

THE CONSTITUTION GOVERNING
THE MPUMALANGA SCHOOLS HOCKEY ASSOCIATION

As at March 2017

1. NAME

- 1.1 The body shall be called the **MPUMALANGA SCHOOLS HOCKEY ASSOCIATION** (the “Association”), herein after referred to as THE ASSOCIATION
- 1.2 The ASSOCIATION is governed by the rules of the MHA, SAHA and the FIH.

2. DEFINITIONS

- 2.1 The term “South Africa” where used in the **Constitution** shall mean the Republic of South Africa as constituted on 27 April 1994.
- 2.2 The term “**Hockey**” where used in the **Constitution** shall embrace field and indoor hockey, umpiring and administration.
- 2.3 The term “**Province**” where used in the **Constitution** shall mean the Geographic Areas of the **Association** as recognized by SAHA
- 2.4 The term “**Members**” where used in the **Constitution** shall mean:
 - 2.4.1 Schools that are affiliated to The ASSOCIATION.
 - 2.4.2 Clubs that are affiliated to The ASSOCIATION.
 - 2.4.2.1 Clubs may only contain registered learners of Schools that do not have, according to the discretion of the Executive, sufficient learners to make up a complete age group Hockey team and that have not affiliated to The ASSOCIATION.
- 2.5 The term “**Regions**” where used in the **Constitution** refers to the Geographical grouping of schools into areas for administrative purposes as determined by the executive.

3. OBJECTS

The objects of the **Association** shall be:

- 3.1 To control, promote and develop Hockey at all school levels in the **Province** in accordance with the Statutes of the FIH and SAHA;
- 3.2 To support and maintain the rules of the game of Hockey as determined by the FIH and in accordance with the spirit of the Olympic Movement;
- 3.3 To advance the interest of Hockey in the **Province**;
- 3.4 To do all things that may be directly or indirectly conducive to these objects.

4. MEMBERSHIP

- 4.1 Membership of The ASSOCIATION subject to 2.4 hereof, is subject to affiliation fees being paid annually before the first league fixture.

- 4.2 Waiver of affiliation fees may be granted to new members at the discretion of the Council.

5. ORGANISATION

- 5.1 Council, as defined in 6, shall determine the policies of the **Association** and shall be responsible and accountable to the **Members**;
- 5.2 The policies of the **Council** shall be affected and implemented through the **Executive**, as defined in 7.

6. COUNCIL

- 6.1 **Council** shall be constituted as follows:
- 6.1.1 The **Executive**;
 - 6.1.2 The Office Bearers of
 - 6.1.2.1 **Primary Hockey** Management Council.
 - 6.1.2.2 **Boys Hockey** Management Council.
 - 6.1.2.3 **Girls Hockey** Management Council.
 - 6.1.2 The **Members**, each represented by two persons;
- 6.2 **Council** shall elect the Chairperson who shall serve as the Chair of the **Association** for a period of 2 years.

7. EXECUTIVE

- 7.1 The **Executive** shall be responsible to the **Council** for the implementation and execution of the policies and decisions of the **Management Councils**
- 7.2 The **Executive** shall consist of 6 persons.
- 7.2.1 The Chair of the **Association**, who shall serve as the Chairperson of the **Executive**;
 - 7.2.2 The Secretary to be co-opted by the Chair;
 - 7.2.3 The Treasurer;
 - 7.2.4 The Chairperson of Primary Hockey
 - 7.2.5 The Chairperson of Boys Hockey
 - 7.2.6 The Chairperson of Girls Hockey
- 7.3 Each of the **Management Councils** shall include the respective Chairpersons of each region and consist of the following portfolios.
- 7.3.1 League administration and Results.
 - 7.3.2 Provincial Matters.
 - 7.3.3 Trials and Selection

7.3.4 Rules and Technical
Constitution and Bye-Laws

7.3.5 Transformation

- 7.4 Subject to the approval of the **Executive**, the Chairperson shall have the right to co-opt any other person or persons to assist the **Executive or the Management Councils** in the execution of specific duties.

Such person or persons shall be required to attend meetings of the **Executive** for the specific business for which he or she was co-opted and may only vote on issues relating thereto.

- 7.4 The **Executive and Management Councils** shall meet not less than 4 (FOUR) times per annum.

