

BYLAWS
OF
THE CENTRAL OTAGO
HOCKEY ASSOCIATION (2000) INCORPORATED

Updated February 2026

*Within COHA Bylaws any reference to COHA means the COHA Board and club
and school delegates.*

1 MANAGEMENT BOARD

The Management Board will be appointed with delegated roles as listed below to perform the functions listed in these Bylaws. The Board members will report at Board meetings and general meetings as required.

- 1.1 Finance;
- 1.2 Club/Competition;
- 1.3 Representative;
- 1.4 Coaching/Umpiring;
- 1.5 Facilities and Human Resources

2 FINANCE

2.1 Budget:

- 2.1.1 Pre-season, the Executive Officer in conjunction with the Board Finance person will prepare a Budget, estimating Income and Expenditure for the Season.

2.2. Subscriptions:

- 2.2.1 On approval from the Management Board , accounts are to be sent to Clubs, Sub-Associations, Teams and Schools, showing:

- 2.2.1.1 this Association's fee;
- 2.2.1.2 the New Zealand Hockey Federation levy;

2.2.1.3 any other Association fee levied for travel or any other development fund.

2.2.2 Set date for final payment.

2.2.3 Any unpaid liability, by due date, shall make those liable to be immediately suspended, including their delegate(s).

2.3 Defaulters:

2.3.1 Any individual in default of payment of monies to their Club, Sub Association, Team, School or this Association:

2.3.1.1 May be suspended by the Management Board ;

2.3.1.2 the Management Board may circulate the name, address and details of the indebtedness to all affiliates to this Association if deemed appropriate;

2.3.1.3 defaulters are suspended from playing matches and any match in which they do play, the team for which they played will have deemed to have lost the match 5-0;

2.3.1.4 a receipt of the monies in question to the Association's account must precede a defaulter protest.

2.4 The Management Board has the power to demand from any affiliate, financial accounts, player lists and any other documents.

2.4.1 All sponsorship for representative uniforms and or equipment must be ratified by COHA;

2.4.2 All trust and grant applications for representative team funding will be applied for by COHA. Only teams needing airfares to travel to tournament will have grant applications completed for them. Any funds sourced by clubs for representative fixtures are to be applied to COHA for all players in that category.

2.4.3 There must be two signatories on all bank accounts operated by COHA. Any new bank accounts opened in the name of COHA must be ratified by the Management Board.

3 MATCH

3.1 The Management Board shall prepare a programme of matches for both Inter-Club and Representative.

3.2 The programme shall be developed following the planning meeting at the beginning of each season and be based on the consensus of the delegates of all Clubs and

Schools represented.

3.3 The programme will take into account the various competition grades.

3.4 The Executive Officer will liaise with the Turf Booking Officer of Central Otago Sports Turf Trust to book or cancel turf time in relation to competition games and representative games and practices.

3.5 RULES

3.5.1 Team entries for competition must reach the Executive Officer 14 days before its commencement. All players must be registered with COHA prior to playing their 3rd game. No player shall be eligible to play a semi or final unless that player is registered and played a minimum of 2 games for that team in that season.

3.5.2 Championship points are:

3.5.2.1 win or defaulting team opponents 3 points 3.5.2.2 draw 1

point 3.5.2.3 loss or default 0 points

3.5.3 In the event of a points draw, the winner will be decided by:

3.5.3.1 matches won;

3.5.3.2 goals scored;

3.5.3.3 one team has beaten the other;

3.5.3.4 goal difference;

3.5.3.5 if still no result, competition place shared.

3.5.4 Forfeiture of two successive matches or three at intervals, that team would be deemed as having withdrawn from the competition. Matches played by that team will not count.

3.5.5 Defaults:

3.5.5.1 defaulting team will be deemed to have lost the match 5-0 which will be accredited to their opponents;

3.5.5.2 teams not able to take the field 10 minutes before the official start of the match or field seven players shall default the game;

3.5.5.3 notice of default must reach the Executive Officer by 4:00pm on the day prior to match. Failure to do so incurs a \$50 fine.

3.6.6 Both teams will present a match ball as approved by The New Zealand Hockey Federation for use during the match. An umpire will select a ball for the match. The other ball may come into play if the original ball is lost during the match or broken.

3.6.7 Each team should have a registered playing uniform and playing tops should be numbered on the back. The number being not less than 20 cm high and of a contrasting colour to the top.

