

RULES OF THE KEDRON WAVELL SERVICES HOCKEY CLUB INC.

(November 2012)

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1. NAME

The name of the Incorporated Association shall be “**Kedron Wavell Services Hockey Club Inc.**” (hereafter in these rules called “the Club”).

2. OBJECTS

The objects of the Club shall be to further the sporting and social interests of its members and to control all sporting and social events associated with the Club.

- (a) to do and observe all things and rules necessary to enable the Club to continue its participation in the Brisbane Hockey Association and Brisbane Women’s Hockey Association, and to be represented in competitions conducted by these Associations or under its jurisdiction;
- (b) to assist pecuniarily and otherwise Hockey Clubs and Schools in Brisbane and elsewhere as may be determined;
- (c) to assist pecuniarily and otherwise past, present or proposed players of the Club;
- (d) to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the purposes of the Club;
- (e) to lay out, construct, maintain and alter any grounds for Hockey or other athletic sport or pastimes necessary or convenient for that Club’s purposes;
- (f) to raise money by subscription, percentage or otherwise from the members or public as the Club may from time to time determine;
- (g) to undertake and execute any trusts or agency business which may seem directly or indirectly conducive to any objects of the Club;
- (h) to establish and support, and to aid in the establishment and support of any clubs formed for all or any of the objects of the Club;
- (i) to use all available means to place the activities of the Club before the public;
- (j) to assist the work of statutory and other bodies and organisations in the achievement of these objects or any of them;
- (k) generally in furtherance of the objects of the Club such other objects not specifically hereinbefore referred to as shall be determined by the Club Management Committee from time to time.

3. POWERS

The powers of the Club shall be:-

- 3.1 the Club has, in the exercise of its affairs, all the powers of an individual;
- 3.2 to subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any association, club or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of Rule 30.10;

- 3.3 in furtherance of the objects of the Club to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Club or persons frequenting the Club's premises;
- 3.4 to purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real or personal, and any rights or privileges which may be requisite for the purchase of, or capable of being conveniently used in connection with, any objects of the Club; provided that in case the Club shall take or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- 3.5 to enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- 3.6 to appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purpose of the Club;
- 3.7 to remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Club, or in or about the Club or promotion of the Club or in the furtherance of its objects;
- 3.8 to construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interest, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- 3.9 to invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit;
- 3.10 to take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- 3.11 in furtherance of the objects of the Club to lend and advance money or give credit to any person or body corporate, to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- 3.12 to borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or security upon the whole or any part of the Club's property or assets present or future and to purchase, redeem or pay-off any such securities;
- 3.13 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- 3.14 in furtherance of the objects of the Club to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club;

- 3.15 to take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever sold by the Club, or any money due to the Club from purchasers and others;
- 3.16 to take any gift of property whether subject to any special trust or not, for one or more of the objects of the Club but subject always to proviso of Rule 3.4;
- 3.17 to take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club in the shape of donations, annual subscriptions or otherwise;
- 3.18 to print and publish any newspapers, periodicals, books, leaflets or use social media that the Club may think desirable for the promotion of its objects;
- 3.19 in furtherance of the objects of the Club to amalgamate with one or more incorporated associations having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income or property amongst its or their members to an extent at least as great as that imposed upon the Club under or by virtue of Rule 30.10;
- 3.20 in furtherance of the object of the Club to purchase or otherwise acquire and undertake all or any of the part of the property, assets, liabilities and engagements of the incorporated association with which the Club is authorised to amalgamate;
- 3.21 in furtherance of the object of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the incorporated associations with which the Club is authorised to amalgamate;
- 3.22 to make donations for patriotic, charitable or community purposes;
- 3.23 to do all such other things as the incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

4. CLASSES OF MEMBERSHIP

- 4.1 Membership of the Club shall consist of Ordinary members, and any of the following classes of members:
 - (a) Associate members
 - (b) Life members
 - (c) Honorary members
 - (d) Junior players.
- 4.2 The number of members of all classes of membership with the exception of Honorary members shall be unlimited.
 - 4.2.1 The maximum number of Honorary members at any one time shall be ten (10).
 - 4.2.2 Throughout these Rules Ordinary members, Associate members and Life members may be referred to as the general term of "members" where no distinction is to be drawn between these classes.
 - 4.2.3 Honorary members and Junior Players do not have voting rights and cannot be elected to the Management Committee and will be referred as such in these Rules where applicable.
- 4.3 Ordinary membership of the Club shall be open to:

- 4.3.1 playing members who have attained the age of eighteen (18) years and throughout these Rules shall, where it is necessary to distinguish them from other Ordinary members, be referred to as Senior Players; or
 - 4.3.2 one parent (which term shall be deemed to include the parent of adopted children, legal guardian and others acting in loco parentis and the like) of each Junior Player; or
 - 4.3.3 such other adult person who in the opinion of the Management Committee would be a benefit to the operation and purpose of the Club.
- 4.4 Associate membership of the club shall be entitled to the same privileges and be bound by these rules and By-Laws of the Club in the same manner as Ordinary members and be open to:
- 4.4.1 the parent of a Junior Player who is not the Ordinary member; or
 - 4.4.2 such other adult person who in the opinion of the Management Committee has displayed an interest in the sport of hockey and in participating, as an Associate member, in the Club which would be a benefit to the operation and purpose of the Club.
- 4.5 Life membership of the Club
- 4.5.1 On the recommendation of the Management Committee. Life membership may be granted by resolution passed at a General Meeting, to any person who has been a member for a minimum of fifteen (15) years and who has rendered special service to the Club.
 - 4.5.2 Notice of intention to move such resolution shall be given with the notice of the General Meeting.
 - 4.5.3 Any member nominated for Life member shall be a financial member of the Club.
 - 4.5.4 Such resolution shall be deemed to have been defeated unless three-quarters (3/4) of the members present and voting at the meeting shall vote in favour of it.
 - 4.5.5 On election a Life member will presented with their Life Membership Badge, which shall have engraved upon it the name of the member, and the number indicating the order of appointment in the roll of Life members.
 - 4.5.6 Life members shall be exempt from subscription and other fees to the extent approved by Management Committee from time to time.
 - 4.5.7 Life members shall be entitled to the same privileges and shall be bound by these Rules and By-Laws of the Club in the same manner as Ordinary members.
 - 4.5.8 Life members shall be exempt from all subscriptions and other fees with the exception of Life members playing in parent association fixtures shall be required to pay fees as due to parent associations only or such lesser amount as determined from time to time by Management Committee.
- 4.6 Honorary membership, on recommendation of the Management Committee, may be granted to the following persons for the next ensuring year passed by resolution at an Annual General Meeting
- (a) their previous service to the Club; or
 - (b) the nature of their position in the community; or

