

# THE EASTERN GAUTENG HOCKEY ASSOCIATION

## BYE LAWS

### 1. DEFINITIONS

In the Bye-Laws all definitions as set out in Clause 2 of the Constitution shall have the same meaning.

### 2. GEOGRAPHICAL BOUNDARIES

The Geographical Boundaries of the Province shall be those as laid out or as amended from time to time by the South African Hockey Association.

### 3. COUNCIL

#### 3.1 Notice of Meeting:

Written notice shall be given and related Agenda of a Council Meeting when called for as follows:

3.1.1 at least fourteen (14) but not more than twenty-one (21) days notice when requested by the Executive to convene a meeting;

3.1.2 where requested by Members and/or Affiliate members having a total voting strength in Council of not less than 25% of votes, seven (7) days of receipt of the written requests give at least twenty-one (21) but not more than thirty (30) days notice of the meeting.

#### 3.2 Alternates at Meetings:

3.2.1 Any Member or Affiliate Member may appoint an alternate to attend Council Meetings in the absence of its nominated representative(s) and such alternate shall be approved by the President of the Association at the meeting.

3.2.2 The credentials of such alternates shall be presented at the meeting.

3.3 In the event of the Presidents absence from the meeting, the Vice President of the Executive shall be Chairperson and in his/her absence the Council Members present shall elect a Chairperson of that meeting from one of their number.

### 4. EXECUTIVE

#### 4.1 Powers of the Executive:

4.1.1 The Executive shall have full power and authority to do any act, matter or thing which should or might be done by the Association excepting only such matters as are in the Bye-Laws specially reserved to be dealt with at an Annual General Meeting; and in addition to the general powers and authorities hereby conferred on the Executive, and without in any way limiting such powers and authorities, the Executive shall have the following special powers which together with its general powers it shall exercise subject always however to the restrictions imposed by the Constitution.

4.1.1.1 To form and appoint a person, or persons, to such sub-committees as the Council may have instructed it to form in order to fulfil the obligations of the Executive to the Association;

4.1.1.2 To enter into leases on behalf of the Association whether as lessor or lessee;

4.1.1.3 To appoint such officers or staff as it may think fit to run the operations of the Association and to invest such persons with such powers and authority as it deems expedient and to determine their duties and fix, vary and pay their salary and emoluments, if any, and to suspend or discharge any such person at its discretion;

- 4.1.1.4 To institute, conduct, defend, compound or abandon any legal proceedings by or against the Association, or its officers or the Executive or otherwise concerning the affairs of the Association; and also to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the Association;
  - 4.1.1.5 To refer any claim or demand by or against the Association to arbitration and to perform, or refuse to perform, the award;
  - 4.1.1.6 To open banking accounts in the name of the Association;
  - 4.1.1.7 To invest and deal with any moneys of the Association not immediately required for the purposes of the Association on such terms as it may think fit and from time to time to vary or realise such investments subject to the provisions of 4.1.1.10 hereof;
  - 4.1.1.8 To fix the remuneration of the Association's Auditor;
  - 4.1.1.9 To charge for admission to the grounds or premises at any event held by or on behalf of the Association and to enter into contracts with any relevant organisation for the promotion of the sport and for any other purposes incidental to the Associations objects;
  - 4.1.1.10 To utilise the funds of the Association solely for the objects for which it was established or for investment and in no circumstances to distribute any of the Associations profits or gains to any person.
- 4.2 The Executive shall retire annually but, if eligible for re-election, may be nominated for re-election.
- 4.3 Notice of Meetings:  
At the commencement of each year of office the Executive shall complete and publish to the Executive members a timetable of Meetings to be held throughout the year. Such timetable shall serve as notice to the Executive of each individual meeting.
- 4.4 In the event of an emergency meeting being required at least twenty-four (24) hours notice shall be given to the Executive.
- 4.5 Attendance:
- 4.5.1 In the event of the Presidents and Vice President's absence from the meeting, those members of the Executive present shall elect a Chairperson for that meeting.
  - 4.5.2 A member of the Executive shall request leave of absence if unable to attend any meeting. Failure to attend two (2) consecutive meetings without leave of absence shall cause that member of the Executive to be reprimanded.
  - 4.5.3 A record shall be kept of the attendance of all members of the Executive and a summary of this shall be included in the Executive's annual report to the Annual General Meeting.
- 4.6 Annual Report:  
The Executive shall prepare an annual report of its activities which shall be presented to the Annual General Meeting by the President of the Association.

