

BORDER HOCKEY ASSOCIATION BYELAWS

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BORDER HOCKEY ASSOCIATION

BYELAWS: (ADOPTED 17/01/93)
(AMENDED OCTOBER 2003)

All references herein quoting “section” relate to the Constitution of the Association.

1. EXECUTIVE

(a) NOTICE OF MEETINGS:

The following meetings will henceforth be referred to in the following abbreviated form: Annual General Meeting = AGM; Special General Meeting = SGM; Executive Committee Meeting ECM.

- (i) At the commencement of each year of office the Executive shall draw up and publish to all Members and Associate Members affiliated under Section 5 (a) and (b) a time-table of meetings to be held throughout the year.
Such timetable shall serve as notice to members of the Executive of each individual meeting.
- (ii) In the eventuality of a meeting being postponed or an emergency meeting being required, the Secretary shall give at least forty-eight hours notice verbally to members of the Executive.

(b) ATTENDANCE:

- (i) In the event of the Chairman’s and Vice-Chairman’s absence from the meeting, those members present shall elect a Chairman for that meeting.
- (ii) Members shall request leave of absence if unable to attend any meeting. Failure to attend two consecutive meetings without a valid reason shall cause the member to be expelled at the discretion of the Executive.
- (iii) A record shall be kept of the attendance of all members and a Summary of this shall be included in the President’s annual report to the AGM.
- (iv) Members affiliated under Section 5 may attend ECM with the proviso that should there be any matter they specifically desire to discuss at the meeting, written intention be forwarded to the Secretary at least seven days prior to such meeting.

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(c) FUNCTIONING OF EXECUTIVE:

- (i) The functional areas of the Executive shall include:- Finance; Secretarial; Tours and Tournaments; Constitution & Byelaws; Coaching; Umpiring; Liaison and Promotion; Public Relations; Discipline; Fixtures and Marketing.
- (ii) The Executive shall where necessary operate through a system of Sub-committees. Each sub-committee shall be convened by a member of the Executive and shall be constituted of other members of the Executive and/or outside persons co-opted to the sub-committee.
- (iii) Persons co-opted to any sub-committee, shall be formally accepted by the Executive, before participating.
- (iv) The sub-committees shall function strictly under the authority of the Executive and are fully responsible to the Executive, being the controlled through terms of reference lay down by the Executive.
- (v) Each sub-committee shall report fully to the Executive.
- (vi) Appointment of two delegates to attend the Annual General Meeting and Council Meeting of SAHA.
- (vii) The Executive shall meet prior to the season to table and discuss each portfolios budget and working document for that year.

2. NOMINATIONS

(a) SUBMISSION OF NOMINATIONS:

Nominations for office bearers in terms of Section 8(b)

- (i) At the last Council Meeting, a list of nominations required at the AGM will be handed to Members by the Secretary. Such list is to contain names of current Executive Members available for re-election. Any further nominations are to be accompanied by the nominee's consent, except for the nomination of Honorary Vice Presidents where no consent is necessary.
 - (ii) Nominations for persons to be elected at the AGM shall be received by the Secretary not later than 14 days after the last Council meeting.
- (b) A list of office bearers to be elected at the AGM shall be circularized by Secretary when sending out notices of meetings and agenda for the AGM. Such lists are to be returned to the Secretary duly completed in terms of (a) (ii) above.
- (c) Nominations for Honorary Vice-Presidents and Life Members may be submitted by the Executive. Members may submit nominations to the Executive prior to the last ECM for ratification. Such nominations shall be made only on the grounds of such person's or persons' services to the

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game of Hockey, and shall be submitted with the motivation for the nomination.