8. GENERAL MEETINGS OF THE ASSOCIATION

- 8.1 It shall be incumbent upon the **Executive** to ensure that a general meeting of the **Management Councils** and **Members** is held every year on such date and at such venue as may be determined by the **Council**.
- 8.2 Notice of such meeting shall be posted not later than **21 (TWENTY ONE)** days prior to the day of such meeting, to the **Executive, the Management Councils, the Members**, and such other persons entitled to receive notice. The notice shall be accompanied by an Agenda of business to be conducted at the meeting, minutes of the previous **General Meetings** and one copy of the annual financial statements for the period ended **30 SEPTEMBER** of that year.
- 8.3 The Chair, and in his/her absence a Nominated Management Council Chairperson, shall serve as Chairperson at all **General Meetings of the Association**.

9. ANNUAL GENERAL MEETINGS

- 9.1 The Agenda of the **Annual General Meetings** shall be as follows:
- 9.1.1 Presentation of Credentials
 - 9.1.2 Approval of the **Notice of Meeting**
 - 9.1.3 Apologies and Obituaries.
 - 9.1.4 Confirm the appointment of delegates of the **Members of Council**
 - 9.1.5 Ratification of minutes of the previous **Annual General Meeting**
 - 9.1.6 Matters arising from the previous **Annual General Meeting**
 - 9.1.7 To receive the activities of the **Association** for the period under review
 - 9.1.8 Matters arising from the reports
 - 9.1.9 Receive, consider and approve the audited annual financial statements for that year
 - 9.1.10 Election of officers referred to 11.2
 - 9.1.11 Consider any proposals from the **Members** which have been received by the Secretary in time for inclusion on the Agenda
 - 9.1.12 Any other business set for discussion by the **Council**

10. SPECIAL GENERAL MEETING

Constitution and Bye-Laws

- 10.1 The Secretary shall convene a **Special General Meeting**. The Agenda shall express the purpose of the meeting to be called and no business other than that which is specified shall be transacted at the **Special General Meeting**.
- 10.2 Notice of a **Special General Meeting** shall be posted not later than **21 (TWENTY ONE)** days prior to the date of such meetings to all persons entitled to receive notice of such meeting. The notice shall be accompanied by an Agenda to be conducted at the **Special General Meeting**.
- 10.3 Attendance at **Special General Meetings** shall be restricted to delegates of the **Members**, and any other persons who the **Executive** may deem fit to invite.

11. NOMINATIONS AND ELECTION OF OFFICERS

- 11.1 The **Members of Council** shall comprise the persons set out in 6.
- 11.2 The following officers shall be nominated and elected **Bi Annually** at an AGM:
- 11.2.1 The Chairperson
- 11.3 Bi-annually the Council shall be entitled to nominate persons for election as officers as set out in 11.2 hereof. The nominations must be received by the Secretary prior to the commencement of the AGM and must be accompanied by the written acceptance of the nominee.
- 11.4 The persons entitled to vote at the **Annual General Meeting** shall, from the nominations submitted, elect the officers referred to in 11.2.
- 11.5 Any member of the Association may be nominated for the position of **Chairperson**.

12. VOTING

- 12.1 At the **Annual General Meeting** or **Special General Meeting**, the number of votes shall be allocated as follows:
- 12.1.1 Each **Member** shall be entitled to **2 (TWO)** votes.
- 12.1.2 Each member of the **Executive and Management Council** shall be entitled to **1(ONE)** vote.
- 12.2 At **Executive or Management Council Meetings** each member of the **Executive or Management Council** present shall be entitled to **1 (ONE)** vote. The Chair shall have a casting vote.
- 12.3 Voting shall be by show of hands or secret ballot.

13. QUORUMS

- 13.1 For **Annual General Meetings, Management Council Meetings, Special General Meetings** and **Council Meetings**, the Quorum shall consist of at least **50%** of the total membership plus one, provided that if such a Quorum is not present within half an hour of the time appointed for the meeting, the Meeting shall stand adjourned for **7 (SEVEN)** days from the appointed hour. At such adjourned Meeting, the members present shall constitute a Quorum.

