

Policies - Junior Boys' Standing Committee

(Tamworth Hockey Association Incorporated - THAI)

Revised February 2019

Adopted at TJBH Planning Meeting February 2019





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1.0 GENERAL

1.1 Authority to Act

The Junior Boys Standing Committee (hereafter referred to as *the Standing Committee* or *the Committee*) has the authority to administer and manage all domestic and representative hockey for all junior boys players using powers delegated to it as a Standing Committee of Tamworth Hockey Association Incorporated (hereafter referred to as *THAI*).

This Policy Version rescinds all previous administrative regulations of the Junior Boys' Standing Committee.

Competitions are to be conducted in accordance with provisions set down in the THAI policies, these annually reviewed policies and TJBH supporting documents.

Regulations of FIH, Hockey Australia and Hockey NSW are also adhered to by the Standing Committee. Any local variations are specified in these policies or supporting documents.

1.2 The Standing Committee

1.2.1 *Convenor*

The Convenor shall be appointed with due process by the THAI board before the date of the Standing Committee Annual Planning Meeting. The Convenor shall be responsible after the Annual Planning Meeting of the Standing Committee to convene regular meetings for the season following.

1.2.1.1 *Annual Planning Meeting*

The Annual Planning Meeting must be convened with sufficient time prior to the commencement of the following season, and the meeting date shall be advertised for a period of not less than 14 days.

1.2.2 *Delegates*

Two delegates per club that is registered for any Junior Boys competition in that season shall be entitled to attend a meeting and shall have voting rights. Members of the Executive (apart from the



Convenor) may represent as club delegates A list of approved club delegates for the season should be provided to TJBH from the clubs. Delegates may be added to the approved list over the course of the season.

If clubs are unable have a delegate present at a meeting, they may submit a proxy vote on any known motion to the Convenor in writing prior to the meeting.

1.3 Committee Members

At the Annual Planning Meeting of the Standing Committee the delegates shall elect the following Committee Members:

Secretary	(Member of Executive)
Treasurer	(Member of Executive)
Assistant Convenor	(Member of Executive)
Competition Convenor	
Equipment Officer	
Publicity Officer	
Canteen Co-ordinator if required	
Umpire Co ordinator	
Representative Co-ordinator	
2 Ordinary Members	(non office bearing and not representing particular clubs)

More than one role may be held by one person i.e. the Representative Co-ordinator may also act as Equipment Officer if the roles allow.

The President of the THAI is automatically an ex officio member of the Standing Committee.

1.3.1 Election of Committee Members

Nominations for Office Bearers/Committee Members should be submitted, in writing, to the Convenor and, (if received) shall be advertised for a period of not less than 14 days prior to the Annual Planning Meeting of the Standing Committee.

In the event that no written nominations are received, nominations from those present at the meeting shall be accepted.

Where more than one nomination is received, a secret ballot shall be held. The nominee with the least votes shall be eliminated from further voting, and a new ballot held until two candidates remain. The candidate with the highest number of votes in the final ballot is elected.

The rules regarding disciplining, removing and the liability of Committee Members is the same as for THAI.



1.3.2 *The Executive Members*

The following positions form the Executive of the Standing Committee – the Convenor, the Secretary, the Treasurer and the Assistant Convenor.

Convenor

Charged with providing leadership and direction to the Committee, the Convenor is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the Committee. He/she also works to optimize the relationship between the Committee, THAI, Hockey NSW, any paid employees, volunteers and other members, and to achieve the Committee's agreed goals. The Convenor is generally the spokesperson for Junior Boys and should work to maintain key relationships within and outside of the Committee.

Attends the monthly THAI meetings as the Junior Boys delegate.

Secretary

The Secretary of the Standing Committee shall, as soon as practicable after being appointed as Secretary, lodge notice with the THAI of their contact details.

It is the duty of the Secretary to keep minutes of

- (a) all appointments of office bearers and members of the Committee
- (b) the names of members of the Committee present at a Committee meeting or a general meeting; and
- (c) all proceedings at Committee meetings and general meetings.

The Secretary may also deal with correspondence as approved by the Committee.

Treasurer

It is the duty of the Treasurer of the Standing Committee to ensure that:

- (a) all money due to the Standing Committee is collected and received and that all payments authorised by the Standing Committee are made.
- (b) correct books and accounts are kept showing the financial affairs of the Standing Committee including full details of all receipts and expenditure connected with the activities of the Standing Committee

Assistant Convenor

Works with Convenor to achieve listed outcomes. May chair monthly Committee meetings in the absence of the Convenor.