(c) their displayed interest in the Club and who in the opinion of the Management Committee are worthy of this class of membership

4.6.1 Honorary members shall be exempt from the payment of subscriptions and other fees

4.7 Junior Players are persons under the age of eighteen (18) years of age who are accepted as playing members of the Club.

4.7.1 It is a special condition of membership of a Junior Player that one parent of that Junior player must be and at all times during the membership of that Junior Player remain an Ordinary member of the Club.

5. APPLICATION FOR MEMBERSHIP

5.1 Application for any class of membership shall be submitted as the Management Committee from time to time prescribes.

6. ANNUAL MEMBERSHIP FEES

6.1 The membership fees for each class of membership shall be such amount as determined by the Management Committee from time to time.

6.2 The membership fees for each class of membership shall be payable annually at such time and in such manner as the Management Committee shall from time to time determine.

7. ADMISSION AND REJECTION OF MEMBERS

7.1 Any application for membership can be accepted or rejected by the Management Committee upon request by a member of the Management Committee. Upon the acceptance or rejection of an application by the Management Committee the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

8. TERMINATION OF MEMBERSHIP

8.1 A member may resign from the Club at any time by giving notice in writing to the Secretary.

8.2 Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

8.3 If a member:

(a) is convicted of an indictable offence; or

(b) fails to comply with any of the provisions of these rules; or

(c) has membership fees in arrears for a period of two (2) months or more; or

(d) has playing fees in arrears for a period of two (2) months or more; or

(e) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Club, the Management Committee shall consider whether the member's membership shall be terminated.

8.4 The member concerned shall be given a full and fair opportunity of presenting the member's case and if the Management Committee resolves to terminate the membership it shall instruct the Secretary to advise the member in writing accordingly.

9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

9.1 A person whose application for membership has been rejected or whose membership has been terminated may, within one (1) month of receiving written notification thereof, lodge with the

Secretary written notice of the person's intention to appeal against the decision of the Management Committee.

- 9.2 Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three (3) months of the date of receipt by the Secretary of such notice, a General Meeting to determine the appeal.
- 9.3 At any such meeting the applicant shall be given the opportunity to fully present the applicant's case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case.
- 9.4 The appeal shall be determined by the vote of the members present at such meeting.
- 9.5 Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

10. REGISTER OF MEMBERS

- 10.1 The Management Committee shall cause a register to be kept in which shall be entered the names and residential addresses of all person admitted to membership of the Club and the dates of their admission.
- 10.2 Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatement of membership and any further particulars as the Management Committee or the members at any General Meeting may require from time to time.
- 10.3 The register shall be open for inspection at all reasonable times by any member who previously applies in writing to the Secretary for such inspection.

11. ANNUAL PLAYING FEES

- 11.1 The Annual playing fee shall be such additional amount or amounts as approved by the Management Committee.
- 11.2 The Management Committee shall determine different amounts payable by way of playing fees for Ordinary members who have been admitted to membership as Senior Players and who are obliged to register with the Brisbane Hockey Association or Brisbane Women's Hockey Association.
- 11.3 The Management Committee shall determine different amounts payable by way of playing fees for Junior Players who are obliged to be registered with the Brisbane Hockey Association or Brisbane Women's Hockey Association.
- 11.4 Playing fee shall be payable in one instalment in respect of each period of membership unless otherwise determined by the Management Committee.
 - 11.4.1 The Management Committee may either waive payment or accept payment in instalments after consideration of a written application, submitted within one (1) month of the start of the playing season, from any member for such consideration due to financial hardship or special circumstances.
- 11.5 Playing fee payment shall be effective from the date of payment and terminate on the day prior to the next hockey season.
- 11.6 The playing fee shall be paid in full on or before the 30th April in each year or a date determined by the Management Committee.

- 11.7 Subject to 11.4.1 no member whose annual playing fees are in arrears at the time as specified in 11.6 shall be entitled to receive notice of meetings or vote thereat or nominate any person as a member of the Management Committee or participate in any Club activity until all outstanding payments are finalised.
- 11.8 No member requesting, in writing, a clearance from the Club shall have the clearance approved until all fees owing are paid in full and all Club equipment returned. Any such clearance is to be issued by the Secretary only.

12. MEMBERSHIP OF MANAGEMENT COMMITTEE

- 12.1 The Management Committee of the Club shall consist of a President, Mens Vice-President, Ladies Vice-President, Boys Vice-President, Girls Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Female Club Captain, Male Club Captain, Brisbane Hockey Management Group representative and Volunteers Manager all of whom shall be members of the Club, and such number of other members as the members of the Club at any General Meeting may from time to time elect or appoint.
- 12.1.1 The immediate Past President shall be an ex officio member until succeeded by another or for a period of one year (1) from the date of retirement as President of the Club.
- 12.2 At the Annual General Meeting of the Club, all the members of the Management Committee, with the exception of the Female and Male Club Captains whose term shall expire at the 31 January of the next calendar year, shall retire from office, but shall be eligible upon nomination for re-election.
- 12.3 The election of Officers and other members of the Management Committee with the exceptions of the Female and Male Club Captains shall take place in the following manner:
- 12.3.1 the Secretary shall be the Returning Officer;
- 12.3.2 not less than twenty-eight (28) days before the Annual General Meeting of the Club notification to the members shall be issued by the Secretary calling for nominations for positions;
- 12.3.3 any two (2) financial members of the Club shall be at liberty to nominate any other member to serve as an Officer or other member of the Management Committee;
- 12.3.4 the nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be lodged with the Secretary at least seven (7) days before the Annual General Meeting at which the election is to take place;
- 12.3.5 a list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted on the Club website for at least six (6) days immediately preceding the Annual General Meeting;
- 12.3.6 balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each financial member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
- 12.3.7 should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting;
- 12.3.8 if all vacancies on the Management Committee are not filled at the Annual General Meeting the Management Committee may appoint a member to fill the vacancy.