3. MINUTES OF MEETINGS

- (a) The Secretary shall keep minutes in a book provided for the purpose of all Resolutions and proceedings of all meetings and such minutes shall on questions put and vote taken there-on, either at the meeting or at some subsequent meeting, be signed by the Chairman of the meeting. When signed by the Chairman the minutes shall be conclusive evidence of the correctness of the entries therein. Included in this record of minutes shall be copies of all minutes of any sub-committees of the Executive and any reports prepared by the Executive, the Team Managers of the Provincial teams, and the Coaches or other bodies or persons holding office in the Association.
- (b) Minutes of AGM and/or SGM Meetings shall be confirmed at the following AGM. Minutes of Executive meetings shall be confirmed at the following Executive meeting. Minutes of Council meetings shall be confirmed at the following Council meeting.
- (c) Copies of all minutes shall be circulated to members within 14 days of such meetings.

4. REGISTRATION OF PLAYERS

- (a)
 - (i) Each player shall be required to register with the Association on a day and date set by the Executive by completing a registration form by the 1st February of each year in respect of Indoor Hockey and the 1st March in respect of field hockey.
 - (ii) The registration fee/affiliation fee will be set each year and decided at the first Council meeting.
 - (iii) Each registered player will obtain a registration card, and may, prior to a game be required to produce his/her card if called upon to do so by an official of the Association.
 - (iv) Players shall not be registered with more than one Member affiliated under Section 5 (a) at any time.
 - (v) Players may transfer from one Member to another after having obtained written clearance from the former.
- (b) No registered player shall play hockey outside the borders of the Republic of South Africa without having first obtained the permission of the Executive who shall in turn obtain the permission from SAHA.

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- (c) No player registered with this Association shall play for another body affiliated to SAHA, save where this has been agreed and confirmed in writing between Association and other such body.
- (d) University and College students, scholars and Defense Force personnel who are normally resident within the geographical boundaries of the Association may be selected to play for the Association, should they be required, if their services are not required by the body affiliated to SAHA within whose geographical boundaries they are studying or present at the time of selection. The said player may not participate in the local leagues while visiting this area on a temporary basis.
- (e) ACCOUNTING
 - (i) For the purpose of determining the number of players registered within the Association boundaries, the effective dates shall be 31 October each preceeding year.
 - (ii) Members shall advise the Match and Registration Secretary in writing of the number of players registered, on the 15 April but not later than 1 May. Failure to do so shall render the defaulting Member liable to a penalty or penalties, at the discretion of the Executive.
 - (iii) The Executive shall advise SAHA in writing of the number of players registered when requested by them.
 - (iv) Members shall advise the Executive of players who register with them after 15 April within 14 day of such registration.

5. VOTING

- (a) At an AGM or SGM or ECM the Chairman of the Meeting shall direct the manner in which any voting shall be conducted.
- (b) Any decision by the Executive to amend the byelaws of the Association shall only be taken with a minimum of two-thirds of the votes present at that meeting, subject to ratification at the next Council meeting.
- (c) Each Club may have a maximum of two votes.

6. AUDITORS

The books and records of the Association shall be subjected to an annual audit by a registered public accountant who shall if necessary be paid for his services.

7. **FINANCE**

(a) **SUBSCRIPTIONS**

IN VIEW OF THE ASSOCIATION HAVING BEEN REGISTERED AS A VAT VENDOR FROM 1998, ALL TRANSACTIONS ARE NOW SUBJECT TO VAT AS PROMULGATED BY PARLIAMENT.

- (i) Members affiliated under Section 5 (a) shall pay a fee in accordance with Section 12 (a) of the constitution and clause 4 of the byelaws, prior to 1st March of each year.
The following fees are applicable:

FIRST LEAGUE TEAMS	R
SECOND LEAGUE TEAMS	R
THIRD LEAGUE TEAMS	R
FOURTH LEAGUE TEAMS	R

- (ii) Members who fail to pay the fees in (i) by due date will be precluded from participation in the league with the resultant loss of points until such time as paid in full. If not paid prior to the first league game offenders will be withdrawn from the league.
- (iii) Associate Members affiliated under Section 5 (b) shall not be required to pay any fees or subscriptions.
- (iv) The Association shall pay their Annual subscriptions to SAHA on/or before the 1st March for Indoor and 1st June for Field Hockey.

