

THE SOUTH AFRICAN HOCKEY ASSOCIATION

BYE LAWS

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Adopted SGM 18 November 2016

1. INTERPRETATION

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

2. GEOGRAPHICAL BOUNDARIES

The geographical boundaries of Members shall be as determined at the founding meeting of the Association, or as amended and agreed by the Members from time to time and shall represent the geopolitical boundaries of South Africa.

3. COUNCIL

3.1 Notice of Meetings

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

3.1.1 At least 14 (fourteen) but not more than 30 (thirty) days notice when requested by the Executive Board to convene a meeting.

3.1.2 Where requested by Members and/or Affiliate Members having a total voting strength of not less than 25% (twenty five percent) of the aggregate votes of Members and Affiliate Members, the office shall within 7 (seven) days of receipt of the written request give at least 21 (twenty one) but not more than 30 (thirty) days notice of the meeting.

3.1.3 The notice shall be accompanied by an agenda of business to be conducted at the meeting.

3.2 Alternates at Meetings

3.2.1 A Member or Affiliate Member may appoint an alternate to attend Council Meetings in the absence of its or their representative/s designated in terms of clauses 8.2, 12.5 and 13.3 of the Constitution. The appointment of such alternate shall be made in accordance with the Association's stated equity requirements and shall require the approval of the President (or authorised deputy).

3.2.2 The credentials of such alternates shall be presented to Council.

3.3 Expenses

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

3.4 Chairperson

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

4. EXECUTIVE BOARD

4.1 Powers of the Executive Board

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

4.1.1.1 To form and appoint a person, or persons, to sub-committees in order to fulfil the obligations of the Executive Board to the Association;

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

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

- 4.1.1.4 To institute, conduct, defend, compound or abandon any legal proceedings by or against the Association, or its officers or the Executive Board or otherwise concerning the affairs of the Association;
- 4.1.1.5 To refer any claim or demand by or against the Association to arbitration and to perform, or refuse to perform, the award subject to the provisions of clause 24 of the Constitution;
- 4.1.1.6 To open banking accounts in the name of the Association;
- 4.1.1.7 To invest and deal with any monies of the Association not immediately required for the purposes of the Association on such terms as it may think fit and from time to time to vary or realise such investments subject to the provisions of clause 19 of the Constitution;
- 4.1.1.8 To fix the remuneration of the Association's Auditor;
- 4.1.1.9 To establish and maintain retirement funds for the benefit of employees and to that end to make such capital and annual contributions as it may deem fit;
- 4.1.1.10 To charge for admission to the grounds or premises at any event held by or on behalf of the Association and to enter into contracts with any relevant organisation for the promotion of the sport and for any other purposes incidental to the Association's objects;
- 4.1.1.11 To utilise the funds of the Association solely for the objects for which it was established or for investment and in no circumstances to distribute any of the Association's profits or gains to any person.

4.2 Notice of Meetings

- 4.2.1 At the commencement of each year of office the Executive Board shall complete and publish a timetable of meetings to be held throughout the year. Such timetable shall serve as notice of each individual meeting.

4.2.2 In the event of an emergency meeting being required the office shall give a least 24 (twenty four) hours notice to the Executive Board.

4.3 Attendance

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

4.3.2 A member of the Executive Board shall request leave of absence if unable to attend any scheduled meeting. Failure to attend 2 (two) consecutive meetings without leave of absence may cause that member of the Executive Board to be disciplined.

4.3.3 A record shall be kept of the attendance of all members of the Executive Board and a summary of this shall be included in the President's annual report to the Annual General Meeting.

4.4 Travelling Expenses

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

4.5 Annual Report

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

5. CONFIRMATION AND CIRCULATION OF MINUTES

5.1 The minutes of the Annual General Meeting and any Special General Meeting shall be confirmed at an Executive Board meeting within 60 (sixty) days of each Annual General Meeting or Special General Meeting and shall be ratified at the following Annual General Meeting or Special General Meeting.

5.2 The minutes of Council Meetings shall be confirmed at an Executive Board meeting within 60 (sixty) days of each Council Meeting and ratified at the following Council Meeting.

5.3 The minutes of Executive Board meetings shall be circulated to the members of the Executive Board, the Members, Affiliate Members

and any other persons entitled to receive them, within 14 (fourteen) days of the date on which any such meeting is held. Such minutes shall be confirmed at the next succeeding meeting of the Executive Board or the Management Committee, whichever is the sooner.