## 5. **NOMINATIONS**

- 5.1 Submission of Nominations:
- 5.1.1 Nominations of office bearers in terms of Clause 11.2 of the Constitution shall be submitted in writing and shall be confirmed by the nominee's written consent to his/her nomination prior to the Annual General Meeting.
  - 5.1.2 Nominations shall be received as follows:
    - 5.1.2.1 In the case of persons to be elected at the Annual General Meeting, not later than twenty-one (21) days prior to the Annual General Meeting.

- 5.1.2.2 In the case of persons to be appointed by the Annual General Meeting, by the commencement of the Annual General Meeting.
- 5.2 Nominations for all office bearers to be elected at the Annual General Meeting shall be circulated when sending out the notice of meeting and the agenda for the Annual General Meeting.
- 5.3 Council members shall be nominated annually in terms of Clause 6 of the Constitution.
- 5.4 Honorary Vice Presidents:
- 5.4.1 Nominations for Honorary Vice Presidents shall be made only on the grounds and in appreciation of such persons services to Hockey and shall be submitted with a motivation for such nomination;
- 5.4.2 Nominations together with a full motivation shall be submitted to the Association not later than twenty-one (21) days prior to the Annual General Meeting.
- 5.4.3 Honorary Vice Presidents of the former Associations at the date of the founding of the Association shall retain their status in the Association.
- 5.5 Honorary Members of the Association:
- 5.5.1 Nominations for Honorary Members of the Association shall be made only on the grounds and in appreciation of such persons services to Hockey (at any level) and shall be submitted with a motivation for such nomination;
- 5.5.2 Nominations together with a full motivation shall be submitted to the Secretary of the Association not later than thirty (30) days prior to the Annual General Meeting. Such nomination shall be circulated by the Secretary when circulating the notice for the Annual General Meeting.

## 6. MEMBERSHIP

- 6.1 New clubs seeking entrance to the Province must have at least thirteen (13) players and a suitable umpire per team within one (1) year of joining the Association. They must also have a field for league matches, which have been approved by the Rules and Technical Sub-Committee.
- 6.2 New clubs seeking admission or clubs seeking re-admission to the Association shall be admitted subject to the approval of at least  $\frac{2}{3}$ <sup>rds</sup> (two-thirds) of the delegates present entitled to vote.
- 6.3 All clubs shall lodge with the Association a copy of their Constitution and Bye-Laws which shall not conflict with the Constitution and Bye-Laws of the Association.

## 7. REGISTRATION OF PLAYERS

- 7.1 Players shall not be registered with more than one (1) Member at any time.
- 7.2 No non-Registered Player may play Hockey in the competitions or leagues of the Association. Members and Affiliate Member will be subject to disciplinary action by the Council should they permit such non-registered players to participate in such competitions or leagues.
- 7.3 Players may only transfer from one member to another after having obtained written clearance from the former.
- 7.4 No Registered Player shall play Hockey outside the Province.
- 7.5 No Registered Player shall play Hockey in an area in which he/she is not registered except as a member of an official touring team, save where this has been mutually agreed and confirmed between the Member with which he/she is registered and the other area where he/she intends playing.

7.6 Registration Procedure:

- 7.6.1 Each Member and Affiliate Member shall notify the Association by not later than the following dates of each year of the number of players registered by that Member and Affiliate Member, if any -
- 7.6.1.1 Indoor hockey: 31<sup>st</sup> January;
  - 7.6.1.2 Field hockey: 30<sup>th</sup> April;
  - 7.6.1.3 Mini hockey: 30<sup>th</sup> April.
- 7.6.2 Each Member and Affiliate Member shall lodge with the Association a list of names and addresses of all players registered with the Member by a date as set by the Executive.

8. **VOTING**

- 8.1 At an Annual General or Special General Meeting or Council Meeting voting shall be as in Clause 13 of the Constitution.
- 8.2 Any decision by Council to amend the Bye-Laws shall only be taken with a minimum of  $\frac{2}{3}$ <sup>rds</sup> (two thirds) of the votes present at the meeting and voting in favour of the resolution.
- 8.3 Honorary Members shall be elected at the Annual General Meeting of the Association by a  $\frac{2}{3}$ <sup>rds</sup> (two thirds) majority of the votes present at the meeting and voting in favour of the election.

9. **AUDITORS**

- 9.1 The books and records of the Association shall be subjected to an annual audit by independent auditors.