(b) **ASTRO FEES**

All Astro fees must be paid prior to the use of the Astro.

(c) **OVERDUE PAYMENTS**

All amounts owing to the Association which are more than 30 days overdue are subject to 10% interest being charged.

(d) **ACCOUNTS:**

- (i) The Honorary Treasurer shall keep proper books of account and record the income and expenditure of the Association, and shall at the close of each financial year prepare an Income and Expenditure Account and Balance Sheet for that year, which shall be ratified by the Executive.

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- (ii) These Accounts and Balance Sheet shall be submitted to the Association's auditor for audit and copies of the audited accounts shall be circulated by the Executive to the Members and Associate Members with the agenda for the AGM.
- (iii) A signed audited copy of the Financial Accounts and Balance Sheet shall be available for inspection by delegates at the AGM and following approval shall be affixed to the Minute book of the Association.
- (iv) The Honorary Treasurer shall prepare and present an annual budget to the Council.
- (v) Clubs may only query a balance in current status (i.e. older than 30 days, from date of statement), without first paying the balance. If a club wishes to query a balance which is older than 30 days, they must first pay the balance and then query.

(e) BANK ACCOUNT:

The Honorary Treasurer shall conduct an account in the name of the Border Hockey Association at a recognized banking institution. Cheques shall be signed by the Honorary Treasurer and either the President or the Administrator.

(f) FUNDS:

Funds of the Association as deemed by the Executive to be in excess of current requirements may, and all funds held in Trust on behalf of Members of Associated Members, shall be invested from time to time in the name of the Association with a registered deposit receiving institution.

(g) EXPENSES OF OFFICIALS

All reference in these byelaws to the liability of the Association to meet travelling and accommodation expenses of its officers shall be at the rates determined by the Executive.

(h) SPONSORSHIP

For all sponsorship that has been arranged for the Association, the Association will make available to the person arranging the sponsorship, a maximum of 10% of the sponsorship value as compensation for all administration costs incurred personally by that person.

8. FIXTURES AND TOURNAMENTS

All matches arranged by Members affiliated under section 5 (a) other than those drawn up by the Fixtures Committee shall be subject to the prior approval of the

Fixtures Committee.

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9. SELECTORS AND COACHES

- (a) All representative sides shall be selected by a selection panel as elected at the AGM. The Provincial teams coach shall be nominated by the Coaching committee and members of Council and be appointed by the Executive for each representative team and they shall sit in on the selection meetings as a selector for their particular team. The convener of selection shall not have a casting vote.
- (b) The duties of the selectors and coaches shall be detailed by the Executive.

10. TEAM MANAGERS

- (a) All teams representing the Association shall have a Manager who shall be appointed by the Executive.
- (b) The duties of the Manager shall be detailed by the Executive.
- (c) The Manager of each side shall submit a report to the Executive at the completion of any matches, tours or tournaments and present it to the following Executive meeting.
- (d) Team Managers shall be responsible for all team administrative matters not covered by the byelaws.
- (e) Team Managers shall receive an allowance for entertainment and incidental expenses at the discretion of and as determined by the Executive.

11. COLOURS

- (a) The Member affiliated under Section 5 (a) and (b) shall register their colours with the Association. No club shall be permitted to register colours, which, in the opinion of the Executive, are in any way similar to or not distinctive from those of any other affiliated club. Where in the opinion of the umpires appointed to handle a league match, the colours of the participating sides are similar, the club whose home game it is or whose name appears first on the official list of league fixtures shall be required to wear shirts and stockings of a different colour, or pinafores.

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- (b) All Members defined under Section 5 (a) and (b) desirous of changing their colours shall apply in writing to the Executive for permissions to do so.
- (c) All new Members shall when applying for affiliation, submit details of their proposed colours to the Executive for approval.
- (d) Sponsored casual wear (ie sweaters, shirts etc) shall be subject to approval by the Executive.