14. FINANCE

- 14.1 Each **Member** shall pay an annual subscription to the **Association** as determined by the Executive.
- 14.1.2 The Executive shall have the power to impose an affiliation fee on each registered team, or a capitation fee for each team, and may at its discretion impose a different fee for new members.
- 14.1.3 The amount of the affiliation or capitation fees shall be determined annually by Executive at its first meeting after the Annual General Meeting of SASHOC, and be notified to members at the AGM.
- 14.2 The Financial year end of the **Association** shall be **30 September** each year.
- 14.3 **Area of Operation:**
As required in terms of the fund-raising act, 1975, the area in which contributions may be collected and in which services may be rendered, shall be the Republic of South Africa.
- 14.4 **Accounts:**
- 14.4.1 The Treasurer shall keep proper books of accounts and record the income and expenditure of the **Association** and shall at the close of each financial year cause to be prepared and audited Annual Financial Statements for that year which shall be approved by the **Executive** and ratified by **Council**.
- 14.4.2 The Annual Financial Statements shall be submitted to the **Association's** Auditors for audit and copies of the audited statements shall be circulated to the **Members**.
- 14.4.3 On approval by the **Executive** and ratification by **Council** a signed audited copy of the Financial Statements shall be affixed in the Minute Book of the **Association**.
- 14.5 **Bank Accounts:**
The Treasurer shall conduct an account in the name of The ASSOCIATION at a recognized banking institution. Cheques shall be signed by either the Chairperson or the Treasurer and co-signed by any other authorized signatory approved by the **Executive**.
- 14.6 **Funds:**

Funds of the **Association** as deemed by the **Executive** to be in excess of current requirements shall be carried over to the next financial year.

15. AMENDMENT TO THE CONSTITUTION

- 15.1 The **Constitution** of the **Association** shall not be altered except at a **Special General Meeting** called for the purpose, and no alteration shall be made to the **Constitution** of the **Association** unless supported by not less than **2/3RDS (TWO THIRDS)** of the total vote of those present, or represented by proxies, eligible to vote.
- 15.2 Notice of the intention to amend, rescind or add any article or provision of the **Constitution** shall be given to the Secretary who shall within **21 (TWENTY ONE)** days of receipt of such notice call the Meeting by a Notice posted not less than **30 (THIRTY)** days prior to the date of the Meeting to those entitled to receive such notice.

16. REGISTRATION

- 16.1 The **Members** shall maintain a register of their players and only players so registered shall be eligible to play Hockey under the auspices of such **Member**.

17. AMATEUR STATUS

The **Association** and the **Members** will be bound by the conditions as set out in the **FIH Bye-Laws**.

18. COLOURS

The official colours of the **Association** shall be Burgundy, Green and Old Gold. Playing uniforms will be consistent within each gender and throughout all age groups.

19. MISCONDUCT AND DISCIPLINE

- 19.1 The Members shall at all times:
- 19.1.1 abide by the provisions of the **Constitution** and the **Bye-Laws**, and the rules and regulations framed and promulgated in terms thereof.
 - 19.1.2 conduct their own affairs in the best interests of the **Association**.
 - 19.1.3 insofar as is applicable, procure and ensure that their respective representatives, club officials and players, comply and abide by the **Constitution, Bye-Laws** and rules and regulations of **SASHOC, SAHA** and the **FIH** and conduct themselves appropriately with a view to maintaining the best interests of the **Association**.

- 19.2 Without derogating from the generality of the foregoing provisions, the **Association** from time to time, and always consistent with the Rules of the FIH by which it is bound, may frame, adopt and promulgate its own **Bye-Laws** for the purpose of maintaining the best interests of the **Association** and for governing misconduct. Such **Bye-Laws** may include the appointment of a disciplinary committee and its methods of constitution and powers.
- 19.2.1 Any **Member** guilty of any breach of a provision of the **Constitution** or the **Bye-Laws** or any official or player who brings **Hockey in Mpumalanga** into disrepute, shall be liable to discipline by the **Executive** at its sole discretion.
- 19.2.2 Where any **Member** has to discipline any official or player, for a breach of the provisions of the **Constitution, Bye-Laws**, rules and regulations, or in the opinion of the **Executive** does not properly discipline such person for a breach as aforesaid, the **Executive** may require the official or the player duly represented and the **Member** concerned to appear before it for the purpose of enquiring into the alleged conduct and, if necessary, may discipline such official or player.
- 19.2.3 Where any **Member** disciplines any official or player, that official or player shall have the right to appeal to the **Executive**.
- 19.3 At any disciplinary or appeal hearing, the **Executive** shall adopt such rules of procedure as laid down in the **Bye-Laws** or, in the absence thereof, such rules as to it may appear appropriate.
- 19.3.1 In the event of it being found that:
- 19.3.1.1 a **Member** is guilty of breach of the **Constitution** or **Bye-Laws**, rules and regulations framed hereunder, or of conduct which could bring **Hockey in Mpumalanga** into disrepute, the **Executive** may in its discretion impose a monetary fine up to an amount of R500,00 over and above the annual subscription of said member and/or suspension for 1(ONE) year.
- 19.3.1.2 an official or player is guilty of misconduct, the **Executive** may fine or suspend such official or player from participation in the playing or administration of **Hockey** for such an amount or period as it, in its sole discretion, shall determine.
- 19.3.2 Every **Member** shall ensure the effectiveness of any disciplinary action imposed in terms of this Section and preclude any such disciplined official or player from participating in **Hockey** during the period of suspension in its area of jurisdiction.