1.4 Quorum

A quorum shall be five (5) members who are entitled to vote. The Quorum should include two (2) members of the Executive and three other committee members/delegates. A committee member/delegate unable to be present at a meeting, but who attends the meeting via remote communication (e.g. phone link) may be considered part of the quorum. A life member of THAI who attends a meeting is considered to be part of the quorum.



1.5 Meetings

Meetings of the Standing Committee shall be held each month between 1st February and 30th November each year. Additional Executive meetings or Standing Committee meetings may be held as required. Interested people who are not registered members of the Standing Committee may attend meetings as guest and as guests are not permitted to vote or raise motions nor are they counted to form a quorum. Life members of THAI are eligible to attend meetings, raise motions and vote whilst not representing any club.

Minutes of each meeting are to be recorded by the Secretary (or deputised replacement). Reports from Convenor, Umpire Co-Ordinator, Treasurer, and Competition Convenor may be presented at the monthly meeting.

1.6 Special Meetings

A special meeting of the Standing Committee may be called at the discretion of the Convenor or on a request signed by five delegates to the Standing Committee.

1.7 Changes to the Policies

Policies may only be changed at the Annual Planning Meeting or at a Special Meeting of the Standing Committee if agreed by 75% of those present and entitled to vote.

Supporting Documents may be updated at any Standing Committee meeting by due consideration and 75% majority vote of those present and entitled to vote.

1.8 Material Conflict of Interest

Any voting member at a TJBH meeting who has an actual or perceived material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of the interest to the Committee. The Secretary must record the declaration (which does not need to be disclosed again on subsequent occasions).

The committee may rule as to whether the conflict of interest is significant to the matter at hand.

If the conflict of interest is considered to be significant, the committee member may be counted as part of the quorum but may not be present during the discussion of the matter, or vote on the matter.

1.9 Child Protection

Legislative requirements of *Children and Young Persons (Care and Protection) Act 1998 (NSW)* and other relevant acts/legislation are the primary reference for TJBH.

(Refer <https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>)

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TJBH child protection policy is also mandated by the relevant policies of THAI, HNSW and HA. This includes but is not limited to, a register of current Working with Children Check numbers for all TJBH adult volunteers whether related to players or not.

Additionally, TJBH specifies the following requirements during certain activities of TJBH:

Overnight representative travel where players are under the care of TJBH

1. Written parental permission is required if parents wish a player or umpire under 18 years of age to stay in accommodation with a non-related adult eg. the family of another TJBH player or umpire.
2. TJBH representatives who are under 18 years of age shall not be placed by TJBH into the same room/cabin/apartment (or similar) as a non-related adult. Exceptions may be granted where written parental permission is given.

Written parental permission shall be given to TJBH Secretary and other relevant parties (eg. team manager)



2.0 TEAM NOMINATIONS

2.1 Minimum number in teams

The Standing Committee will support each club's endeavor to register a minimum of 12 players in a full field team and a minimum of 9 players in a half field team. Modified competition team numbers will be outlined in each competitions' rules. (See *TJBH Supporting documents*)

2.2 Names and Colours

Any team name or colour changes must be approved by the Standing Committee.

2.3 Nominations

The Standing Committee will seek team nominations by an appropriate date prior to season commencement.

2.4 Rejecting a Nomination

The Standing Committee may accept or reject the nomination of any team.

3.0 PLAYER REGISTRATION

3.1 Player Lists and Registrations

All registrations are to take place according to HNSW, THAI and club procedures.

3.1.1 Age of Players

The age of any player will be taken as at 1st January of that year.

No player may play in an age group which is younger than their age at 1st January of the current year. Special exemption to this rule may be granted by the Standing Committee upon application in writing, with justification for the request.

As well as playing in their registered age group, a player may also play in the next age division up.

3.1.2 Club Player Lists

Player registration details, age division player lists and team lists (if required) are to be provided to the Secretary on request, and may also be accessed via the online HNSW Registration system.

3.1.3 Amendments

Any amendments to player lists including addition of new players must be submitted to the Secretary on request.



3.1.4 Core Players

When a club has more than one team in an age division, certain members of each club team must be nominated as 'core players', and play for the nominated team only in that age division. The core players are permitted to play an additional game in a different age division if required.

Five (5) core players must be named in full field sides and four (4) players in small field/modified games by round 5 of competition.

3.2 Clubs failing to pay fees

Clubs shall be invoiced a nominated fee per player by the Standing Committee in a timely manner.

In the event of a club failing to pay fees owing by the date set by the Standing Committee, the club shall be deemed to be unfinancial. The Treasurer shall request payment from the unfinancial club in writing. Should outstanding fees not be paid within seven (7) days of notification (or a suitable arrangement not made), the unfinancial club shall not score any competition points in any Junior Boys games until outstanding fees are paid.