- 12.3.9 The Male and Female Club Captains shall be elected by the Management Committee on nominations received from the Male and Female sections of the Club at the February Management Committee Meeting.

13. RESIGNATION OR REMOVAL FROM OFFICE OF MEMBER OF MANAGEMENT COMMITTEE

- 13.1 Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a General Meeting of the Club where that member shall be given the opportunity to fully present the member's case.
- 13.2 The question of removal shall be determined by the vote of the members present at such a General Meeting.
- 13.3 There is no right of appeal against a member's removal from office under this section.

14. VACANCIES ON MANAGEMENT COMMITTEE

- 14.1 The Management Committee shall have power at any time to appoint any member of the Club to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
- 14.2 The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a General Meeting of the Club, but for no other purpose.

15. FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 15.1 Except as otherwise provided by these Rules and subject to resolutions of the members of the Club carried at any General Meeting the Management Committee shall:
- 15.1.1 have the general control and management of the administration of the affairs, property and funds of the Club; and
- 15.1.2 have authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent.
- 15.2 The Management Committee may exercise all the powers of the Club:
- 15.2.1 to borrow or raise or secure the payment of money in such manner as the members of the Club may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Club's property, both present and future, and to purchase, redeem or pay off any such securities;
- 15.2.2 to borrow amounts from members and to pay interest on the amounts borrowed and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Club, and to provide and pay off any such securities;
- 15.2.3 the rate of interest as mentioned in 15.2.2 must not be more than the rate for the time being charged for overdrawn accounts for money lent (whatever the term of the loan)

by the financial institution for the Club or if more than one the financial institution nominated by the club;

- 15.2.4 to invest in such manner as the members of the Club may from time to time determine;
- 15.2.5 to approve proposals for sponsorship;
- 15.2.6 to enter into contracts on behalf of the Club;
- 15.2.7 to make such levies on members and collect such levies as are necessary or expedient for the efficient operation of the Club.
- 15.2.8 to delegate to a member or members of the Management Committee such powers that it shall possess to limits and rights that it decides.

16. MEETINGS OF MANAGEMENT COMMITTEE

- 16.1 The Management Committee shall meet at least six (6) times each year to exercise its functions.
- 16.2 Meetings of the Management Committee shall be held on a set day/date each calendar month as set at the first Management Committee meeting for the year.
- 16.3 A Special Meeting of the Management Committee shall be convened by the Secretary on the requisition, in writing, signed by not less than one-third (1/3) of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- 16.4 Subject as previously provided in this section, the Management Committee may meet together and regulate its proceedings as it thinks fit.
- 16.5 However, questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 16.6 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Club in which the member has an interest, or any matter arising thereout, and if the member does so vote the member's vote shall not be counted.
- 16.7 The Secretary shall give not less than fourteen (14) days notice to members of the Management Committee of any special meeting of the Management Committee.
- 16.8 Such notice shall clearly state the nature of the business to be discussed thereat.
- 16.9 The President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting the President is not present within 15 minutes after the time appointed for holding the meeting, a Vice-President shall be Chairperson or if the Vice-President is not present at the meeting then the members may choose one (1) of their number to be Chairperson of the meeting.
- 16.10 If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse.
- 16.11 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the number present shall be a quorum.

16.12 No business shall be transacted at any Management Committee Meeting unless a quorum of members is present at the time when the meeting moves to business.

17. DELEGATION OF POWERS OF MANAGEMENT COMMITTEE

- 17.1 The Management Committee may delegate any of its powers to a Subcommittee consisting of such members of the Club as the Management Committee thinks fit.
- 17.2 Any Subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- 17.3 With the exception of the Mens, Ladies, Boys and Girls Subcommittees where the elected Vice-President shall be chairperson other Subcommittees may elect a chairperson of its meetings.
- 17.4 A list of Standing Subcommittees shall be as listed in Schedule 1 and duties of these subcommittees as shown in Schedule 2
- 17.5 If no such chairperson is elected, or if at any meeting the chairperson is not present within 10 minutes after the time appointed for holding the meeting, the members present may choose one (1) of their number to be chairperson of the meeting.
- 17.6 A Subcommittee may meet and adjourn as it thinks proper.
- 17.7 Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

18. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

- 18.1 All acts done by any meeting of the Management Committee or of a Subcommittee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

19. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

- 19.1 A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held.
- 19.2 Any such resolution may consist of several documents in like form, each signed by one (1) or more members of the Management Committee.

20. GENERAL MEETINGS

- 20.1 A General Meeting of the Club shall be held at least once every three months.

21. ANNUAL GENERAL MEETINGS

- 21.1 The Annual General Meeting shall be held within three (3) months of the close of the financial year of the Club.

22. BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING

- 22.1 The following business must be transacted at every Annual General Meeting:

22.1.1 the receiving of the Management Committee Annual Report to include a report from the President, Mens Vice-President, Ladies Vice-President, Boys Vice-President and Girls Vice-President.

- 22.1.2 the receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the Club for the last financial year;
- 22.1.3 the receiving of the auditor's report on the financial affairs of the Club for the last financial year;
- 22.1.4 the presenting of the audited statement to the meeting for adoption;
- 22.1.5 the election of members of the Management Committee;
- 22.1.6 the appointment of an auditor.