- 5.4 The minutes of Management Committee meetings shall be circulated to the members of the Management Committee and the Executive Board, the Members, Affiliate Members and any other persons entitled to receive them, within 14 (fourteen) days of the date on which any such meeting is held. Such minutes shall be confirmed at the next succeeding meeting of the Executive Board or the Management Committee, whichever is the sooner.
- 5.5 Minutes of Annual General Meetings and Special General Meetings shall be circulated within 7 (seven) days of the Executive Board meeting at which they are confirmed, to the Board, Members, Affiliate Members and any other persons entitled to receive such minutes.
- 5.6 Minutes of Council Meetings shall be circulated within 7 (seven) days of the Executive Board meeting at which they are confirmed, to the Board, Members, Affiliate Members and any other persons entitled to received such minutes.
- 5.7 Members and Affiliate Members shall submit minutes of meetings of their respective Councils, Executive and / or Management Committees (as the case may be) to the office within 14 (fourteen) days of the date on which any such meeting is held. They shall also submit minutes of Annual and Special General Meetings to the office within 60 (sixty) days of the date on which any such meeting is held.

6. HONORARY LIFE MEMBERSHIP

- 6.1 Nominations for Honorary Life Vice-Presidents shall be made only on the grounds and in appreciation of such persons' services to Hockey at national level and shall be submitted with a motivation for such nomination.
- 6.2 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) for a period of not less than 10 (ten) years and shall be submitted with a motivation for such nomination.
- 6.3 Nominations together with a full motivation shall be submitted to the office of the Association not later than 45 (forty five) days prior to the Annual General Meeting. Any such nominations shall be circulated by the office when circulating the notice for the Annual General Meeting.

7. REGISTRATION OF PLAYERS

- 7.1 Players shall not be registered with more than 1 (one) Member at any time.
- 7.2 No non-registered player may play Hockey in the competitions or leagues of the Members and Affiliate Members of the Association. Members and Affiliate Members shall be subject to disciplinary action by the Executive Board 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 for the one part and acceptance on the other. In the event of a dispute between any of the parties, then such disputes may be referred to the Executive Board.
- 7.4 Unless otherwise determined by the Executive Board, no registered player shall play Hockey outside South Africa without having first obtained the permission of the Member with which he or she is registered.
- 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 in writing between the Member with which he/she is registered and the other Member where he/she intends playing.
- 7.6 Any player transferred temporarily from one Member to another Member will be eligible to represent only the Member where he/she is registered, subject to clause 7.5 above.

8. FINANCE

- 8.1 Membership or other fees as determined by Council, shall be paid by each Member or Affiliate Member annually on dates stipulated by the Executive Board or in terms of the Bye Laws.
 - 8.1.1 Full details of all playing members for each of the respective categories as duly certified by the Chairperson and the Secretary of the Member and Affiliate Member shall be submitted and be in the hands of the office of the Association not later than 30th April each year. At the final Council of the year, the actual date for payment of fees for the following year will be determined by council and must be met by members to avoid penalties

8.1.2 Change to: Any affiliation fees owing by Members and Affiliate Members within 2 months of the agreed deadline each year, shall accrue interest at the prime overdraft rate plus 1% (one percent).

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

8.1.4 Tournament entry fees shall be paid annually on the dates specified for the confirmation of tournament entries.

8.2 Financial Statements of the Association

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

8.3 Financial Statements of Members

Members and Affiliate Members shall cause Annual Financial Statements to be drawn up for their respective accounting periods. These accounts shall be subject to audit and copies of the signed audited accounts must be forwarded to the Headquarters of the Association within 2 calendar months after completion of the member's AGM.

8.4 Budgets & Plans

The Chief Executive Officer or the General Manager of the Association, in conjunction with the Hon. Treasurer, shall draw up annual budgets (or forecasts for longer periods) based on the operational plans. These plans and budgets shall be reviewed by the Executive Board from time to time and presented to Council at half-yearly intervals.

8.5 Expenses of Officials

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

9. TOURNAMENTS

9.1 Participation

Participation of any Member or Affiliate Member in any of the Association's competitions shall be on the approval of the Council subject to the provisions of clause 8.1.3 above.

9.2 Calendar

9.2.1 The Executive Board shall prepare and submit to the Council for its approval a calendar of tournaments for the forthcoming season.

9.2.2 The names of all teams to participate in the tournaments shall be submitted to the Council simultaneously with the calendar of tournaments referred to in 9.2.1 hereof.

9.3 Profit or Loss

Unless otherwise agreed, any Member or Affiliate Member holding any domestic tournament shall retain all profit and bear any loss resulting from running the tournament.

9.4 Approved Tournaments

9.4.1 It shall be the responsibility of the Member to ensure that each of its teams participating in any approved tournament shall pay to the host not later than the first day of the tournament such tournament levy as is determined by the council

9.4.2 At the discretion of the Executive Board, each Member shall deposit with the Association a breakage deposit in the amount of R500.00 (five hundred rand). The deposit less any expenses shall be refunded to the Member from time to time.