10. **FINANCE**

- 10.1 Membership fees shall be paid as determined by Executive annually in terms of the following procedures:
- 10.1.1 Members and Affiliate Members:  
The fee as fixed by the Executive will be calculated on the number of players registered annually by each Member and Affiliated Member on 31 May for Field & Indoor Hockey.
  - 10.1.2 Full details of all playing members for each of the respective categories duly certified by the Chairman and Secretary of the Member and Affiliate Member must be submitted and be in the hands of the Association not later than the abovementioned dates. Actual payment of fees must be received by the Association by not later than 28 February in respect of Indoor Hockey and 31 May in respect of Field and Mini Hockey in order to avoid penalties.
  - 10.1.3 Any affiliation fees owing by Members and Affiliate members at 28 February and 31 May each year and still unpaid at 31 March and 30 June shall accrue interest at the prime overdraft rate plus 2% (per centum) chargeable by leading commercial banks with effect from 1 March and 1 May respectively to date of payment.
  - 10.1.4 Should a Member or Affiliate member not have paid its subscriptions and other dues to the Association by the time of commencement of the Annual General Meeting, that Member will be entitled to attend the Annual General Meeting and Council Meeting but shall not be entitled to vote without the approval of the Executive. Furthermore, such Member or Affiliate member shall not participate in any of the Associations activities until such time as these amounts have been paid in full.

10.2 Financial Statements of the Association:

10.2.1 The Treasurer shall keep proper books of accounts and record the income and expenditure of the Association and shall at the close of each financial year cause to be prepared and audited annual financial statements for that year, which shall be approved by the Executive and ratified by Council.

10.2.2 The annual financial statements shall be submitted to the Association's auditors for audit and copies of the audited statements shall be distributed to all Members and Affiliate Members at the Annual General Meeting. Following approval at the Annual General Meeting, a signed copy shall be affixed in the minute book of the Association.

10.3 Financial Statements of Members:

10.3.1 Members and Affiliate Members shall cause annual financial statements to be drawn up to 30 September of each year.

10.4 Funds:

10.4.1 Funds of the Association as deemed by the Executive to be in excess of current requirements of the Association may be invested from time to time in the name of the Association with a registered deposit receiving institution or recognised financial institution.

10.5 Budget:

10.5.1 The Treasurer of the Association shall draw up budgets to cover forward planning which shall be reviewed by the Executive from time to time.

10.5.2 All references in the Bye-Laws to the liability of the Association to meet the travelling and accommodation expenses of its officers shall be as determined by the Executive prior to such expenses being incurred.

**11. SELECTORS, UMPIRE SELECTORS AND MANAGERS**

11.1 All representative teams shall be selected by not less than 3 selectors appointed by the Executive to select the Teams. All Team Coaches shall be advisory members of the respective selection panels. Assistant Coaches may be present at selection. Convenors of the selection panels shall not have a casting vote. Appointments for each of the above shall be made annually by the Executive after consideration of nominations received from the Members.

11.2 All representative umpires shall be selected by 3 umpire selectors who shall be appointed annually by the Executive after consideration of nominations received from the Members.

11.3 The duties of the team selectors and the umpire selectors shall be detailed by the Executive.

11.4 The selection policy to be adopted by the team and umpire selectors shall be decided by the Executive.

11.5 The President of the Association shall not be either a team selector or team coach, assistant team coach or umpire selector.

11.6 Accommodation and travelling expenses approved by the Executive of the Provincial Team Coaches at all levels in the execution of their duties shall be met by the Association. In addition Team Coaches at all levels may be paid an allowance for incidental expenses as determined by the Executive.

11.7 When on any tour the selection committee on the tour shall comprise the coach, the team captain, where applicable the assistant coach and the manager in an advisory capacity. The coach, or in his absence the assistant coach, shall be the convenor of the selection committee and shall have the casting vote.

11.8 Should the manager of a team on a tour become indisposed, the coach shall act as manager.

- 11.9 Team Coaches at all levels and other coaches of representative teams shall submit through the Coaching Sub-Committee of the Executive an annual report to the Executive on coaching activities by the 30<sup>th</sup> September each year.

Each respectively shall submit further reports at the completion of any tour. The report for a tour shall be received within thirty (30) days of the tour.