19.3.3 Every disciplinary meeting or appeal hearing held by the **Executive** shall be reported to the next **Council Meeting**.

20. INDEMNITY CLAUSE

- 20.1 In any action instituted by a **Member** or an official of the Association or any action defended in the name of a Member or an official of the Association the **Member** or the said official shall be personally liable for any debts or obligations, irrespective of the manner incurred.
- 20.2 Any **Member or Official** of the **Association** shall not be indemnified by the **Association**, and it shall be the duty of the Member or Official, out of its funds to pay all costs, losses and expenses which they may incur or may become liable for by reason of any contract entered into or any act or deed done in any way in the discharge of his duty.
- 20.3 The **Association** shall under no circumstances whatsoever be liable for injury or losses sustained by any player, non-player or member affiliated to the **Association**.

21. PUBLIC STATEMENTS

- 21.1 The official mouthpiece of the **Association** shall be the **Executive** and all releases to the Press, Radio or Television shall be authorized by the **Executive** before any such release made. However, for the sake of good order, only the **Chairperson of The Association** (or appointed Spokesperson) may make such statements.
- 21.2 No registered player or other official whomsoever shall make any public statement on behalf of the **Association** without prior approval of the **Executive**.
- 21.3 Members of all sub-committees of the **Executive** shall not divulge any matters of discussion to the Press, Radio or Television.

22. MINUTES OF MEETINGS

22.1 Record:

The Secretaries shall keep minutes of all resolutions and proceedings of all meetings in a book provided for the purpose and such minutes on questions put and vote taken thereon, either at the meeting or at some subsequent meeting, be signed by the Chairperson of the meeting.

When signed by the Chairperson the minutes shall be conclusive evidence of the correctness of the entries herein. Included in this record of minutes shall be copies of all minutes of any sub-committee of the **Executive and Mancos** and any reports prepared by the **Executive and Mancos**.

All minutes of the meetings must be circulated to all parties entitled to receive them within **14 (FOURTEEN)** days of the date of said meeting.

22.2 Confirmation of Minutes:

- 22.2.1 The Minutes of the **Annual General Meetings** and **Special General Meetings** shall be confirmed at an **Executive Meeting** within **90 (NINETY)** days of the **Annual General Meetings** or **Special General Meetings** and shall be ratified at the following **Annual General Meetings** or **Special General Meetings**.
- 22.2.2 Minutes of **Council** Meeting shall be confirmed at an **Executive Meeting** within **90 (NINETY)** days of the **Council Meeting** and ratified at the following **Council Meeting**.

23. DISSOLUTION OF THE ASSOCIATION

If upon dissolution of the **Association** there remain any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall not be paid to or distributed among its **Members**, but shall be given to the **MHA**

BYE-LAWS MPUMALANGA SCHOOLS HOCKEY ASSOCIATION
(THE ASSOCIATION) AS AT March 2017

1. DEFINITIONS

In the Bye-Laws all definitions as set out in Clause 2 of the Constitution shall have the same meaning.

2. EXECUTIVE AND/OR MANCO

2.1 Powers of the Executive and/or MANCO

2.1.1 The Executive and/or MANCO shall have full power and authority to do any act, matter or thing which should or might be done by the Association excepting only such matters as are in the Bye Laws specially reserved to be dealt with at an Annual General Meeting; and in addition to the general powers and authorities hereby conferred on the Executive and/or MANCO, and without in any way limiting such powers and authorities, the Executive and/or MANCO shall have the following special powers which together with its general powers it shall exercise subject always however, to the restrictions imposed by the Constitution.

2.1.1.1 To form and appoint a person, or persons, to such sub-committees as the Council may have instructed it to form in order to fulfill the obligations of the Executive and/or MANCO to the Association.

2.1.1.2 To refer any claim or demand by or against the Association to arbitration and to perform, or refuse to perform, the award.

2.1.1.3 To open banking accounts in the name of the Association.

2.1.1.4 To fix the remuneration of the Association's Auditor.

2.1.1.5 To charge for admission to the grounds or premises at any event held by or on behalf of the Association and to enter into contracts with any relevant organization for the promotion of the sport and for any other purposes incidental to the Association's objects.