9.4.3 In the event of a team of any Member withdrawing from an approved tournament less than 30 (thirty) days prior to the date of commencement of that tournament, the Member organising and hosting that tournament may recommend in

writing to the Executive Board, the imposition of a fine on the defaulting Member. On approval of the fine by the Executive Board, the fine shall be payable by the defaulting Member to SAHA within 30 (thirty) days of invoice. The organising Member may in turn submit to the Executive Board details of any reasonable loss incurred due to the defaulting member withdrawing from the said event. The Executive Board may consider such submission for refund purposes.

9.5 Team Composition

The number of players in each team participating in an approved tournament shall be determined by the rules governing that tournament.

9.6 Running of Approved Tournaments

9.6.1 The Executive Board shall appoint a Tournament Director who shall be the representative of the Association at each tournament.

9.6.2 The duties of the Tournament Director shall be determined by the current published Regulations of the FIH at time of the Event.

9.6.3 The Tournament Director shall be required to submit a report to the Executive Board within 21 days of the completion of the tournament.

9.6.4 The appointment of all officials, including umpires, to officiate at all SAHA sanctioned tournaments and local international games must be approved by the Executive.

9.7 Tournament Rules

The Executive Board shall ratify the rules for each approved tournament.

9.8 Misconduct

9.8.1 Any behaviour at a tournament which is unbecoming or which would bring the name of the Association into disrepute shall be subject to sanction by a tournament disciplinary committee appointed for that purpose. The Tournament Director is to hold a disciplinary hearing and after their sanction, the team or individual can appeal – an Appeal Jury is set up for this and will include members from the SAHA Executive Board.

9.8.2 The process to be followed in any matters of misconduct at a tournament will be guided by the most recently published FIH tournament regulations.

10. NATIONAL TEAM SELECTORS AND COACHES, NATIONAL UMPIRE SELECTORS AND COACHES

- 10.1 All representative South African teams shall be selected by panels established according to the Selection policy of SAHA.
- 10.2 The SAHA Rules and Technical Sub-committee responsible for the Umpiring Portfolio shall forward names of umpire selectors to the Executive Board for approval. Umpire selectors shall be responsible for the nomination and appointment of umpires for national and international appointments. The same process shall refer for Technical Officials.
- 10.3 In the composition of the national selection panels (for teams and umpires):
- 10.3.1 There shall be regard for the requirement that not more than 2 (two) selectors on any one panel shall be appointed from any one province;
- 10.3.2 There shall be compliance with the Association's stated policy to achieve gender equity (as appropriate) and representivity.
- 10.4 The duties of the national team selectors, national team coaches, national umpire coaches and the national umpire selectors shall be determined by the Executive Board.
- 10.5 Selection criteria and practices adopted by the national selection panels (for teams and umpires) shall be determined by the Executive Board within the framework of policies formulated by the Governance Task Team and approved by the Council.
- 10.6 Travelling and accommodation expenses approved by the Executive Board and incurred by the national team selectors, national umpire selectors and national coaches in the execution of their duties shall be met by the Association. In addition national team coaches and national umpire coaches at all levels may be paid an allowance for incidental expenses as determined by the Executive Board.

- 10.7 No national team selector, national coach or national umpire selector may be directly associated at a particular tournament in any way with any team from any Member which is participating in that tournament.
- 10.8 Should the manager of a team on an external tour become indisposed, any member of the management team other than the coach shall act as manager provided that if there is a “Chef d’Equipe” (tour leader), he or she shall assume the role and duties of the manager.
- 10.9 National team coaches at all levels and other coaches of representative national teams shall submit an annual report to the Executive Board on coaching activities by 31 March each year. Each respectively shall submit further reports at the completion of any internal or external national tour. The report for an external tour shall be received within 30 (thirty) days of the completion of the tour and that for an internal tour shall be received within 15 (fifteen) days of the completion of the tour.

11. NATIONAL TEAM MANAGERS

- 11.1 A manager shall be appointed to all representative South African teams, at any level, and assistant managers may be appointed as required. Such appointments shall be made in accordance with the Association’s stated equity requirements.
- 11.2 The duties of each manager shall be detailed by the Executive Board and FIH Regulations, from time to time.
- 11.3 At the completion of any external tour the manager shall within 15 (fifteen) days of return submit a preliminary report to the Executive Board on any special duties given to him or her by the Executive Board for that tour.
- 11.4 The manager shall also submit full reports to the Executive Board on the completion of any tour. This shall be done within 15 (fifteen) days of completion of an internal tour and within 30 (thirty) days of the completion of an external tour.
- 11.5 On tour the manager shall be responsible for all administrative matters not covered by the Bye Laws. “On tour” covers the period from the time the team first assembles to the time that the team officially disbands.
- 11.6 Travelling and accommodation expenses, approved by the Executive Board, of the manager when on tour shall be met by the

Association. In addition, the manager shall receive a daily allowance for entertainment and incidental expenses as determined by the Executive Board.