12. LEAGUES

Constitution of leagues: -

- (a) The leagues shall consist of as many sections as may be decided upon at the first Council meeting. Whereupon, all members must indicate to the Administrator at the first Council meeting, the number of teams they will enter in each league. Any new teams will be added to the lowest section within each league.
- (b) Promotion relegation will be played between the last position of the higher league/section and the first position in the lower league/section. Should the team in the higher league/section win the promotion relegation match, then that team will remain in the higher league/section. However, should the team from the lower league/section win the match, then that team will be promoted to the higher league/section and the losing team will be relegated to the lower league/section. Any player who has played less than 50% of league matches for that team will not be eligible to play for the promotion relegation match.
- (c) Promotion relegation matches between leagues will take place twice during the season, once at the mid season break, and at the end of the season.
- (d) LOGS AND RESULTS: -
 - (i) A team winning an official league match shall score four points.
 - (ii) Each team participating in a drawn official league match shall score two points.
 - (iii) “Washed out” league matches are to be replayed at a time and place set by the Fixture Committee.
 - (iv) In case of the 1a league, the winner is that team that has ended that league with the most number of points. Should two teams end with the season with the same number of points, then a play-off game will be arranged. The winner of the play-off game will be declared the winner of the league.

The points are calculated by adding the number of points each team has at the end of the round robin stages. These total points are then divided by the number of round robin rounds the team has competed in, so as to get the average points per round robin round, calculated to one decimal place with no rounding-off of the second decimal

- (v) In the event of a team failing to fulfill a fixture, the opponents will be awarded a win. The member that represents the team that does not fulfill it's fixture, will lose all points from all the other teams, of the same gender, across all the leagues
- (vi) The points scoring system in all leagues is as follows: A winning teams scores 3 points. A losing team 0 points. Teams, which draw, score 1 points.

(e) PLAYER PROMOTION RELEGATION

- (i) Irrespective of league, no players having played for a team may play in a lower league team on the same day. A player having already played in a lower league match may play in a higher league, providing that the club involved have to fulfill two higher league fixtures on that day, or through injury, illness or emergency. In the event of the aforesaid not being complied with, point will be forfeited.
- (ii) Substitutions will be governed by the SAHA regulations regarding rolling substitutions. The nominated substitutes may participate in a lower team's fixture either before or after the game in question, but the players starting the game may not.
- (iii) In the case of a team having a bye, a player relegated to a lower team, shall remain in the lower team for two consecutive matches/weekends.
- (iv) Notwithstanding (i) above, a goal-keeper having already played a league match in goals, may play "out" for a higher or lower team on the same day, and a player who has already played a league match as an "out" player may play goal-keeper for a higher or lower team on the same day, provided this player wears full goalkeeping kit.
- (v) The penalty for breach of this byelaw shall be forfeiture of the points and the goals by the team in which the player played, at the discretion of the Executive.
- (vi) Any protests in terms of (e) above shall be received in writing by the Administrator within 48 hours following the match. Such protest must be accompanied by a fee of R250-00.

(f) PLAYER TRANSFERS

- (i) Any player registered or having played for a Member not in good standing with the Association shall not be allowed to take part in the activities or leagues of the Association until such time that the member rectified the situation. Any member allowing such player to represent them will forfeit all league points earned that day and be liable to disciplinary action.
- (ii) A player may only effect a transfer between Members during the period commencing after the last game of the season and the first Council meeting of the following season.