4.0 COMPETITION

Competitions shall be conducted, and points awarded according to supporting document *TJBH Competition Guidelines*.

Extra competitions may be conducted as the Standing Committee sees fit.

4.1 Competition Matches

The Standing Committee/Competition Convenor shall arrange dates and fixtures of all matches arising during the competition.

4.1.1 Deferment of Matches

Matches shall be played on the day and time appointed unless prior arrangement has been made with the Standing Committee. Deferment due to absence of Representative players (playing at State or National level) may be requested by the Coach/Manager of a team subject to opposition agreement, and to the Standing Committee's approval of the date and time of the deferred match.

In the event that agreement cannot be reached the game will be played as set down in the competition draw, or a forfeit awarded.

4.1.2 Eligibility to play

No player may play any more than two games of Junior Boys hockey in any competition round eg U11 & U13, two U11 games etc. This rule does not apply to non-competition points games, round robins, secondary or indoor competitions.

Refer to 3.1.4 for further eligibility rules.



4.1.3 Visiting Players

A visiting player will be permitted to play in local competition matches if:

They are registered with Hockey NSW

AND

Permission from Standing Committee has been applied for in writing and granted prior to the first competition game in which they play

AND

They are not precluded from playing by their membership of another Association.

4.1.4 Forfeits

A team with less than seven (7) players (full field) or five (5) players (half field) will forfeit the game.

A team not ready to commence play within ten minutes of appointed starting time will forfeit the game.

A team without a correctly kitted goalkeeper (as per FIH guidelines) will forfeit the game.

4.14.1 Notification of Forfeits

A team intending to forfeit a match shall give forty eight (48) hours' notice to their opponents and to the Competition Convenor.

4.1.5 Maximum Number of Players

For full field competitions a team may use a maximum of sixteen (16) players during any one game providing that no more than eleven (11) players are on the field at any one time.

Modified competitions with reduced field size or player numbers will have their own regulations listed in their rules.

4.1.6 Penalties for Breaches

Breaches of any of 3.1.1, 3.1.4, 4.1.2, 4.1.3, or 4.1.5. will result in a forfeit being awarded. Additional penalties may apply.

5.0 FINALS

At the conclusion of the regular season finals may be contested.

5.1 Finals Competition

The finals for each competition shall be conducted as determined by the standing committee with consideration of team numbers, age division and competition structure.

The options for finals structures are outlined in the supporting document *TJBH Finals*.

The finals structure/s shall be publicised by the Standing Committee with sufficient notice for clubs to meet any requirements/conditions for finals.



5.1.1 *Changes to Finals*

The Standing Committee shall have the power to introduce additional conditions governing finals if necessary. This may include playoffs or a round robin for teams that are not in the final four. Any changes to structure shall be publicised by the Standing Committee with sufficient notice for clubs to meet any requirements/conditions for finals.

5.1.2 *Player Eligibility for Finals*

To be eligible for finals a player must have played at least five (5) competition rounds during the current season with that particular qualifying team.

Players are eligible to play finals in two age divisions (if the above condition has been met).

It is the responsibility of clubs to ensure their players are eligible for finals.

Clubs may apply for exemption to 5.1.2 in writing to the Executive with seven (7) days' notice. (Other exceptional circumstances may also be considered.)

Breaches of 5.1.2 shall result in the match being forfeit.

6.0 CLUB TRANSFERS

6.1 Transfers

A player may not transfer from one club to another during the season without clearance from the club from which he transfers. The clearance permission is to be granted by an authorised person from the club concerned, and a copy forwarded to the Secretary of the Standing Committee before the player is eligible to play with their new club.

The player transfer must be arranged and finalized at least three (3) days before the player takes the field for his new club.

Club transfers may occur between seasons provided the player has met all financial obligations to their former club. If a player is unfinancial, TJBH may exclude the player from competition.

7.0 COMPETITION UMPIRING

A club should supply, on request from the Standing Committee, a list of recommended umpires across all their age divisions.

7.1 Appointment of Umpires

The Umpire Coordinator is responsible for the appointment of all umpires for all matches, under the direction of the Standing Committee.



7.2 Penalties for failing to umpire

If a club is directed by the Standing Committee or its delegate to provide an umpire, and fails to do so, then fines/penalties may apply.

Penalties are decided by the Standing Committee and notified to the offending club with due notice.

7.3 Duties of Umpires

Refer to supporting document *TJBH Duties of Officials*.