12. QUALIFICATION FOR INTERNATIONAL MATCHES

The qualification for selection for all international matches shall be as dictated by the Constitution and Bye Laws of the Association and the Statutes and Bye Laws of the FIH and / or the AfHF from time to time, as the case may be.

13. CONTRACTS

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

14. OPERATIONS

14.1 The key focus areas of the Association include:

- 14.1.1 Coaching (of players and coaches);
- 14.1.2 Development (at all levels and in different disciplines);
- 14.1.3 Events (both international and domestic, field and indoor);
- 14.1.4 Marketing (including Sponsorship and Communications);
- 14.1.5 Rules and Technical (including training and education);
- 14.1.6 Finance and Administration.
- 14.1.7 Ensuring Good Governance

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

14.2 It shall be incumbent on the Executive Board to form portfolio committees and appoint portfolio chairs (from their number) to oversee operations in each of these areas and formulate plans at youth, junior and senior levels. Persons appointed to such committees need not be members of the Executive Board.

- 14.3 The Executive Board may make appointments of persons or form other committees to deal with disciplinary, legal, constitutional and medical matters, or other business, as required.

15. GOVERNANCE TASK TEAM/S & MONITORING COMMITTEE/S

- 15.1 The Association shall establish a National Governance Task Team for the purpose of formulating policies on development and transformation, incorporating general principles to which the Association subscribes as well as approved principles or criteria laid down by other bodies to which it is affiliated.
- 15.2 The National Governance Task Team shall prepare reports and develop policies, procedures and performance measures for adoption by the Council and it shall continue to function for so long as it is necessary to fulfill its mandate and serves the interests of the Association.
- 15.3 The National Governance Task Team shall be answerable to the Council and shall report to the Council at least half-yearly, provided that it may from time to time refer matters that it considers to be of an urgent nature to the Executive Board.
- 15.4 The approved policies and programs of the National Governance Task Team shall be implemented by the Executive Board, the Members and Affiliate Members, as required.
- 15.5 Performance audits shall be conducted by the National Governance Task Team and the outcomes of such audits shall be reported to the Executive Board and the Council at regular intervals. To facilitate the undertaking of performance audits, the National Governance Task Team may require the Members and Affiliate Members to establish Transformation Teams and / or Monitoring Committees under their auspices and including persons independent of their respective Executive Committees.
- 15.6 Failure to perform in terms of agreed measures and time-frames may give rise to sanctions (which may take the form of a reprimand, fine, award of costs, disqualification, suspension or expulsion). Any decision as to the imposition of sanctions shall vest in the Membership, the Council or the Executive Board, subject to such limits of authority specified in the Constitution and Bye Laws. Equally, incentives may be awarded to recognise performance beyond agreed minimum measures and well within stipulated time- frames.

16. PROXIES

16.1 The instrument appointing a proxy shall be in writing under the hand of 2 (two) duly authorised representatives of the appointer.

16.2 A proxy need not be a member of the Association and shall be entitled to attend, speak and vote for and on behalf of the appointer, save that:

16.2.1 No member of the Executive Board may act as proxy for a Member or an Affiliate Member; and

16.2.2 No Member or Affiliate Member may hold more than 1 (one) proxy.

16.3 Instruments of proxy shall be deposited at the office not less than 48 (forty eight) hours before the time for holding the meeting or any adjournment thereof. In default of this requirement, the proxy shall be invalid.

16.4 No instrument of proxy shall be valid for more than 1 (one) month from the date on which it was signed and no proxy may be used at an adjourned meeting which could not have been used at the original meeting.

16.5 The instrument appointing a proxy shall be in the following form or as near thereto as circumstances permit:

“We, and ,
in our respective capacities as
and of ,
being a Member / Affiliate Member of the Association, hereby appoint
..... of
as our proxy to attend, speak and vote for us and on our behalf at
the AGM / SGM of the Association to be held on the day of
..... and at any adjournment thereof, as follows:

In Favour Against Abstain

Resolution to

Resolution to

Resolution to

Resolution to

Our instructions to our proxy are indicated by way of a cross in the spaces provided above.

Signed this day of

.....
Signature

.....
Signature”

17. AMENDMENTS TO THE BYE LAWS

- 17.1. Amendments may be made to the Bye Laws if supported by a special majority of not less than 67% (sixty seven percent) of the total votes of those present at Council and eligible to vote.
- 17.2. Notice of the intention to amend or rescind any provision of the Bye Laws shall be given in writing to the office and such notice shall be circulated by the office to those entitled to receive it, at least 30 (thirty) days prior to the date appointed for the meeting.