2.1.1.6 To utilize the funds of the Association solely for the objects for which it was established or for investment and in no circumstances to distribute any of the Association's profits or gains to any person.

2.2 The Members of the Executive and/or MANCO shall retire Bi-annually but, if eligible for re-election, may be nominated for re-election.

2.3 Notice of Meetings

At the commencement of each year of office the Executive and/or MANCO shall complete and publish to

the Executive and/or MANCO members a timetable of Meetings to be held throughout the year. Such timetable shall serve as notice to the Executive and/or MANCO of each individual meeting.

- 2.4 In the event of an emergency meeting being required the Secretary shall give at least **24 (TWENTY FOUR)** hours notice to the Executive and/or MANCO.

2.5 Attendance

2.5.1 In the event of the Chairman's' absence from the meeting, those members of the Executive and/or MANCO present shall elect a Chairman for that meeting.

2.5.2 A member of the Executive and/or MANCO shall request leave of absence if unable to attend any meeting. Failure to attend **2 (TWO)** consecutive meetings without leave of absence shall cause that member of the Executive and/or MANCO to be reprimanded.

2.5.3 A record shall be kept of the attendance of all members of the Executive and/or MANCO and a summary of this shall be included in the Executive and/or Mancos annual report to the Annual General Meeting.

2.6 Annual Report

The Executive and/or MANCO shall prepare an annual report of its activities which shall be presented to the Annual General Meetings by the Chairman of the Association.

3. ANNUAL GENERAL MEETING

- 3.1 The Annual General Meetings of the Association shall be held on a date set at the preceding Annual General Meetings.

- 3.2 In the event of the Chairman's' absence from the meeting the provisions relating to the appointment of a Chairperson for the meeting shall apply.

- 3.3 The Annual General Meetings shall be held before the 30 October.

4. MINUTES OF MEETINGS

4.1 Record

The Secretary shall keep minutes in a book provided for the purpose of all resolutions and proceedings of all meetings and such minutes shall, when signed by the Chairman of the Association, be conclusive evidence of the correctness of the entries therein. Included in this record of minutes shall be copies of any reports prepared by the Executive and/or MANCO, a Provincial Team Manager, Provincial Team Coach or other bodies or persons holding office in the Association.

4.2 Circulation of Minutes

- 4.2.1 Minutes of Annual General Meetings and Special General Meetings shall be circulated within **30 (THIRTY)** days of the meeting to the Secretaries of all Members.
- 4.2.2 Minutes of the Council Meetings shall be circulated within **30 (THIRTY)** days of the meeting, to Secretaries of the Members.
- 4.2.3 Minutes of meetings of the Executive and/or MANCO shall be circulated to Secretaries of the Members within **14 (FOURTEEN)** days of the meeting.

4.3 Confirmation of Minutes

- 4.3.1. The minutes of Annual General and Special General Meetings shall be confirmed at an Executive and/or MANCO meeting within **90 (NINETY)** days of that Annual General or Special General Meeting and ratified at the following Annual General Meeting or Special General Meeting.
- 4.3.2 The minutes of Council Meetings shall be confirmed at an Executive and/or MANCO meeting within **90 (NINETY)** days of the Council Meeting and ratified at the following Council Meeting.
- 4.3.3 The minutes of the Executive and/or MANCO Meetings shall be confirmed at the following Executive and/or MANCO meeting.

5. REGISTRATION OF PLAYERS

- 5.1.1 Members who participate in Primary Hockey Leagues and trials may only utilize players who are registered learners in Grade 7 and below. **Likewise, members who participate in secondary school leagues may only utilize registered learners who are in Grade 8 and above. An U/14 learner in the Primary school may, however, take part in the U/14 Provincial trails. In such a case prior arrangements must be made with the Executive.**
- 5.1.2 Players shall not be registered with more than **1 (ONE)** member at a time.
- 5.1.3 **Members may only use players that are registered as Full Time Candidates.**
- 5.1.4 No Non-Registered Player may play Hockey in the competitions or leagues of the Association. Members will be subject to disciplinary action by the Council should they permit such non-registered players to participate in such competitions or leagues.
- 5.1.5 Registered players may only play Hockey in the competitions or leagues sanctioned by the Association. Members are subject to disciplinary action by the Council should they permit such registered players to compete in non-sanctioned events.

- 5.2 No Registered Player shall play Hockey outside the Province without prior approval of the Executive.

- 5.3 No Registered Player shall play Hockey outside the Province or in an area in which he/she is not registered except as a member of an official touring team, save where this has been mutually agreed and confirmed between the Member with which he/she is registered and the Executive and/or MANCO.