3.6.8 Changes to Club uniform designs must be approved by the Board prior to the commencement of the new season.

3.6.9 Only members of an affiliated Club may take part in a match controlled by this Association.

3.6.10 No player may play for two Clubs during the competition unless:

3.6.10.1 their original team disbands or goes into recess;

3.6.10.2 written application is provided to the COHA Board and is approved

3.6.10.4 the player produced clearance from their previous Club to COHA.

3.6.11 Transfer infringements will incur a fine of \$100.

3.6.12 Grading:

3.6.12.1 Each team must have a minimum of 7 players registered prior to the start of the season in order for that team to be permitted to compete.

3.6.12.2 No registered player is permitted to play in any division below that in which the team for which they are registered is playing.

3.6.12.2.1 If a club has multiple teams in the same division, players of the higher ranked team are not permitted to play in the lower ranked team of that club. Players from the lower ranked team may play up following the floating player rules outlined below.

3.6.12.2.2 The higher ranked team is determined by either; (a) the rankings earned the previous season, (b) earned in any competition held in the current season, or (c) rankings set after the grading rounds played at the start of the current season.

3.6.12.2.3 In cases where results, following one round of competition for a team contradict the original seeding, the Competitions Manager will review the situation and communicate their decision with the club/s involved.

3.6.12.2.4 A player filling in for a higher graded team can fill in 3 times in the round robin portion of the season. If they fill in a 4th time, the player will be regraded into the higher ranked team and is not eligible to play down for the remainder of the season.

3.6.12.2.5 Play-offs do not count towards the total number of games a player has filled in for a higher ranked team and therefore a player will not be re-graded during playoffs.

There are no restrictions for our Small Sticks grades.

3.6.12.3 A player must register in one grade of competition that they are intending to play in and must play at least 75% of the available games in that grade. Failure to do this will result in your team forfeiting their competition points;

3.6.12.4 A player must fulfill the eligibility requirements for age and gender criteria;

3.6.12.5 A player may at the discretion of COHA Board be permitted to play in a lesser grade where skill level and or physical presence dictate. Player assessment and consultation with coaches of all other teams within the grade is a requirement;

3.6.12.6 Grading infringements will incur a fine of \$100.

3.6.13 Online scorecards must be filled in correctly 30 minutes before the match begins.

3.6.14 If the online scorecards are not filled in, the match will start on time with 10 players or less and the Captain of the team with the incomplete scorecard will stand on the sideline until the card is completed.

3.6.15 At the completion of each match, the team managers are to make sure that the online scorecard is submitted.

3.6.16 Failure to complete the online score cards will incur an automatic forfeit of the match and points to the opposition and that team may be fined \$100 by the Board.

3.6.17 The list of fixtures approved by the Board will be final. Any team failing to

keep its appointments shall forfeit the match(es) unless prior consent from the Board be obtained and their opponents be notified.

3.6.18 Variation to the fixtures must be obtained from the Board at least 7 days prior to the proposed date.

3.6.19 Appeals:

3.6.19.1 Written statement:

3.6.19.1.1 Setting out points/law and rules on which appeal is based;

3.6.19.2.1 The Executive Officer must receive the appeal three days following the match;

3.6.19.3 A deposit of \$20 must accompany the appeal, which will be forfeited if the appeal proves frivolous or groundless;

3.6.19.4 Only points raised in the appeal will be considered;

3.6.19.5 Appeals will be heard within seven days of receipt by the Management Board.

3.6.20 No Competition play shall take place on any ground within the Association's region without permission of the Board .

3.6.21 Any person or club failing to fulfil umpiring duties without reasonable cause will be fined \$100.

3.6.22 Substitutions are allowed as follows:

In all grades in an 11 aside competition the team may have a maximum of 16 players who are present and listed on the card, or alternatively 18 players present and listed on the card which includes two goalies which are both padded up at commencement of play.

3.6.23 All ages referred to as at 1st January of the year as per the NZHF Standards.

3.7 CONDUCT ON AND OFF FIELD

3.7.1 All members must comply with the Code of Conduct as issued from time to time by NZHF. (Current copy available from Association Executive Officer).

3.8 DRAWS

3.8.1 Competition Draws shall be published:

3.8.1.1 by copy circulation to all participating teams;

3.8.1.2 on the Association's chosen website showing weekly fixtures.