23. SPECIAL GENERAL MEETING

- 23.1 The Secretary shall convene a Special General Meeting by sending out a notice, within fourteen (14) days, of the meeting date when:
 - 23.1.1 being directed to do so by the Management Committee; or
 - 23.1.2 being given a requisition in writing signed by not less than one-third (1/3) of the members presently on the Management Committee or not less than the number of Ordinary members of the Club which equals double the number of members presently on the Management Committee plus one;
 - 23.1.3 being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.
- 23.2 A requisition mentioned in Rule 23.1.2 shall clearly state, in writing, the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat.

24. QUORUM AT MEETINGS

- 24.1 At Management meetings a simple majority of a number equal to the number of members elected as at the close of the last Annual General Meeting constitutes a quorum.
- 24.2 At any General Meeting held under Rule 20, the number of members required to constitute a quorum shall be twelve (12) members eligible to vote.
- 24.3 At any other General Meeting the number of members required to constitute a quorum shall be fifteen (15) members eligible to vote.
- 24.4 No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 24.5 If within half an hour from the time appointed for the commencement of any General or Management Committee Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Club, shall lapse.
- 24.6 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 24.7 The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

- 24.8 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- 24.9 Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

25. NOTICE OF GENERAL MEETING

- 25.1 The Secretary shall convene all General Meetings of the Club by giving not less than fourteen (14) days notice of any such meeting to the members of the Club.
- 25.2 The Management Committee shall determine the manner by which such notice shall be given.
- 25.3 However, notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing.
- 25.4 Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

26. PROCEDURE AT MEETINGS

- 26.1 Unless otherwise provided by these rules, at every Meeting:
- 26.1.1 the President shall preside as Chairperson, or if there is no President, or if the President is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, a Vice-President shall be the Chairperson or if the Vice-President is not present or is unwilling to act then the members present shall elect one (1) of their number to be Chairperson of the meeting; and
 - 26.1.2 the Chairperson shall maintain order and conduct the meeting in a proper and orderly manner; and
 - 26.1.3 every question, matter or resolution shall be decided by a majority of votes of the members present; and
 - 26.1.4 every member present shall be entitled to one (1) vote and in the case of an equality of votes the Chairperson shall have a second or casting vote; and
 - 26.1.5 however, no member shall be entitled to vote at any General Meeting if the member's annual subscription is more than one (1) month in arrears at the date of the meeting; and
 - 26.1.6 voting shall be by show of hands or a division of members, unless not less than one fifth (1/5) of the members present demand a ballot, in which event there shall be a secret ballot; and
 - 26.1.7 The Chairperson shall appoint two (2) members to conduct the secret ballot in such manner as the Chairperson shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- 26.2 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies in writing to the Secretary for that inspection.
- 26.2.1 For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee Meeting shall be signed by the Chairperson

of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy.

26.2.2 Similarly, the minutes of every General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting.

26.2.3 However, the minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting or Annual General Meeting.

27. BY-LAWS

27.1 The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Club and any by-law may be set aside by a General Meeting of members.

28. ALTERATION OF RULES

28.1 Subject to the provisions of the *Associations Incorporation Act 1981*, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting.

28.2 However an amendment, rescission or addition is valid only if it is registered in accordance with the Act.

29. COMMON SEAL

29.1 The Management Committee shall provide for a common seal and for its safe custody.

29.2 The common seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

30. FUNDS AND ACCOUNTS

30.1 The funds of the Club must be kept in the name of the Club in a financial institution decided by the Management Committee.

30.2 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Club and the particulars usually shown in books of a like nature.

30.3 All moneys shall be deposited as soon as practicable after receipt thereof.

30.4 All amounts shall be paid by cheque or electronic transfer signed or authorised by any two (2) of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.

30.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recouplement's which may be open.

30.6 The Management Committee shall determine the amount of petty cash to be held from time to time.,

30.7 All expenditure shall be approved or ratified at a Management Committee meeting.

30.8 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing the particulars of:

- 30.8.1 the income and expenditure for the financial year just ended; and
- 30.8.2 the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that year.
- 30.9 The Auditor must examine the statement prepared under Rule 30.8 and present a report on it to the Secretary before the next Annual General Meeting following the financial year for which the audit was made.
- 30.10 The income and property of the Club whencesoever derived must be used and applied solely in promoting the Club's objects and exercising the Club's powers as set out in these Rules. No portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Club provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by them to the Club or otherwise owing by the Club to them or of remuneration to any officers or servants of the Club or to any member of the Club or other person in return for any services actually rendered to the Club provided further that nothing herein contained shall be construed so as to prevent the payment or repayments to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club. No payment shall be to an officer or employee of the Club of any amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the Club or the receipts of the Club for such liquor.

31. DOCUMENTS

- 31.1 The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club.

32. FINANCIAL YEAR

- 32.1 The financial year of the Club shall close on 30 September in each year.

33. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- 33.1 The Club may be dissolved upon the votes of three-fourths (3/4) majority of members present and eligible to vote at a Special General Meeting called to consider the question.
- 33.2 The Club shall be wound up in accordance with the provisions of the "Associations Incorporation Act 1981", and if there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club, and which shall prohibit the distribution of its or their income and property amongst it or their members to an extent at least as great as is imposed on the Club under or by virtue of Rule 30.10

SCHEDULE 1

OFFICIALS AND SUB-COMMITTEES OF K.W.S.H.C. INC.

1. President
2. Secretary
3. Treasurer
4. Management Committee
5. Mens Section Sub-Committee
6. Ladies Section Sub-Committee
7. Boys Section Sub-Committee
8. Girls Section Sub-Committee
9. Fund Raising Sub-Committee
10. Social and Canteen Sub-Committee
11. Mens Selection Sub-Committee.
12. Ladies Selection Sub-Committee.
13. Boys Selection Sub-Committee.
14. Girls Selection Sub-Committee.
15. Brisbane Hockey Management Group representative.

