



BY-LAWS OF NELSON BAY HOCKEY CLUB INCORPORATED

These by-laws have been formulated over a number of years through discussion and agreement at Executive Meetings. Amendments and additions may only be made at an Annual General Meeting or at a Special Meeting of Nelson Bay Hockey Club Inc., and require a Notice of Motion one month prior to the meeting. The most recent amendments are dated 5/5/22.

Table of Contents

1. CODE OF CONDUCT (update in progress 2022)	2
2. OFFICE BEARERS OF THE CLUB.....	3
a) Executive Committee	3
b) Other Club positions.....	3
c) Management Committee.....	3
d) Judiciary Committee.....	3
3. LOCAL RULES Applicable to Nelson Bay Junior and Senior Competitions	4
a) Dangerous play.....	4
b) Senior Competition.....	4
c) Junior Competitions. (7 a side)	4
d) Juniors Playing in a Senior Team.....	5
e) Juniors playing in a higher junior grade.....	5
f) Uniform	5
g) Rules of Competitions	6
h) Registration Closing Date	6
i) Grading Process (Juniors And Seniors)	6
4. ROLE OF CAPTAINS AND COMMITTEE IN THE WINTER SENIOR COMPETITION.....	7
a) Captains Team responsibilities.....	7
b) Captains Club Responsibility	7
c) Committee Responsibilities.....	7
5. FINALS PLAY (Final Series = Semi-finals, Final, Grand Final)	8
a) Team Position for Final series	8
b) Player Eligibility to play in final series.....	8
c) Substitution of players	8
d) Procedures for Drawn matches in final series.....	8
6. GUIDE FOR UMPIRES.....	9
7. MAJOR AWARDS	10
a) Club Person of the Year (Jeff Young Memorial Shield)	10
b) Greatest Contribution to Junior Hockey (Metta Henderson Trophy)	10
c) Best and Fairest	10
d) Games Played	10
8. LIFE MEMBERSHIP.....	11
9. FINANCIAL ASSISTANCE AND SUPPORT	11
a) Assistance to Representative players / teams	11
b) Assistance to non-representative players beyond Club level.....	11
c) Refund Nelson Bay fees.....	11
d) Other gestures: Flowers or Gifts.....	11
10. DISPUTES	11

1. CODE OF CONDUCT (update in progress 2022)

~~The goals of the game are to have fun, and to develop skills, both individually and as a team member.~~

- ~~a) Be modest in success and generous in defeat.~~
- ~~b) Play by the rules and respect and abide by the decisions of the officials.~~
- ~~c) Make no criticism either by word or gesture.~~
- ~~d) Do not deliberately distract or provoke an opponent or player.~~
- ~~e) Be a good sport. Applaud good performance and effort from all individuals and teams.~~
- ~~f) Congratulate all players on their efforts regardless of the game's outcomes.~~
- ~~g) Respect the rights, dignity and worth of all players regardless of their gender and ability.~~

Nelson Bay Hockey Code of Conduct REVISION DRAFT

1. Our main aims are to have fun and develop skills, both individually and as a team member.
2. Play by the rules, and respect and abide by the decisions of the officials. Act within the rules and spirit of our sport;
3. Respect the rights, dignity and worth of all players, regardless of their gender and ability. Display respect and courtesy towards everyone involved in our sport and prevent discrimination and harassment;
4. Be a good sport.
 - a. Applaud good performance and effort from all individuals and teams.
 - b. Congratulate all players on their performance regardless of the game's outcome.
 - c. Do not deliberately distract or provoke an opponent or player.
 - d. Make no criticism either by word or gesture.
 - e. Be modest in success and generous in defeat.
5. Prioritise the safety and well-being of children and young people involved in our sport;
6. Encourage and support opportunities for participation in all aspects of our sport.