5.4 **Transfer of Players**

- 5.4.1 Any player wishing to transfer from one member club to another shall be entitled to do so. The club at which the player is registered must issue a letter of clearance to the player.
- 5.4.2 If such a transfer takes place in mid-season, the member concerned must submit notification in writing to the Association of the name of the player joining that member together with a copy of the letter of clearance issued to the player concerned from his/her previous club.
- 5.4.3 Should a player transfer to a club without having obtained the necessary clearance from his/her previous club, such player shall be automatically suspended. In addition, should such player play any game for his/her new club prior to receiving a clearance he/she shall be suspended for a further period of 3 (three weeks) after the date on which his/her clearance was issued.
- 5.4.4 Should a club select a player in respect of whom a clearance has not been received the team for which such player is selected, shall forfeit all points gained while player has played for such team.

6. **VOTING**

- 6.1 At an Annual General or Special General Meeting or Council Meeting voting shall be as in Clause 13 of the Constitution.
- 6.2 Any decision by Council to amend the Bye-Laws shall only be taken with a minimum of 2/3rd's (two thirds) of the votes present at the meeting and voting in favour of the resolution.

7. **AUDITORS**

The books and records of the Association shall be subjected to annual audit by independent auditors.

8. **FINANCE**

- 8.1 Membership fees shall be paid as determined by Council annually.

- 8.1.1 Should a Member not have paid its subscriptions and other dues to the Association by the time of commencement of the Annual General Meeting, that Member will be entitled to attend the Annual General Meeting and Council Meeting but shall not be entitled to vote without the approval of the Executive and/or MANCO. Furthermore, such Member or affiliate member shall not participate in any of the Association's activities unless these amounts have been paid in full at the commencement of the league.

8.2 Financial Statements of the Association

- 8.2.1 The Treasurer shall keep proper books of accounts and record the income and expenditure of the Association and shall at the close of each financial year cause to be prepared and audited annual financial statements for that year, which shall be approved by the Executive and/or MANCO and ratified by Council.
- 8.2.2 The annual financial statements shall be submitted to the Association's auditors for audit and copies of the audited statements shall be distributed to all Members at the Annual General Meeting. Following approval at the Annual General meeting, a signed copy shall be affixed in the minute book of the Association.

8.3 Bank Accounts

The Treasurer shall conduct an account on the name of the Association at a recognized banking institution. Cheques shall be signed by either the Chairman or Treasurer and co-signed by any other authorized signatory approved by its Executive and/or MANCO.

8.4 Budget

The Treasurer of the Association shall draw up budgets to cover forward planning which shall be reviewed by the Executive and/or MANCO from time to time.

8.5 Expenses of Officials

All references in the Bye-Laws to the liability of the Association to meet the traveling and accommodation expenses of its officers shall be as determined by the Executive and/or MANCO prior to such expenses being incurred.

- 8.6 Honoraria to be decided at each Annual General Meeting.

9. SELECTORS, UMPIRE SELECTORS AND MANAGERS

- 9.1 All representative teams shall be selected according to the policies as set out by SAHA from time to time and by not less than 3 selectors appointed by the Executive and/or MANCO to select the teams.

All Team Coaches shall be advisory members of the respective selection panels. Assistant Coaches may be present at selection. Conveners of the selection

panels shall have a casting vote. Appointments for each of the above shall be made

annually by the Executive and/or MANCO after consideration of nominations received from the Members.

- 9.2 All representative umpires shall be selected by the Executive and/or MANCO.
- 9.3 The duties of the team selectors shall be detailed by the Executive and/or MANCO.
- 9.4 The selection policy to be adopted by the selectors shall be decided by the Executive and/or MANCO.
- 9.5 Should the manager or coach of a team on a tour become indisposed, they shall be replaced by decision of the Executive and/or MANCO.
- 9.6 Team Coaches of representative teams at all levels shall submit an annual report to the Executive and/or MANCO on coaching activities by the **30th SEPTEMBER** each year. Each respectively shall submit further reports at the completion of any tour. The report for a tour shall be received within **30 (THIRTY)** days of the tour.
- 9.7 Within **2 (TWO)** weeks of their appointment by the Executive and/or MANCO the Secretary of the Association shall notify, in writing, all coaches and umpires of their appointment.

