by the Committee who shall:

- a) Keep written record of all sales and inventory of uniforms, hockey balls and goal keeping equipment through the Club.
- b) Ensure adequate numbers of uniforms and equipment are available at the commencement of the winter season.
- c) Present full records to the Hon Treasurer on completion of the season and give recommendations on necessary purchases.

5. Delegates.

There shall be delegates to any relevant body within UNSW and all competitions played in by the UNSW Hockey Club appointed by the Committee who shall:

- a) Attend meeting of the Associations or, when not able to do so arrange with the Hon Secretary for designation of proxies as appropriate.
- b) Promptly submit reports from such meetings to the Committee.

6. Selection Sub-committee.

- a) There shall be a standing Selection Sub-committee (Men) of three members, appointed by the Committee, who shall appoint from their own number a Convener.
- b) The Sub-committee shall be assisted by all team Captains and Coaches then current, who shall advise the Sub-committee on availability of team members and their selection recommendations.
- c) The Sub-committee shall maintain and display a list of unavailable players on Club notice boards.
- d) The Sub-committee shall select for all matches in all grades in accordance with 6(b) and 6(c).
- e) The Convener shall delegate to a member of the Sub-committee the responsibility for displaying written notice of all team lists on notice boards by the commencement of the first training session each week.
- f) The Committee shall appoint a standing Selection Sub-committee (Women) of three members, who shall appoint from their own number a Convener. This Sub-committee shall operate in accordance with clauses 6(b) to 6(e) above.
- g) The Committee shall appoint a standing Selection Sub-committee (Junior) of three members, who shall appoint from their own number a Convener. This Sub-committee shall operate in accordance with clauses 6(b) to 6(e) above.

7. Blues Sub -committee

- a) There shall be a Blues Sub-committee of five members appointed by the Committee including at least two men and at least two women. From the Sub-committee the Committee shall appoint a convener.
- b) The Blues Sub-committee shall submit for ratification, d) by the Committee, recommendations for the following awards:
 - Sports Association Blue
 - Sports Association Sports Recognition Award
 - David Evans Award of Merit
 - The Elise Wilkinson Trophy
 - Complete Hockey Player Award
 - Best & Fairest in each grade (men and women)
 - Most Improved Player (men and women)
 - Highest Goal Scorer (men and women)
 - others, as requested by the Committee
- c) The Blues Sub-committee shall consider advice from Records Officers, Club Captains, Team Captains and Coaches in making their recommendations, but shall not be bound by such advice.

8. Social Secretary.

- a) There shall be a Social Secretary, appointed from the Committee. The Social Secretary may appoint deputies, as necessary, to assist in duties.
- b) The Social Secretary shall have responsibility for organising and catering for social functions of the Club.

- c) The Social Secretary shall present estimates of costs to the Committee for approval before confirming any monetary outlay. A written report of income and expenditure shall be submitted to the next Committee meeting following each function.

9 Webmaster

- a) There will be a webmaster, appointed by the committee. The webmaster may appoint deputies, as necessary, to assist in duties.
- b) The webmaster shall have responsibility for organising and maintaining the clubs world wide web page and shall be responsible for updating information such as social functions, the club calendar, results of round matches and any other information deemed important by the committee.

10. Team Captains

- a) Team captains shall be appointed by the Selection Sub-committee, to hold office for up to the first three (3) competition games of each season. Captains shall be elected by each team, on or before the day of the fourth competition game and thereafter as vacancies occur. Team captains shall:
- b) Advise the Selection Sub-committee on a weekly basis of the names of players unavailable for the following match or matches and shall also offer selection recommendations.
- c) Assume all secretarial responsibility for their respective teams including phone results, match cards and equipment.
- d) Provide Records Officer with the match card and Best & Fairest points after each game.
- e) Advise the Blues Committee of their nominations for Best & Fairest, Most Improved and the complete Hockey Player awards.
- f) Liaise with both Hon Secretary and Club Captains to ensure that team members are advised of changes to competition draws, additional games and relevant correspondence with Sydney Hockey Association or Eastern Districts Womens Hockey Association.
- g) Liaise with Hon Treasurer to ensure all members of their respective teams are fully financial with the Club.
- h) Be familiar with regulations regarding player eligibility.
- i) Team captains may. appoint a Team Secretary, from their respective team, to assist in the performance of duties 10(a), 10(b), 10ed), 10(f) and 10(g).

11. Financial Year.

The Club's financial year shall end on the 30th September each year. After this date the Hon Treasurer shall provide a Profit & Loss Account and Balance Sheet for the year. These accounts and all other financial records shall be given to the Club's Hon Auditor as soon as practical after this date.

12. David Evans Award of Merit.

- a) There shall be a perpetual trophy to be known as the David Evans Award of Merit, awarded annually except that, at the discretion of the Blues Sub-Committee, no award need be made in the absence of a suitable candidate.
- b) The Trophy shall take the form of a cup, engraved on the front:

U.N.S.W. Hockey Club David Evans Award of Merit
Presented 1964

- c) In addition to the perpetual trophy outlined above, a suitable presentation, such as a small replica cup or other trophy as decided by the Committee shall be made to the winner of the award.
- d) The standard of the award shall be outstanding service to the Club in general administration and/or coaching over a single year or a number of years.
- e) No member shall receive the award more than once.