13. OFFICIAL LEAGUE MATCHES

- (a) All official league matches shall be played promptly at the time arranged. A period of grace of 10 minutes shall be allowed to a defaulting team who has less than 8 players at the appointed time. If the match commences before the allotted 10 min period of grace has expired, no additional time will be granted and the match will end at the scheduled time. If after the said 10 minutes have elapsed the defaulting team still has less than 8 players they shall forfeit the points. The game may then be played as a friendly subject to the mutual agreement of the opposing captains.
- (b)
 - (i) All games shall be played as laid down in the Official fixture list. Any side failing to fulfill a fixture on the date and time set down shall automatically forfeit the points. No two clubs shall arrange a postponement to any fixture without the prior approval of the Fixtures committee. Should they do so without said approval both Clubs shall forfeit the points.
 - (ii) Notwithstanding (i) above, clubs will be entitled to a postponement of an official league fixture when three or more of the players in a team in question are away on official provincial duty (seniors & U21's only). Such postponements must be brought to the attention of the Fixture Committee at least two weeks prior to the fixture.
- (c) Any team failing to fulfill three (3) fixtures in any one season shall subject to the discretion of the Executive be withdrawn from the league in which they are playing. If withdrawn, all matches in which they have played will be scrapped. If they wish to re-apply for the following season, a team list of no less than 15 players has to be submitted with contact telephone numbers.
- (d) Any team failing to give 48 hours notice of their intention to scratch from their match shall be liable to a penalty as decided by the Executive. Notice of intention to scratch from fixtures must be lodged in writing with the Rules & Technical Member and the opposing club.
- (e) All league teams shall comprise of players of the same gender.
- (f) The Rules & Technical Member shall be advised by both teams, the results of all matches, by means of a team sheet within 72 hours following the matches. Failure to do so shall result in all the defaulting members teams having all points deducted at the discretion of the Executive. Failure to submit team sheets will result in a penalty of 4 points.

14. GROUNDS

The Executive or their appointed delegate shall have sole discretion as to whether a particular field is suitable for allocation of fixtures or not. Failure by members to adhere to the above shall render that member liable to a penalty or penalties such as the Executive may see fit to impose. Any member wishing to have a new or previously unsuitable field declared fit for use shall apply to the Executive in writing 14 days prior to the field being used. The playability of any field due to adverse weather conditions will be at the discretion of the clubs, or relative authority.

Fields Convener

- to liaise with representatives of the Municipality and the grounds men with regard to the maintenance of fields and upkeep of buildings.
- to organise the running of the tearoom, control of the gate and to ensure that clubs carry out their allocated duties to control the use of the fields.
- to be responsible for canceling fixtures should fields be unplayable.
- to hand to the Association Treasurer, not later than 31 August, a statement of receipts and payments together with all profits accrued for the year.

15. UMPIRES

- (a) All members shall furnish to the Umpires convenor before 1st March of each year the names of one or more umpires for each team participating in the leagues.
- (b) Failure by clubs to fulfill umpiring commitments shall render that club liable to a penalty as decided at a General Meeting.

16. MISCONDUCT AND DISCIPLINE

- (a) All players selected for squad training for the Provincial teams shall give a written undertaking of their availability for that particular season, as well as the agreement to subject themselves to any test required to ascertain the usage of any substance which could have the effect of improving artificially the players performance.
- (b) Any behavior which is unbecoming or which would bring the name of the Association into disrepute shall be disciplined by the Disciplinary Committee.
- (c) All disciplinary enquire meetings will be held within 72 hours after the infringement requiring discipline occurred.

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- (d) A player who is given a red card is automatically suspended pending a Disciplinary committee meeting. Should the player or their Club wish to appeal against the card such appeal against the suspension/card, such appeal must be lodged with the Association within 48 hours. Appeal to be accompanied by a R250 deposit, which may at the discretion of the Disciplinary Committee be forfeited if the appeal is unsuccessful. A player playing a double header who has been given a Red card may NOT play the second game.
- (e) A player receiving 3 yellow cards in a season will be automatically suspended for two league matches. Should the player or their Club wish to appeal against the cards such appeal must be lodged with the Association within 48 hours. Appeal to be accompanied by a R250 deposit, which may at the discretion of the Disciplinary Committee be forfeited if the appeal is unsuccessful.

17. AMATEUR STATUS

An amateur shall be as dictated by SAHA. No player shall be registered with or play hockey for the Association unless he/she is an amateur.

18. COMPLAINTS

Any complaints or notification thereof must be brought to the attention of the Executive in writing, within 5 days of the relevant incident.