SCHEDULE 2

RESPONSIBILITIES AND DUTIES OF OFFICIALS AND SUB-COMMITTEE

1. **President.**
The President of the Club shall: -
 - 1.1 make all statements on the policy of the Club;
 - 1.2 ensure that all Committee members keep the Management Committee informed of all Club matters under their control;
 - 1.3 subject to the duties assigned to any other member, represent the Club at all meetings and other occasions requiring the presence of a representative of the Club. Such duties may however be delegated to some other member of the Management Committee if President is unavailable or unable to attend.
2. **Secretary.**
The Secretary shall:-
 - 2.1 ensure that sufficient and appropriate notification is given to members in respect of all meetings of the Club;
 - 2.2 cause full and accurate minutes to be kept in accordance with Rule 26.2

- 2.3 cause such minutes to be read or circulated to the members attending the following meeting;
- 2.4 carry out correspondence on behalf of the Club as directed by the Management Committee; and receive correspondence on behalf of the Club, inform the President of the receipt of such correspondence and the contents thereof as soon as practicable thereto and present such to the next meeting of the Management Committee for acceptance and consideration;
- 2.5 retain a record and copies of all correspondence received by and sent on behalf of the club;
- 2.6 when requested by the President, represent the Club at any function or meeting.

3 **Treasurer.**

The Treasurer shall:-

- 3.1 receive all monies owing to the Club, issue receipts for same and ensure such funds are banked in a bank account with the Club's nominated banker;
- 3.2 pay all accounts by cheque or electronic transfer on approval by the Management Committee;
- 3.3 when absolutely necessary and with the express approval of the President, effect payment of any amount of an urgent nature which cannot be held over to the next meeting of the Management Committee, in which circumstances the matter must then be submitted to the next meeting of that Committee for ratification;
- 3.4 ensure that cheque books issued by the bank be stamped with the Club's account name.
- 3.5 Signatories must ensure before a cheque is signed or an electronic transfer approved that:
 - 3.5.1 there is a valid tax invoice, claim or supporting evidence of the Club's debt;
 - 3.5.2 the payment is in order in all aspects and payable to correct payee;
 - 3.5.3 if the payment is via cheque then the cheque is crossed not negotiable.
- 3.6 where a cheque is cancelled it should be marked accordingly and left in the book;
- 3.7 periodically reconcile the Club's financial situation. A reconciliation statement should be prepared at monthly intervals for presentation to the Management Committee.
- 3.8 ensure all moneys received by Section Sub-Committees are banked in the relevant Club account as required by the Management Committee.

4 **Management Committee.**

Together with the President, Secretary and Treasurer the following members of the Management Committee duties shall be as follows:-

- 4.1 Mens Vice President shall be the convenor of the Mens Section Sub-Committee.
- 4.2 Ladies Vice-President shall be the convenor of the Ladies Section Sub-Committee.
- 4.3 Boys Vice-President shall be the convenor of the Boys Section Sub-Committee.
- 4.4 Girls Vice-President shall be the convenor of the Girls Section Sub-Committee.

- 4.5 Assistant Secretary shall be responsible to the Secretary for the taking and keeping the minutes of all meetings and to assist the Secretary as requested.
- 4.6 Assistant Treasurer shall be responsible to the Treasurer to collect all the fee payment information from the Section Sub-Committees and collate to the playing members fees register.
- 4.7 Male Club Captain shall be appointed by the Management Committee on recommendations of Mens Section Sub-Committee and shall represent the players.
- 4.8 Female Club Captain shall be appointed by the Management Committee on recommendations of Ladies Section Sub-Committee and shall represent the players.
- 4.9 Volunteers Manager shall be responsible to the Management for the assessing of human resources of the Club. The position shall also be responsible for the accessing of volunteers for special events, arrange training of and follow up on well being of same. The Manager may be also asked to investigate possible replacements of Management Committee position/s becoming vacant in the following year and job descriptions of the position and avenues for training needed for the position. The Manager shall be the person to investigate possible conflicts within sections or committees.

5 Mens Section Sub-Committee.

The Mens Section Sub-Committee shall comprise of a minimum of three (3) and a maximum of five (5) members, approved by the Management Committee, including the Vice-President Men who shall be convenor and shall be responsible for :-

- 5.1 the proper conduct of the Mens Section of the Club; and
- 5.2 the participation of the Mens teams of the section in competitions; and
- 5.3 the promotion of the Club; and
- 5.4 the collection of all fees due, banking money received and forwarding of this information as required by these Rules to the Treasurer; and
- 5.5 ensuring the Club is fully represented at meetings of the Brisbane Hockey Association.

6 Ladies Section Sub-Committee.

The Ladies Section Sub-Committee shall comprise of a minimum of three (3) and a maximum of five (5) members, approved by the Management Committee, including the Vice-President Ladies who shall be the convenor and shall be responsible for:-

- 6.1 the proper conduct of the Ladies Section of the Club; and
- 6.2 the participation of the Ladies teams of the section in competitions; and
- 6.3 the promotion of the Club; and
- 6.4 the collection of all fees due, banking money received and forwarding of information as required by these Rules to the Treasurer; and
- 6.5 ensuring the Club is fully represented at meetings of the Brisbane Women's Hockey Association.

7 Boys Section Sub-Committee.

The Boys Section Sub-Committee shall comprise of a minimum of three (3) and a maximum of five (5) members, approved by the Management Committee, including the Vice-President Boys who shall be the convenor and shall be responsible for:-

- 7.1 the proper conduct of the Boys Section of the Club; and
- 7.2 the participation of the Boys teams of the section in competitions; and
- 7.3 the promotion of the Club; and
- 7.4 the collection of all fees due, banking money received and forwarding of this information as required by these Rules to the Treasurer; and
- 7.5 ensuring the Club is fully represented at meetings of the Brisbane Junior Hockey Association.

8 Girls Section Sub-Committee.

The Girls Section Sub-Committee shall comprise of a minimum of three (3) and a maximum of five (5) members, approved by the Management Committee, including the Girls Vice-President who shall be convenor and shall be responsible for:-

- 8.1 the proper conduct of the Girls Section of the Club; and
- 8.2 the participation of the Girls teams of the section in competitions; and
- 8.3 the promotion of the Club; and
- 8.4 the collection of all fees due, banking of money received and forwarding of this information as required by these Rules to the Treasurer; and
- 8.5 ensuring the Club is fully represented at meetings of the Brisbane Women's Hockey Association.