3.9 RESULTS

3.9.1 To be collated and published:

3.9.1.1 by copy circulation to all participating teams; - on the website

3.10 CANCELLATIONS

3.10.1 Cancellations to be the responsibility of the Executive Officer. The Executive Officer advises the Management Board of members of that Committee who are responsible for these decisions and the Executive Officer is to approve these members, having due regard to appropriate location of its members so that all teams in the competition should be taken into account when considering to cancel games or rounds of competition.

3.11 ARTIFICIAL TURF

3.11.1 All Members of the Association shall abide by the Rules set down by the owners of the Turf;

3.11.2 Each Club shall be provided with a copy of these current Rules at the commencement of each season;

3.11.3 Failure to comply with these Rules by any Club or Member of a Club or Sub-Association or Member of the Association shall constitute misconduct under 3.7 of the Bylaws notwithstanding any action the owners may take.

3.12 PROVINCIAL

3.12.1 The Association will guarantee to fund the travel and accommodation costs of a Coach for each Central Otago Representative team to attend one Tournament per season;

3.12.2 The Association will pay for all playing fees for representative games (excluding National and South Island Tournaments);

3.12.3 The Association will guarantee to fund up to \$575 for a COHA umpire for each Central Otago Representative team when attending a Hockey NZ National Tournament;

3.12.4 All Central Otago Representative teams shall meet the cost of umpire fees incurred at South Island Tournaments as set by South Island Regional Forum;

3.12.5 Each appointed COHA Representative Coach and Manager must provide a signed copy of the information pack declaration form.

4 PRIMARY HOCKEY

4.1.1 Grades be as follows:

Kwik Sticks – School Year 7 and 8

Kiwi Sticks – School Year 5 and 6

Mini Sticks – School Year 3 and 4

Fun Sticks – School Year 1 and 2 or younger

4.1.2 All initiatives concerning Association teams must be ratified by the COHA Board .

5 COACHING

5.1 A Subgroup will be appointed for the management of coaching in the region. Additional bylaws shall be added by the Management Board in accordance with the constitution as required.

5.2 The responsibilities of this group are to be carried out in accordance with the Association's job role descriptions.

6 MEDIA LIAISON

6.1 Media Liaison duties are to be carried out in accordance with the Association's job descriptions, and by delegate authority when required.

7 TURF AND FACILITIES LIAISON

7.1 The duties of the Turf and Facilities Liaison group are to be carried out in accordance with the Association's job descriptions and by delegated authority when required.

8 EQUIPMENT & UNIFORM

8.1 The Executive Officer will be appointed for the organisation and management of uniforms and other equipment in the region. Additional Bylaws shall be added by the Management Board in accordance with the Constitution as required.

The Equipment & Uniform duties are to be carried out in accordance with the Association's job descriptions.

8.2 Representative Uniform

- 8.2.1 COHA will endeavor to maintain a high standard of representative uniform for all representative teams;
- 8.2.2 All Central Otago representative Hockey uniforms remain the property of COHA and are not available for individual ownership;
- 8.2.3 The purchase of representative uniforms and the use of Central Otago Hockey branding is permitted only at the discretion of the COHA Board . Any clothing carrying the COHA branding and purchased for personal ownership will include year or tournament details or include the player name.

9. JUDICIAL

9.1 A Subgroup will be determined by the Management Board and appointed by the President. Additional Bylaws shall be added by the Management Board in accordance with the Constitution as required.

10 EMERGENCY

10.1 A Subgroup will be appointed for emergency management of hockey in the region. Additional Bylaws shall be added by the Management Board in accordance with the Constitution as required.

11 UMPIRES

11.1 An umpire officer will be appointed for the management of umpiring in the region. Additional Bylaws shall be added by the Management Board in accordance with the Constitution as required.

11.2 The Managing Umpires duties are to be carried out in accordance with the Association's job descriptions.

12 CONTRACTS

12.1 A Subgroup will be appointed for the management of contracts in the region. Additional Bylaws shall be added by the Management Board in accordance with the Constitution as required.

13 TOURNAMENT CONTROL

13.1 A Subgroup will be appointed for the organisation and control of tournaments in the region. Additional Bylaws shall be added by the Management Board in accordance with the Constitution as required.

14 PUBLICATIONS OF BYLAWS

14.1 By distribution to:

14.1.1 each new Board Member;

14.1.2 each Delegate

15 BOARD POWER: EXCEPTIONAL CIRCUMSTANCES

15.1 The Management Board has the power to deal with any matter not covered by the Constitution or Bylaws which may affect this Association.