10. TEAM MANAGERS

- 10.1 All representative teams shall have a manager who shall be appointed by the Executive and/or MANCO.
- 10.2 The duties of each manager shall be detailed by the Executive and/or MANCO.
- 10.3 The Manager shall submit a full tour report and financial report to the Executive and/or MANCO on the completion of any tour. This shall be done within **30 (THIRTY)** days of the completion of the tour.
- 10.4 On tour the manager shall be responsible for all team administrative matters not covered by the Bye-Laws. 'On Tour' covers the period from the time the team first assembles until the time that the team officially disbands.

11. AMATEUR STATUS

The amateur status of individuals shall be governed mutates mutandis by the provisions relating thereto contained in the Statutes of the International Hockey Federation (FIH).

12. REPLACEMENT OF ELECTED OFFICE BEARERS

The following procedure shall be adopted for the replacement of office bearers where a vacancy should occur during their term of office:

- 12.1 The Executive and/or MANCO shall appoint a replacement.

13. CONTRACTS

- 13.1 All officials who participate in any Provincial team or squad coaching or training shall enter into an agreement with the Association, the terms of which shall be determined by the Executive and/or MANCO from time to time.
- 13.2 All officials selected for squad training of the Provincial team during a season shall give a written undertaking of their availability for any squad training for that particular team.
- 13.3 Any player selected for a representative team who withdraws after the stated deadline without, according to the Executive and/or MANCO, a valid excuse is liable to be 'blacklisted' from further selection for a period of 1 (ONE) year.
- 13.4 Any player selected for a representative team who fails to pay for his/her playing uniform and tournament fee in full without prior arrangement with the MANCO is liable to be 'blacklisted' from further selection for a period of 1 (ONE) year.

14. PLAYING UNIFORM

- 14.1 All FIH regulations apply.
- 14.2 All players must appear on the field in the regulated uniform of their club, to consist of shirts, regulated length skirts/shorts or dresses and knee length socks.
- 14.3 White Socks **may** be worn.
- 14.4 Shin pads and gum guards are compulsory for all league fixtures.
- 14.5 'Ski' pants must be of the same colour as the uniform and may not protrude from the outer garment.
- 14.6 No club or team within club colours can be refused permission to play.
- 14.7 In the event of a clash of colours, the home team to the league must field a change of colours (socks and pinnies). The Executive and/or MANCO Committee may, at its discretion, allow a club extra time to obtain uniforms if problems have been encountered.

15. METHOD OF COMPETITION

The format and structure of the Leagues shall be determined by the MANCOs.

- 15.1 For each league match the following points will be awarded:
- 15.1.1 4 (FOUR) points for the winner
 - 15.1.2 0 (NIL) points for the loser
 - 15.1.3 1 (ONE) point for each team in the event of a goalless draw
 - 15.1.4 2 (TWO) points for each team in the event of a draw with goals
 - 15.1.5 The total number of points obtained by each team at the termination of the league program shall determine the team's ranking in the league.

15.2 Should the situation arise at any time where two or more teams have the same number of points, then:

15.2.1 The position of the teams shall be decided upon a goal difference basis, i.e. goals for minus goals against, biggest difference wins.

15.2.2 Should there still be equality then the team with the greatest number of goals scored wins.

15.2.3 Should there still be equality, then the position will be decided by the number of games won.

15.2.4 Should there still be equality then results of the two teams concerned will be used.

15.2.5 Should there still be equality then **an 8 second shoot out** between the 2 teams will be held.

15.3 Clubs having more than one team in the same league shall grade those teams and their players in order of merit, A,B,C,, etc. Any player dropped to a lower team or league may not be promoted before he/she has played two games in that lower team. No player shall play for more than one team on the same fixture.

Clubs defaulting any of the above rules shall be penalised by the loss of all points and goals during the **two** games concerned. In this case the opposing teams shall be awarded 3 goals.

15.4 The winners and runners-up of each league will progress to the League finals play offs.

15.5 The format of the League finals play offs shall be determined by the Executive and/or MANCO in consultation with the members.

15.6 If, during the final of the League play offs, there is a draw, then the 2 teams concerned shall share the winners title.

15.7 Duration of Games

15.7.1 Girls 1st Team games shall be 30 minutes per half with minimum 5 minutes and maximum 10 minutes half time.

Boys 1st Team games shall be 30 minutes per half with a minimum of 5 minutes and maximum of 10 minutes half time.

15.7.2 2nd Team, U/16 and U/15 games shall be 25 minutes per half with minimum 5 minutes and maximum 10 minutes half time.