Hockey Australia Codes of Behaviour are “underpinned” by these:-

2. OFFICE BEARERS OF THE CLUB

a) Executive Committee

The following positions will be filled by election at the Annual General Meeting, (as Constituted):

- President
- Vice President
- Secretary
- Treasurer
- Additional Executive Committee Members (2)

The roles of the Executive Committee are detailed in the Club Constitution

b) Other Club positions

The following positions required to facilitate the operation of the Club may be elected or nominated at the Annual General Meeting, or at a later Executive Committee Meeting, as required, and may include, but are not limited to:-

- Registrar
- Canteen Manager
- Coaching Coordinator
- Hunter Hockey Association Delegate(s)
- Tomaree Sports Council Delegate(s)
- Sponsorship Manager
- Publicity Officer
- Club Patron
- Auditor

c) Management Committee

The Management Committee (as Constituted) shall consist of:

- The Executive Committee (6 members)
- Up to 2 representatives from each Senior team
- Junior Competition Managers (one from each division) – or delegate
 - One person may fulfil more than one of the above roles

The roles of the Management Committee are detailed in the Club Constitution

d) Judiciary Committee

The Judiciary Committee may be formed as required in response to unacceptable on-field behaviour by a player (e.g. when a red card is given by the umpire). The Judiciary Committee will consist of:

- One Executive Committee member (as elected by the Executive Committee)
- Umpiring Convener
- Each Senior Team Captain OR Junior Team Coach plus one other member or representative from each team, from the same division as the person appearing before the Judiciary

3. LOCAL RULES Applicable to Nelson Bay Junior and Senior Competitions

The nature of the competition is that it is a mixed competition, and so male and female players should be included on-field at all times possible. It also includes younger players, who we aim to encourage.

a) Dangerous play.

- No hard direct hitting at players. This is to be enforced by the umpires as long as it falls into the category of dangerous play. Danger is determined by the nature of the competition.
- It is permissible to hit the ball in the circle as long as it is not dangerous at our level of competition. A hard raised hit directly at a defender who is not padded up as a goalie could be deemed dangerous.
- A defender who approaches the ball carrier from behind and puts themselves in an unsafe tackling position is creating dangerous play and a free hit should be awarded to the ball carrier.
- Tomahawk shots are allowed as long as they are not dangerous. In the interest of safety, they are not permitted in the Junior B and C Grade competition.
- Green card suspensions are encouraged to be used by umpires for breaches of these rules

b) Senior Competition

- Minimum age - To maintain safety and competitive participation of players in a senior "hitting" game, a player must be at a minimum age of 13 years old on the first of January of the participating year, or be approved to play by the Grading process of the Management Committee.
- Minimum age in a "non-hitting" game (such as the 7 a side twilight competition) a player must be a minimum age of 12 on the first of January of the participating year
- Players below these ages can apply to the Management Committee by completing and submitting a "Grading Request" form. Such application will be considered by any two Executive members, who will convey their decision in due course.
- Minimum number of players - To avoid a forfeit, an 11-a-side team requires 7 players; a 9-a-side team requires 6 players; a 7-a-side team requires 5 players.
- A forfeit may be called 5 minutes after the scheduled starting time of the game.

c) Junior Competitions. (7 a side)

- Minimum number of players - To avoid a forfeit, junior teams (7 or 8 a side) require 5 players. A forfeit may be called 5 minutes after the scheduled starting time of the game.
- Penalty corners have a maximum of 4 defenders behind the line.

d) Juniors Playing in a Senior Team

- i) Junior players must meet **minimum age requirements**, or must complete a “*Grading Request*” form to be approved to play by the Management Committee (see 3. b)
- ii) **Permanent** junior players in a Senior team:
 - Must be Junior A-grade players only (not from junior B-grade)
 - Juniors’ names will be printed at bottom of Senior team list
 - Can be from any junior team
 - Must be in full uniform
- iii) **Occasional** junior players in senior team:
 - May be Junior A grade players
 - May include Junior B-grade players who also play regularly in Junior A-grade, provided they have completed a “*Grading Request*” form for consideration by the Management Committee (e.g. the Competition Coordinators involved) and Club Executive – this form must be fully signed off before the player takes the field.
 - Must be in full uniform
- iv) Senior players (i.e. not participating in NB Junior comp) have priority for on-field positions. Junior players are welcome to fill vacant positions, and to substitute for senior players as required, as long as they follow conditions i) to iii) above.