7.4 Umpire Development

TJBH shall endeavor to facilitate umpire development by way of (but not limited to) mentoring, education, training and practical experience.

8.0 DUTIES OF OFFICIALS

Refer to supporting document *TJBH Duties of Officials*.

8.1 Coach/Manager

8.2 Team Captain

8.3 Field Control

9.0 CODE OF CONDUCT BREACHES

Tamworth Junior Boys Standing Committee competition will comply with THAI and Hockey NSW Codes of Conduct for players, spectators and officials. Representative players are also required to comply with *TJBH Alcohol Guidelines* (supporting document).

Alleged breaches of the Code of Conduct are to be conveyed to the Standing Committee in writing, including comments on the team cards by umpires or field controllers for action as appropriate.

The record of Judiciary points shall be kept by the Competition Convenor and reported to the Committee at each committee meeting.

If a player reaches any of the point levels where action is to be taken the Competition Convenor shall notify the executive of the requirement for a Judiciary hearing.

A judiciary hearing according to THAI guidelines may be conducted for breaches of Code of Conduct as outlined in supporting document *TJBH Judiciary Process*.



10.0 REPRESENTATIVE HOCKEY

10.1 Coaches and Selectors

The Standing Committee will appoint Coaches and Selectors for Representative teams as required. Coaches and selectors should meet THAI and HNSW requirements regarding accreditation, experience and WWCC.

10.1.1 Nominations for Positions

Calls for written nominations for Coaches and Selectors shall be advertised in a timely manner by the Standing Committee. A closing date for nominations shall be advised. Details of credentials of the nominee may be sought by the Committee.

At the first monthly meeting following the closing date for nominations, the Standing Committee shall consider the nominations and fill the vacant positions.

If nominations are not received the Representative Co-ordinator, with the approval of the Executive, may approach suitable candidates.

10.1.2 Appointment to Positions

10.1.2.1 Coaches

Where more than one nomination is received, a secret ballot shall be held. The nominee with the least votes shall be eliminated from further voting, and a new ballot held until two candidates remain. The candidate with the highest number of votes in the final ballot is elected.

10.1.2.2 Selectors

The Standing Committee Executive and the Representative Co-ordinator shall elect a minimum of three (3) selectors from the received nominations.

Where possible, one selector from each of the member clubs of the Standing Committee should be appointed. A head selector shall be appointed by the selection panel and communicate with the executive regarding selection matters.

Where possible, selectors should not be closely associated with players under consideration.

The appointed team coach shall have input on matters of selection but is not a selector.

10.2 Selection of Representative Players

The philosophy and principles governing Tamworth Representative player selection are outlined in the supporting document *Tamworth Representative Teams Playing at Hockey NSW State Championships: Selection Guidelines/Framework*

10.2.1 Player Eligibility

Only players who are currently playing in the local competition, or who have regularly played in the Tamworth Competition in the past should be selected to represent Tamworth. Exceptions to this local player rule may be considered by the Committee on a case by case basis.

Age eligibility is to be governed by HNSW State Championship age guidelines.



Past Code of Conduct breaches may be considered when selecting players.

If insufficient players trial to form a Tamworth team the Hockey NSW pickup roster may be utilised to complete team numbers. Pickup players may not displace a Tamworth player who has trialed.

10.2.2 Selection Trials

Where possible, a minimum of three (3) selection trials will be held for each representative team. Trial dates shall be advertised at least two (2) weeks prior.

Players who cannot attend trials must notify the Standing Committee in writing if they wish to be considered for selection.

A pay to trial system may be implemented at the discretion of the committee.

If required, selectors may observe players during normal competition to clarify selections. Players will be notified if selections are to be conducted outside specified selection trials.

10.2.3 Confirmation of Representative Selections

The names of players selected in any Representative team shall be submitted to the Standing Committee by the head selector for ratification.

If required, the Standing Committee may seek clarification or justification for selections, according to the guidelines in *Tamworth Representative Teams Playing at Hockey NSW State Championships: Selection Guidelines/Framework*.

Once team(s) have been ratified, the Secretary or Representative Co-ordinator will publish the team list(s).

10.3 Selection of Representative Umpires

Calls for written nominations for representative umpires shall be advertised in a timely manner by the Standing Committee. A closing date for nominations shall be advised. Details of nominee credentials for the position may be requested by the Committee.

At the first monthly meeting following the closing date for nominations, the Standing Committee shall consider the nominations and appoint representative umpires.

Umpires shall be appointed according to the requirements of the Championship as outlined by Hockey NSW. Nominee accreditation, experience and ability may be considered when making appointments.

Representative umpires shall be paid by TJBH as required.