9 Fund Raising Sub-Committee.

The Fund Raising Sub-Committee shall comprise of a minimum of three (3) members, approved by the Management Committee, and shall be responsible for the raising of funds to assist in the general running and organisation of the Club. Funds raised can also be used to assist representative player/s and/or officials attendance at State or Australian Championships.

10 Social and Canteen Sub-Committee.

The Social and Canteen Sub-Committee shall comprise of the Male and Female Club Captains, the Social Secretary, Canteen Provider and with a minimum of two (2) other members, approved by the Management Committee, and be responsible for the organisation of social events for the members and the operation of the Club canteen/s.

11 Mens Selection Sub-Committees.

The Mens Selection Sub-Committees (two [2] off (grass and turf)) shall comprise of each of three (3) members, approved by the Management Committee, members may be non-players, and be responsible for the selection of all Mens Section teams.

12 Ladies Selection Sub-Committees.

The Ladies Selection Sub-Committees (two [2] off (grass and turf)) shall comprise of each of three (3) members, approved by the Management Committee, members may be non-players, and be responsible for the selection of all Ladies Section.

13 Boys Selection Sub-Committee.

The Boys Selection Sub-Committee shall comprise of five (5) members, approved by the Management Committee, and be responsible for the selection of all Boys Section teams..

14 Girls Selection Sub-Committee.

The Girls Selection Sub-Committee shall comprise of five (5) members, approved by the Management Committee, and be responsible for the selection of all Girls Section teams.

BY-LAWS OF KEDRON WAVELL SERVICES HOCKEY CLUB INC.

B1 CLUB COLOURS AND UNIFORM

- B1.1 The Club colours shall be Red, White and Blue.
- B1.2 The Club uniform shall be as approved by the Management Committee from time to time.: -
- B1.3 The Club Badge shall be the Club emblem.
- B1.4 No member shall without the authority of the Management Committee: -
 - B1.4.1 assume or use in connection with any trade, business, calling, profession, club or association; or
 - B1.4.2 print, publish, distribute, send or deliver any written or printed material whatsoever in or upon which appears; or
 - B1.4.3 reproduce or represent by any means whatsoever on any article or material whatsoever; the Club badge or anything so nearly resembling the Club badge as to be likely to deceive.

B2 SPONSORSHIP

- B2.1 A Member shall not enter into or in any way whatsoever be party to any agreement for sponsorship which has not been first approved by the Management Committee.
- B2.2 All proposals for sponsorship whether of a section of the Club, a team, a member or an official or otherwise shall be submitted, in writing, together with all details necessary for its proper consideration to the Management Committee.
- B2.3 The Management Committee may, in its discretion, accept the proposal, reject the proposal or accept the proposal subject to such modifications and conditions, as it thinks fit.
- B2.4 Without in any way whatsoever limiting the matters which may be considered by the Management Committee in exercising its discretion under B2.3, the Management Committee shall consider whether the proposal is in the best interests of the Club as a whole and in the best interest of any Member covered by the proposal.
- B2.5 The acceptance of any proposal shall be subject to the special condition that all funds made available or raised by the proposal be paid into the funds of the Club and, without in any way whatsoever limiting the conditions which the Management Committee may impose when accepting the proposal under B2.3, the Management Committee shall consider the proposed distribution (if any) of the funds, to be made available or raised by the proposal between the Club and any Member covered by the proposal and may, in its discretion, determine the proportions of such distribution in such manner as the Management Committee considers appropriate either generally or in that particular proposal.

B3 PLAYING FEES

- B3.1 Players shall pay a sign on fee set annually by the Management Committee as part of the playing fee set annually by the Management Committee. (Club membership fee shall be additional to playing fee)
 - B3.1.1 Sign on fee must be paid in full before a player shall be registered with the relevant Association.
- B3.2 Players Club membership fee payment shall be part of this sign on fee.

B3.3 Dual registered players (Primary for another centre) shall be required to pay full Club membership and playing fee.

B3.3.1 Dual registered players shall pay full playing fees unless otherwise determined from time to time by the Management Committee.

B3.4 Players shall pay balance of fees as and when payments are due to parent Associations or at a time frame set annually by the Management Committee.

B3.5 Players experiencing difficulty paying full fees shall, within one (1) month of the start of the playing season or such other time frame set from time to time by the Management Committee, make written application to the Management Committee for consideration of a time payment plan.

B3.6 Players whose fees are not fully paid as per B3.4 with the exception of those granted consideration under B3.5 (while keeping agreed payments due) may be stood down from playing until full payment of fees.

B3.6.1 Players still unfinancial after date set by Management Committee may incur an additional penalty if no action is taken to finalise payment urgently.

B3.7 All players and members shall be financial members of the Kedron Wavell Services Club as well as the Club.

B3.8 Playing fees for goalkeepers fully supplying their own equipment shall be given a discount as decided from time to time by the Management Committee.

B3.10 Any player receiving assistance from the Club, unless having signed a contract where the terms of the contract override this By-Law, shall be required to play for the Club in the next playing season.

B3.10.1 If player does not play as per B3.10 they shall reimburse the Club for the amount of fees including turf fees paid by the Club, for the last or present season to the parent Association, before a clearance will be given.

B3.11 Players receiving full sponsorship from the Club shall be required to sign a contract with the Club stating all the terms and requirements of the player.

B4 EQUIPMENT

B5.1 All Club equipment including training and match balls shall be returned to the Club at the end of season.

B5.2 All keys issued to Management Committee or other members for Clubhouse entry, lights, etc. shall be returned to the Secretary at the end of the season.

B5 TRAINING COURSES

B6.1 Any member of the Club who has received assistance for any training course attended shall be required to assist the Club with the gained expertise the next season or the Club may request the return of all monies expended for this members attendance at the course.

B6.2 Any player not meeting their obligations under B6.1 may not be given a clearance until the above conditions are met.

B6 TEAM/PLAYER FINES

B7.1 Any fines from parent Associations shall be met by the player or team responsible unless exceptional circumstances exist.