e) Juniors playing in a higher junior grade

- i) Junior players will be “graded” by the Competition Co-ordinators in consultation with the team Coaches. Grading of players should be completed within the first 2 weeks of the competition.
- ii) Players from a lower grade can be invited to play in a higher grade. The higher-grade players should have priority for maximum on-field time.
- ii) Juniors should, where possible, be from the same team (e.g. Hotshots C-grade → Hotshots B-grade, etc)
- iii) If substituting up into the next Grade, (e.g. C → B, B → A) must be agreed to by both coaches of the higher grade teams.
- iv) If substituting up more than one Grade, (e.g. C → A) the player must complete an “*Age Eligibility Grading*” form for consideration by the Management Committee (e.g. the Competition Coordinators involved) and Club Executive – this form must be fully signed off before the player takes the field.
- v) Players cannot play in a lower Grade than their usual team, as per team lists / gradings.

f) Uniform

- i) Players should be in correct uniform, including correct coloured shorts. Consideration may be extended to junior players who are playing in a senior team of different colours.
- ii) Players must wear correct team shirt and socks in order to take the field. The Management Committee may elect to give a warning before enforcing this by-law.

g) Rules of Competitions

- Specific competition rules (e.g. 7-a-side, 9-a-side, Summer Twilight) will be posted at the beginning of the competition by the Competition Manager and/or Management Committee.

h) Registration Closing Date

- i) The closing date for players to register and play in a competition will be by the end of Round 1 of the Competition (ie. where each team has played or been drawn against each other team once.)
- ii) Applications for later registrations will be discussed at a meeting of the Committee and Competition Co-Ordinator.
- iii) If at a later date, a team is in danger of folding (less than 9 players for 4 consecutive weeks) due to declining player numbers (e.g. due to injury, extended leave, etc), the Competition Organiser and the Committee together may consider bringing in supplementary player(s) to fill in, by the following methods, in order:-
- iv) Seek player(s) from another team willing to move across – to be agreed by both Captains / Coaches and Competition Organiser. When the team has regained its players (maybe back from injury or leave), the supplementary player has the option to stay or return to original team.
- v) Seek player(s) from outside the competition – must be registered with HNSW, will be required to pay a weekly game fee (TBA). The supplementary player(s) will be eligible to play for as long as required to enable the fielding of a team of 9 players. When the team has regained its players (e.g. back from injury or leave), the supplementary player is no longer eligible to play.

i) Grading Process (Juniors And Seniors)

- i) The NBHC Grading Process aims to encourage: -
 - a) fair and even competition between players of similar abilities.
 - b) development of playing combinations and friendships
- ii) During the online registration process, players may nominate their preferred grade, team, and a team-mate.
- iii) Players will be placed into grades / teams before the start of each competition by discussion between the relevant Competition Co-ordinators and Junior Team Coaches or Senior Team Captains. **
- iv) Adjustments to grade and team lists may be made over the course of the first 2 games by agreement between Competition Co-ordinators, Junior Team Coaches (+ parents) OR Senior Team Captains (+players directly affected).
- v) Requests for changes to grades / teams after the first 2 games must be directed to the Management Committee for consideration.

4. ROLE OF CAPTAINS AND COMMITTEE IN THE WINTER SENIOR COMPETITION.

a) Captains Team responsibilities

- Distribution and recording of names and sizes when team shirts are issued
- Checking that team players are financial and registered
- Informing players that it is their responsibility to sign the card before the game. If late it is the player's responsibility to see the umpires and have their name signed off on the game card before they take to the field. Failure to do so may result in any goals scored by that player being disallowed, and/or the award of a green card.
- Ensure team players are in correct uniform
- Allocating players on and off the field and positions of players on the field
- Checking players know the draw and contacting players so that they are aware of start times
- Encouragement of junior and new players to be part of the team, outlining their role on the field
- Encourage players to follow code of behaviour of the Association
- Informing players that they must report an injury within two weeks to lodge an insurance claim.