13. Fees.

Depending on the financial standing and commitments of the Club, each member may be levied a compulsory fee to offset the running costs of the Club. The amount of such a fee shall be decided by the Committee.

14. Australian Universities Championships.

- a) There shall be a Mens Manager and a Womens Manager for any University Games competition where UNSW Hockey is attending, appointed by the Committee. The team manager may appoint deputies, as necessary, to assist in duties.
- b) The team manager shall call for nominations to participate in University Games competition at least two calendar months before the scheduled championships.
- c) Championship coaches may be appointed by the Committee.
- d) The team manager shall provide regular written updates on details and costs to the UNSW representative teams squads and displayed on Club notice boards.
- e) Responsibility for all finances involved in attendance at, hosting of or fund raising for an University Games competition shall rest with the team manager.
- f) The team manager shall present complete itemised costs to the Committee for approval before any monetary outlay. A written report of income and expenditure shall be submitted to the Committee prior to attending a University Games competition.
- g) The AUC Convener shall present a squad list to the Committee for ratification before the list is submitted to the UNSW Sports and Recreation Department.
- h) A UNSW representative team Captain and Vice-Captain, both mens and womens, shall be selected from the UNSW representative team squad from their number. Australian Universities Championship coaches may be appointed by the Committee.

15. Correspondence.

Duplicates of all letters written, including emails, on behalf of the Club in any capacity shall be retained and handed to the Hon Secretary.

16. Coaches and Training.

- a) Coaches may be appointed from time to time, as available, by the Committee.
- b) Nominees for coaching positions shall submit a written application, including previous coaching experience to the Committee.
- c) At the completion of the season each appointed coach shall submit a brief written report to the Committee

- d) There shall be a Club Trainer appointed by the Committee who shall maintain standards of physical fitness in players, and shall have the power to appoint assistants.

17. Membership.

Upon written notice of motion to the Hon Secretary of at least 14 days, a member shall be granted Life Membership if attaining a 3/4 majority of votes in a secret ballot at a properly convened General Meeting. The following are prerequisites to nomination for Life Membership:

- i. At least five (5) seasons as a member of the Club.
- ii. ii) At least three (3) years as a Committee member, preferably with at least one of these as President, Vice President, Hon Treasurer or Hon Secretary or At least three (3) years active involvement in administration of sporting bodies associated with the function of the Club or Over the whole of his/her membership having contributed significantly to the week to week running of the Club and its promotion.
- iii. The nominee must have at all times upheld the ideals of Clubmanship including:
 - iv. Fulfilling playing commitments
 - v. ii) Conducting Club duties responsibly
 - vi. iii) Supporting and assisting the Club in its activities both on and off the field.
- vii. A Life Members automatically a financial member without payment of further fees.

18. The "Complete Hockey Player Award".

- a) There shall be a trophy known as the "Complete Hockey Player" awarded annually, except that, at the discretion of the Blues Sub-Committee, no award shall be made in the absence of a suitable candidate. The standard of the award shall be based on:
 - High attendance at training throughout the year.
 - Fostering and promoting team spirit within the Club.
 - Personal development in skills.
 - Showing leadership in Club activities on and off the field.
- b) A suitable presentation in the form of a cup or other trophy as decided by the Committee shall be made to the winner of the award.
- c) No member shall receive the award more than once.

19. The Elise Wilkinson Trophy

- a) There shall be a perpetual trophy to be known as the "The Elise Wilkinson Trophy", awarded annually except that, at the discretion of the Blues Sub-Committee, no award need be made in the absence of a suitable candidate.
- b) b) The Trophy shall take the form of a cup, engraved on the front:

U.N.S.W. Hockey Club
The Elise Wilkinson Trophy

- c) In addition to the perpetual trophy outlined above, a suitable presentation, such as a small replica cup or other trophy as decided by the Committee shall be made to the winner of the award.

- d) The criteria for the award of The Elise Wilkinson Trophy shall be that the awardee has:
1. Previously been awarded the David Evans Award of Merit or Complete Hockey Player Award and continued to fulfil commitments to the club that would merit award of the David Evans Award of Merit or Complete Hockey Player Award for a second time if the criteria for those awards allowed.

Or

2. Achieved the following i) At least five (5) seasons as a member of the Club. ii) At least three (3) years as a Committee member, preferably with at least one of these as President, Vice President, Hon Treasurer or Hon Secretary or At least three (3) years active involvement in administration of sporting bodies associated with the function of the Club or Over the whole of his/her membership having contributed significantly to the week to week running of the Club and its promotion.
- e) The nominee must have at all times upheld the ideals of Clubmanship including: i) Fulfilling playing commitments ii) Conducting Club duties responsibly
- f) Supporting and assisting the Club in its activities both on and off the field.

20. Club Investment Funds.

- a) a) Investment Funds kept by the Club shall be lodged by the Hon Treasurer in secure investment funds as approved by the Committee. The place of lodgement of Investment Trust Funds shall be reviewed by the Committee at not more than two yearly periods.
- b) Interest accrued on Investment Funds may be either paid into Club General Accounts or compounded in the Investment Fund at the discretion of the Committee.
- c) Access to the Principle held in any Investment Fund shall be only granted after approval by the Committee and then by written request from the Hon Treasurer and countersigned by
- d) one of the President, Hon Secretary or Vice President. d) Full details of any changes in place of lodgement or reduction in the value of any Investment Fund shall be given to the Club at the next convened General Meeting by the Hon Treasurer.