- 11.10 Within two (2) weeks of their appointment by the Executive the Association shall notify, in writing, all coaches and umpires of their appointment.
- 11.11 All representative teams, shall have a manager who shall be appointed by the Executive.
- 11.12 The duties of each manager shall be detailed by the Executive.
- 11.13 The manager shall submit a full tour report and financial report to the Executive on the completion of any tour. This shall be done within thirty (30) days of the completion of the tour.
- 11.14 On tour the manager shall be responsible for all team administrative matters not covered by the Bye-Laws. "On tour" covers the period from the time the team first assembles until the time that the team officially disbands.
- 11.15 Accommodation and travelling expenses, approved by the Executive, of the manager when on tour shall be met by the Association. In addition, the manager may receive a daily allowance for entertainment and incidental expenses as determined by the Executive.

## 12. **AMATEUR STATUS**

- 12.1 The amateur status of individuals shall be governed mutatis mutandis by the provisions relating thereto contained in the Statutes of the International Hockey Federation (FIH).

## 13. **REPLACEMENT OF ELECTED OFFICE BEARERS**

- 13.1 The following procedure shall be adopted for the replacement of office bearers (other than the Executive) where a vacancy should occur during their term of office:
- 13.1.1 The Executive shall appoint a replacement.

## 14. **CONTRACTS**

- 14.1 All players and officials who participate in any Provincial team, squad or coaching training shall enter into an agreement with the Association, the terms of which shall be determined by the Executive from time to time.
- 14.2 All players and officials selected for squad training or the Provincial team during a season shall give a written undertaking of their availability for any squad training or Provincial team for that particular season.

## 15. **PLAYING RULES**

- 15.1 The Secretary of each competing club shall annually submit the colours of his/her club's uniform for approval by the Executive.
- 15.2 All players must appear on the field in the regulated uniform of their club, to consist of shirts, regulated length skirt/shorts and knee length socks. No club or team within a club colours can be refused permission to play. In the event of a clash of colours, the home team to the league must field a change of colours (socks and pinnies).

## 16. METHOD OF COMPETITION

- 16.1 Teams shall compete against each other, counting points for a win, and for a draw as determined by the Indoor and Field Committees.
- 16.2 In the event of a tie in points at the completion of the league, the team winning on goal average shall be declared the winner. If still a tie, the trophy will be shared.
- 16.3 Clubs having more than one team in the same league shall grade those teams and their players in order of merit, A, B, C etc. Any player dropped to a lower team or league may not be promoted before he/she has played two games in that lower team. No player shall play for more than one team on the same day.
- 16.4 Any club that, in the opinion of the Executive, is deemed to have dropped a player, or players, from one team to another in order to gain some benefit from this shall be penalised at the discretion of the Executive Committee.

## 17. CANCELLATION AND POSTPONEMENT OF MATCHES

- 17.1 As a general rule no league matches may be postponed and must be pre-played.
- 17.2 In the event that a team participating in a scheduled game:
  - 17.2.1 Has three (3) or more players being required to represent the Province, Tertiary Institute or Youth Forum representation matches, or
  - 17.2.2 Has the goalkeeper being required to undertake provincial or representative duties; -  
A postponement may be granted provided the opposition club secretary, the league registrar and the Rules & Technical Chairperson have been notified.  
Such postponed game shall be played within two (2) weeks of the scheduled date.
- 17.3 In the event of weather rendering the field unplayable and preventing the completion of a league match, such matches shall be declared postponed matches. Such postponed matches must be played within two weeks of scheduled date.
- 17.4 Clubs forced to scratch a match must notify their opponents, the League Registrar and the Rules & Technical Chairperson and the two Umpires at least 24 hours before the time scheduled to play. Clubs failing to do so, will be fined an amount as determined by the Executive Committee yearly.
- 17.5 Clubs wishing to pre-play matches, or change the starting times of matches, may do so by mutual agreement and arrangement with the opposition teams, League Registrar and Umpires Chairperson.
- 17.6 The opposition will receive the points for a win and three goals and the defaulting club will be fined R50 (Fifty Rand), if a team:
  - 17.6.1 Fails to fulfil a fixture without prior notice, or
  - 17.6.2 Fails to arrive at a venue to enable the fixture to start no later than twenty (20) minutes after the scheduled starting times.

## 18. RESULTS AND TEAM RETURNS

- 18.1 The clubs shall ensure that the League Registrar is contacted telephonically within two days of each match played, and the results furnished. Further the match report with the list of registered players that played in that match with the result and both umpires signature must be handed, posted or faxed to the Registrar within five (5) days after completion of the match.
- 18.2 At the discretion of the Indoor or Field Committees, clubs rendering incorrect team returns shall forfeit points gained and goals scored for the matches concerned.
- 18.3 Teams not submitting returns will be penalised at the discretion of the Executive Committee.