Note. Captains can appoint a manager to undertake some of the tasks

b) Captains Club Responsibility

- If a player is injured and informs you of the development of the injury after the match, that you let a member of the executive know. This is so proper injury details can be entered on official forms and the insurance company is informed.

c) Committee Responsibilities

- Committee members are to make the information available to captains that are required by them in order to fulfil their responsibilities: e.g. Team lists, shirt lists, game cards and general policies

5. **FINALS PLAY** (Final Series = Semi-finals, Final, Grand Final)

a) **Team Position for Final series.**

- At the end of the normal competition a Minor Premier will be determined. If there are two or more teams with the same points they will be declared as joint minor premiers.
- Relative positions of tied teams will be determined by a **count back**. The team that has scored the most points in the final round of matches will be awarded the higher position. If teams are still on equal points the countback will be done game by game starting from the last game played and going back one game at a time, to the first game played. If teams are still tied, a coin-toss will decide the position.

b) **Player Eligibility to play in final series** –

A player is eligible to play in Semi-finals, Finals and Grand Finals if they have fulfilled the following criteria:

- The player is currently financial with Hockey NSW and with Nelson Bay Hockey Club Inc.
- The player has played 50% of the season's games before the finals
- **Exemptions** - can be made by the Management Committee for injury, sickness with a doctor's certificate, representative duty, or Defence postings. The Management committee will meet as it deems fit, and will convey their decision in due course.

c) **Substitution of players**

- All substitutes must enter and leave the field at the half way point.

d) **Procedures for Drawn matches in final series**

Senior Finals: In the event of a draw between teams, there will be a five-minute break after full time, and then play "Drop-off Golden goal"

- a) 5 minutes each way drop off – golden goal (9 players)
- b) 5 minutes each way drop off – golden goal (7 players)
- c) 5 player Shoot-out,
- d) then golden goal shoot-out

i) **Drop-off guidelines**

- a) During this time of drop off, the teams can substitute as many players as they wish.
- b) For mixed teams: At least one female must be on the field. Note: the goal keeper is regarded as a field player.
- c) Teams can decide if they keep a goalie on the field. If a goalie is dropped another goalie cannot be padded up later.

Junior Finals:

- U15 – Up to 5 mins each way Golden Goal, then drop-off (5 players each team) and play will continue until a goal is scored.
- U13, U11 – Up to 5 mins each way Golden Goal, then decided upon higher pointscore (countback if necessary)

6. GUIDE FOR UMPIRES

- Players are expected to follow the Code of Conduct of the Club
- Captains of the Clubs/Teams are to be recorded on the card by a “C” next to their name.
- Players must have mouthguards unless they are over 18 and have signed a waiver that they will not be claiming insurance for mouth injuries.
- Determining dangerous play is influenced by the competition participants being a mixed competition with younger players. Examples: Raised ball near players, Raised sticks close to players
- Players are not to abuse opponents or umpires verbally (directly or indirectly) or through body language and attitude. Any such instance should be dealt with by:
 - i) A general caution may be given by the umpire to the player, to the team or to the team captain.
 - ii) If it happens again a green card will be issued to the player which carries with it a compulsory two minutes off the field. The captain is warned about further infringements and the team is penalised.
 - iii) If further questioning or comment occurs a yellow card will be issued to the player with a minimum of 5 minutes off the field, without replacement. Yellow cards are to be recorded on the game card.
 - iv) If a player intentionally misbehaves in a serious manner towards another player, umpire or another match official the red card will be shown immediately. This indicates a permanent suspension for the remainder of the match, and may include further action as determined by the judiciary.
 - v) If a player is given a red card, they will be required to appear before the Judiciary Committee.
- Umpires are required to award Best and Fairest points at the end of each Senior Competition game, not including finals series games. Three players from each team may be awarded 3, 2, and 1 points respectively. Points are to be recorded on the game card in the space provided. These points will be tallied to identify winners of Best and Fairest awards at end-of-year presentation – see 7.c.