B7.2 Any circumstances where the imposition of a fine on a player or team is felt to be unfair or unjust the matter shall be referred to the Management Committee with all details for a decision as to responsibility for the payment due.

B7 CLUB TROPHIES

B8.1 All perpetual trophies as listed elsewhere shall be determined by the Management Committee on recommendations from Sub-Committees or as required under the guidelines.

B8.1.1 All perpetual trophy recipients shall receive a replica trophy with the exception of the Holmberg Trophy. (Team Trophy)

B8.1.2 Management Committee members may be eligible for a perpetual trophy if exceptional in other areas not connected with their Management Committee duties.

B8.2 All teams trophies shall be decided by the team officials and presented to the Management for approval.

B8.3 All trophy recipients shall be financial members of the Club.

B8.4 Players holding Brisbane Secondary Dual Registration shall not be eligible to win any Club trophy.

B8.5 Team trophies shall be presented for "most consistent" for all teams and additional "most improved" for all junior teams with exception of Minkey and Modified team members.

B8.5.1 All Minkey and Modified team members shall receive a small trophy for playing.

B8.6 Members of a Premiership winning team shall be given a small trophy for their effort.

B8.7 All Club perpetual trophies shall remain with the Club and shall not be removed by the trophy winner.

B8 ASSOCIATION TROPHIES

B9.1 All Premiership or Cup trophies from parent Associations shall remain in the Clubhouse at all times.

B9 COACHES

B10.1 Team coaches should be accredited wherever possible.

B10.2 All coaches receiving assistance from the Club shall sign a contract stating all the terms, requirements and incentives are applicable.

B10 SERVICE CLUB RAFFLES

B11.1 All teams will be required to sell raffle tickets at the Services Club as per roster allocation.

B11.1.1 Junior Section persons shall be over the age requirement to enter the Services Club area.

B11.3 All persons selling tickets shall be dressed with Club walk out shirts if possible or be suitably attired for the Services Club requirements.

B11.4 Teams not available on roster date shall organise with another team to exchange their date allocation.

B11 CLUB PRESENTATIONS

B12.1 Club presentation functions shall be approved by the Management Committee.

B12.2 Trophies presented at presentation functions shall be for Club approved trophies only.

B12 CLUB FIELDS

B13.1 The Club fields shall be kept in good condition and shall not be used for training if damage will be done to the fields.

B13.2 In wet conditions the Grounds Sub-Committee Convener shall be contacted to determine if fields are available for training.

B13.3 Sections training, fixture days and using the clubhouse shall ensure that all lighting is turned off and all rooms and toilets are cleaned and locked at the end of the session.

B13 DUAL REGISTERED PLAYERS

B14.1 The Management Committee shall approve all dual registration of players before application is made to parent Associations.

B14.2 The Management Committee shall not hold up such application and, if required, the section Vice-President can approve the dual registration and seek ratification of such decision at the next Management Committee meeting.

B14 VICE-PRESIDENT REPORTS

B15.1 Each Vice-President shall make a written report to each General Meeting regarding any parent Association meetings attended and updated information regarding their Section activities.

B15.2 A verbal statement on section activities and urgent parent Association matters shall be presented to every Management Committee Meeting.

POSITION DESCRIPTIONS FOR KEDRON WAVELL SERVICES HOCKEY CLUB INC.

Management Committee

President

- Preside at all meetings of the Club where possible and preserve order so that business may be conducted in due form and propriety.
- Responsible for financial management of the Club.
- Represent club at BHA and BWHA meetings or events where required.
- Help the committee prioritise its goals and work with the committee to achieve those goals
- Liaise with management committee to review policy and financial issues.
- Liaise with Brisbane Hockey Management Group Inc. on issues pertaining to Burringbar Park as required.
- Prepare, in conjunction with the Secretary, the Annual Report of the association
- Attend Club games and events where possible.
- Remain well informed of all Club and relevant Association activities.
- Have a good working knowledge of the constitution, rules, policies and procedures and the duties of all office holders and subcommittees
- Network with other clubs to share ideas that may benefit all parties.
- Settling disputes from Members in an efficient manner by following club Code of Conduct and Member Protection Policy.
- Be the point of liaison between the Club and Associations or Hockey Queensland as required.

Secretary

- Attend all meetings of the club.
- Prepare and distribute agendas for all Management and General meetings.
- Inform committee members and Club members of the time, date and venue for meetings.
- Cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management and General meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection.
- Keep the records of the association including all correspondence, maintaining the register of members and other documents relating to the Club.
- Conduct correspondence on behalf of the association with other persons or bodies and in all respects carry out the directions of the Management Committee.
- Prepare Club Annual Report.
- Preparation of nomination forms and agendas for AGM.
- Make appropriate arrangements for the Club Trophy Presentations for both junior and senior sections.
- Collate information from relevant sections on trophy winners and order trophies and engraving as required.

Assistant Secretary

- Take full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management and General meeting.

Treasurer

- Accurately maintain a record of all monies received and payments made to members and outside parties.
- Receive all fees and subscriptions and issue receipts and deposit the amounts to the credit of the Club in such bank as the Management Committee may determine.
- Pay all accounts that have been passed for payment by the Management Committee and legitimate expenses incurred by Club members who may be reimbursed prior to the next Management Committee meeting provided prior authorisation has been given by the Management Committee.
- Prepare a monthly statement of finances to be produced at each monthly Management Committee meeting and submit a statement showing the financial position of the Club at such times as the Management Committee directs.
- Regularly monitor revenue (online payments) and expenditure.
- Monitor payments of players fees.
- Monitor and keep accurate records of all players with payment plans.
- Plan for the Club's financial future in conjunction with the Management Committee. This includes the preparation of a Budget for the upcoming season, setting of player's fees, etc.
- Collection of players fees on club sign on days.

Assistant Treasurer

- Collect all the fee payment information from the relevant sections and collate to the playing members fees register.
- Prepare payments for authorisation.

BHMG Representative *(currently known as Immediate Past President)*

- Being the Club representative at BHMG meetings.
- Booking/cancelling turf/grass fields for training.

