

BYLAWS
OF
THE CENTRAL OTAGO
HOCKEY ASSOCIATION (2000) INCORPORATED



Updated May 2021

Within COHA Bylaws any reference to COHA mean 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 account 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 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:

- | | | |
|---------|----------------------------------|----------|
| 3.6.2.1 | win or defaulting team opponents | 3 points |
| 3.6.2.2 | draw | 1 point |
| 3.6.2.3 | loss or default | 0 points |

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

- 3.6.3.1 matches won;
- 3.6.3.2 goals scored;
- 3.6.3.3 one team has beaten the other;
- 3.6.3.4 goal difference;
- 3.6.3.5 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:

- 3.6.5.1 defaulting team will be deemed to have lost the match 5-0 which will be accredited to their opponents;
- 3.6.5.2 teams not able to take the field 10 minutes before the official start of the match or field seven players shall default the game;
- 3.6.5.3 notice of default must reach the Executive Officer by 4:00 pm on the day prior to match. Failure to do so incurs a \$50 fine.

3.6.6 Each team will provide a match ball as approved by The New Zealand Hockey Federation for use during one half of the match.

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 Each uniform must be approved by the Board prior to the commencement of each 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 If a Club has two or more teams in the same grade for Senior Men, Senior Women and Senior Reserve B grade the top six players in each team must be named and then the remaining players can move between the teams without restriction in an 11 aside competition match.

Bylaw update 3.6.12.1 for Senior Reserve A grade only:

For 2021 season we will be trialling a new top named players format. If a Club has 3 teams in the grade with one team being their 1st XI and the other 2 teams being even teams. Any player in the 2 even teams can play up in the 1st XI team. The Club needs to name their top 18 players; 10, 4, 4 and these cannot play down and only the 8 in the even teams can play across. For other clubs with 2 teams in this grade it would be them naming their top 8 in the 1st team and 4 in their second team. (Moved at our 2020 AGM)

There are no restrictions for our Small Sticks grades.

- 3.6.12.2 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;
- 3.6.12.3 A player must fulfill the eligibility requirements for age and gender criteria;
- 3.6.12.4 Where a player chooses to **play and register** in a grade above their eligibility, *i.e. Senior Men's instead of Senior Reserve or Kwik Sticks instead of Kiwi Sticks*, the player can play in the lower grade within this competition;
- 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 Scorecards must be filled in correctly 10 minutes before the match and handed to one of the Umpires.
- 3.6.14 If the scorecards are not filled in, the match will start on time with 10 players or less and the Captain will stand on the sideline until the card is completed.
- 3.6.15 At the completion of each match, the winning Captain is to make sure that the score card is placed in the appropriate box in the Tournament Room at the Turf.
- 3.6.16 Failure to do so 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 will be a maximum of 16 players who are present and listed on the card at commencement of play.

3.6.23 All ages referred to be 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

3.9.1.2 in the local newspapers or radio.

3.10 CANCELLATIONS

3.10.1 Cancellations to be the responsibility of the Executive Officer. The Executive Officer to advise 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.

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 .

4 COACHING

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.

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

5 MEDIA LIAISON

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

6 TURF AND FACILITIES LIAISON

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.

7 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

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

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

A Subgroup 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.

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

12 CONTRACTS

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

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

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