7. MAJOR AWARDS

a) Club Person of the Year (Jeff Young Memorial Shield)

- The Club Person award is to continue to be known as the Jeff Young Memorial Shield.
- *(The new shield includes the names of the last two recipients of the old shield (2008-2009), which coincides with the reorganisation of the old PSHC into PSHA)*

Voting for the Nelson Bay Club Person of the Year

- Voting is open to all NBHC Office bearers, including one person from each Nelson Bay Senior Team and the organisers of each of the Junior Competitions and Minkey.
- A person who holds more than office is only entitled to one vote
- Voting can take place by email or by writing, including SMS, to the designated person.
- The designated person and due date is to be decided by the Executive Committee.
- Office bearers are to be emailed at least one week before the due date and the designated time is not to exceed two weeks
- The voting process is to be done on a points basis - first preference is given 3 points, second preference 2 points, third preference 1 point.
- Votes are to be placed in a sealed ballot box. Opening of the ballot box and counting of votes is to be carried out and checked by at least two Club members or delegated persons together.
- The Shield is awarded to the person with the most number of points.
- There can be joint recipients if the number of points are equal

b) Greatest Contribution to Junior Hockey (Metta Henderson Trophy)

- selection procedure – a confidential voting system amongst all junior coaches, Competition organisers and Executive Committee members.

c) Best and Fairest

- Points awarded by the umpires at each competition game (not including finals series games) will be tallied to identify the recipient for each team's Best and Fairest Award, and the overall competition Best and Fairest Award.
- Points tallies are to be checked by at least two Club members.

d) Games Played

- A record is to be kept and updated each year, showing the number of games played by each registered participant in Senior games. This tally will include all scheduled competition games and finals series games as per the competition draw, but will not include trial games, training games, etc. The required information will be collected from the Team Sheets, which should be correctly filled in each week by team Captains. The signed game cards may be referred to if required. Games tallies are to be checked by at least two Club members.

8. LIFE MEMBERSHIP

The following shall be eligible for Life Membership of Nelson Bay Hockey Club:-

- Office Bearers of NBHC who have been Committee Members for a total period of ten (10) years
- Members of affiliated Teams who have contributed in an outstanding capacity for a period of fifteen (15) years although not necessarily as a Committee Member
- Not more than two Life Members shall be elected in any one year
- Nominations for Life Membership shall be made in writing by at least 2 members of NBHC, and shall be notified to the Secretary at least 14 days prior to the /annual General Meeting. Qualification of such candidate shall be verified by the Secretary.
- Election shall be by ballot at the Annual General Meeting and must obtain at least 90% of the votes of those present and voting.

9. FINANCIAL ASSISTANCE AND SUPPORT

a) Assistance to Representative players / teams

- Financial assistance may be offered to Nelson Bay Hockey Club teams or individual players who represent at regional or state level in Junior or Senior competitions – the level of assistance is to be decided by the executive.
- Various fund raising activities will be supported by the Club in consultation with the families, E.g. sausage sizzle, raffles, etc.

b) Assistance to non-representative players beyond Club level

- Various fund raising activities will be supported by the Club in consultation with the families, E.g. sausage sizzle, raffles, etc.

c) Refund Nelson Bay fees

- A player who through injury or changes such as work situation, is not able to play any games in the Nelson Bay competition can request a refund of the Nelson Bay competition fee they have paid.

d) Other gestures: Flowers or Gifts

- The Executive Committee (or agreed delegate) may elect to send flowers or a gift if a player or an executive member experiences significant illness, injury or loss.

10. DISPUTES

Any dispute over the implementation or interpretation of the Constitution or By-Laws shall be put in writing and directed to the Executive Committee for consideration and decision.