Vice President (one each for Ladies, Junior Girls, Mens, Junior Boys)

- Attend meetings of relevant Association as required (or arrange proxy).
- Liaise with relevant Association as required and cc Secretary in any correspondence sent or received.
- Organisation of pre-season turf/grass training.
- Circulate booked times to coaches and players before start of season.
- Attend sign on day and collect Club and Association registration papers for players.
- Ensure Club and Association registration forms are received throughout year for player joining club after sign on day.
- Check that a "clearance" has been received from other clubs if required.
- Ensure all team registrations are complete before start of season

- Enter member details to the Club and other databases as required and update as needed.
- Assist the treasurer in collecting unpaid registration fees for relevant section.
- Prepare and submit senior Team Affiliation forms for the turf and grass teams to the relevant Association by the due date.
- Provide (and keep updated) a list of all players for the relevant section to the Club Secretary.
- Prepare and submit Team lists to the relevant Association by the due date.
- Prepare member reports for the Management Committee monthly to ensure latest information is available.
- Ensure registration processes for new players are adhered to for the relevant Association.
- Ensure all teams have the appropriate number of registered players at all times as per the rules of the relevant Association.
- Liaise with coaches to de-register and drop players as per the relevant Association rules.
- Liaise with treasurer to ensure all fee payments are made
- Ensure all players have the correct uniform and are aware of rules relating to the use of facilities.
- Ensure the team obligations are met by suitably badged umpires
- Liaise with the relevant Association and team coaches in regard to umpire allocations.
- Attend monthly Management Committee meetings.
- Open and close canteen as per roster for relevant section.
- Prepare roster for raffles and canteen for relevant section.
- Provide written report and list of representative players for relevant section for the Club Annual Report.
- Assist with preparation and ticket sales for trophy presentations for relevant section.
- Provide trophy details to Secretary upon request.
- Prepare newsletter to relevant section as required.

Volunteers Manager

- Form and supervise a fundraising committee if required.
- Conceive, plan and implement fundraising activities with the Fundraising Committee.
- Develop a fundraising strategy as approved by the Management Committee.
- Liaise with local businesses regarding contributions for raffles and maintain an up-to-date database of contributing organisations and individuals for appropriate recognition at the end of each season.
- Organise fundraising activities and functions with the Fundraising Committee and present to the Management Committee for approval.
- Oversee the preparation of rosters for volunteers assisting with fundraising activities.
- Ensure material required for fundraising is ordered and available as necessary.
- Supervise the collection of all monies raised and payment to the Treasurer.
- At the end of each function or activity reconcile all funds raised with the Treasurer.
- Maintain records of donations received and successful events for future reference.
- Maintain appropriate fundraising records as required by the Treasurer and Auditor.
- Keep the committee informed of all fundraising matters.
- Have a good working knowledge of the constitution, rules, policies and procedures of the association.

- Have a good working knowledge of legal issues relating to fundraising activities.
- Be aware of the future directions and plans of the Club.

Club Captains (Ladies and Mens)

- Represent the players' interests at all Management Committee meetings.
- Attend Club events as required.
- Participate in, or conduct, fundraising and other Club activities as required.
- Be a role model for players.

Patron (*member of Management Committee but non voting*)

- Be knowledgeable and passionate about the Club.

The following positions are not part of the Management Committee:

Uniform Coordinator

- Order required merchandise and uniforms as necessary.
- Communicate with members uniform queries. Eg; sizes, cost etc.
- Maintain stock of extra player uniforms.
- Keep strict records of all merchandise and uniform sales and forward to Treasurer when necessary.
- Be responsible for the safekeeping, distribution and maintenance of merchandise and uniforms.
- Be responsible for the safekeeping, distribution and sale of merchandise and uniforms.
- Be available as required for the sale of uniforms.
- Arrange for the safe storage of merchandise and uniforms.
- Encourage members and officials to respect the Club's uniforms at all times
- Be aware of the future directions and plans of the Club.
- At the conclusion of each season, or at other times as necessary, perform a stock take of uniforms and merchandise and forward details to Treasurer.

Junior Girls Umpire Coordinator

- Assign and allocate umpires to respective games throughout season.
- Provide support in finding substitute umpires each week.
- Ensure BWHA is informed who is allocated to games each week.
- To ensure umpiring exams are completed and results forwarded to BWHA.

Team Managers

- Provide the team with information about upcoming season - Protocols, Policies and Team expectations payments etc.
- Liaise with relevant section Vice President regarding numbers and teams to be affiliated.
- If required, name the team weekly and arrange substitutions if required.
- Collect turf/player fees each week and bank – email treasurer upon completion.
- Name umpires (Roster completed at beginning of season) where required.
- Complete Team list each game and collect after game as per the requirements of the relevant Association.
- Explain to coaches and players the importance of safety, hygiene and first aid and where to go and who to contact in the event of an emergency or first aid incident.
- Keep accurate records of all injuries and incidents and report to the Management Committee as soon as possible.
- Update the relevant database with match score, team list after each game if required.
- Ensure that all players are in a safe environment at all times.

Website Officer

- Maintain the website.
- At start of each year change all team age requirements, upload new forms, registration process, etc.

Keep the Management Committee informed at all times regarding the website and take guidance from management committee regarding inclusions, operations and amendments required for the website.
- Update home page and latest news information.
- Be aware of the future directions and plans of the Club.

Coaching Coordinator

- Recruit coaches for up coming season before pre season training.
- Consult with committee on coaching selections/appointments and payment where appropriate.
- Chair regular meetings of coaches.
- Ensure coaches are regularly updated with coaching information and trends via coaching courses and relevant websites.
- Liaise with club coordinators in preparation for coaches for clinics and specialist coaching.
- Settles disputes from Members in an efficient manner by following club Code of Conduct and Member Protection Policy. Report to committee any issues that may need to be dealt with on a club basis.
- Attend Club meetings when requested by the Management Committee.
- Explore professional development opportunities to update coaching knowledge and share information with all coaches.