15.7.3 U/14 games shall be 20 minutes per half with minimum 5 minutes and maximum 10 minutes half time.

15.7.4 U/13 games shall be 20 minutes per half with minimum 5 minutes and maximum 10 minutes half time.

15.7.5 U/12 games shall be 20 minutes per half with minimum 5 minutes and maximum 10 minutes half time.

15.7.6 U/11 games shall be 15 minutes per half with minimum 5 minutes and maximum 10 minutes half time.

15.8 Any member who qualifies for inclusion into the League finals playoffs and who, according to the discretion of the Executive and/or MANCO, withdraws without a valid reason or without sufficient notice is subject to disciplinary action according to Clause 19 of the Constitution.

16. CANCELLATION AND POSTPONEMENT OF MATCHES

16.1 As a general rule no league matches may be postponed and must be pre-played.

16.2 In the event that a team participating in a scheduled game:

16.2.1 Has 3 (THREE) or more players being required to represent the Province, or Youth forum representation matches, or

16.2.2 Has the goalkeeper been required to undertake provincial or representative duties.

A postponement may be granted provided the opposition club, the league registrar and the Rules and Technical Chairperson have been notified.

Such postponed game shall be played within 2 (TWO) weeks of the scheduled date.

16.3 **In the event of the abandonment of a game by mutual consent** that prohibits the completion of a league match, such matches shall be declared postponed matches. Such postponed matches must be played within 2 (TWO) weeks of scheduled date **at the venue of the visiting team.**

16.4 Clubs forced to scratch a match must notify their opponents, the League Registrar and the Rules and Technical Chairperson at least 24 (TWENTY FOUR) hours before the time scheduled to play. Clubs failing to do so, will be fined an amount as determined by the Executive and/or MANCO Committee yearly.

16.5 Clubs wishing to pre-play matches, or change the starting times of matches, may do so by mutual agreement and arrangement with the opposition teams.

16.6 In the event of a club:

16.6.1 failing to fulfill a fixture without prior notice, or

failing to arrive at a venue to enable the fixture to start no later than 15 (FIFTEEN) minutes after the scheduled starting times. (Minimum 8 (eight) players)

the opposition will receive the points for a win and three goals.

16.6.2 withdrawing from the league prior to the conclusion of the Finals, all scores and points for that club and their opponents will be disregarded.

17. RESULTS AND TEAM MEMBERS RETURNS

17.1 Both members shall ensure that the result card with the list of registered players that played in that match with the result and both umpires signature must be faxed to the Registrar within 2 (TWO) days after completion of the match.

- 17.2 At the discretion of the Executive and/or MANCO members rendering incorrect team returns shall forfeit points gained and goals scored for the matches concerned.
- 17.3 Members not submitting returns will be penalized at the discretion of the Executive and/or MANCO Committee.

18. MISCONDUCT AND DISCIPLINE

- 18.1 All action taken by umpires regarding the temporary or permanent suspension of a player from any game must be reported to the Rules and Technical Official by both members concerned and to the League Registrar within 2 (TWO) days of the incident. Any telephone communication must be confirmed in writing.
- 18.2 Players being issued with cards during the course of one season are subject to the following disciplinary measures:
- | | | | |
|--------|--|---|-----------------------------|
| 18.2.1 | 3 (THREE) green cards | - | 1 (ONE) game suspension |
| 18.2.2 | 2 (TWO) green cards and
1 (ONE) yellow card | - | 1 (ONE) game suspension |
| 18.2.3 | 2 (TWO) yellow cards | - | 2 (TWO) suspensions |
| 18.2.4 | 1 (ONE) red card | - | 3 (THREE) games suspensions |
- 18.3 The suspension in respect of 18.2.1, 18.2.2, 18.2.3 shall not be appeal able.
- 18.4 An appeal in respect of the suspension imposed in terms of 18.2.4 shall lie with the Executive and/or MANCO Committee, provided that notice of such appeal must be given in writing to the Association's secretary within 48 (FORTY EIGHT) hours after the end of the game concerned, and signed by the umpires.
- 18.5 It shall be the responsibility of every member club to maintain a roster of disciplinary cards awarded against its players, and it shall be the duty of each club member to impose automatic suspension on their players when the required number of cards have been received. Any club not imposing the automatic suspension of such player shall be subject to such penalty as the Executive and/or MANCO Committee may from time to time determine.
- 18.6 Any member wishing to lodge an appeal against any other member with regard to the noncompliance of points 14, 15, 16, 17 or 18 must indicate their intention in writing on the match report form on completion of the fixture.
- 18.7 Any appeal must be submitted in writing to the League Registrar and Rules and Technical Official within 5 (FIVE) days of the completion of the fixture.

19. UMPIRING

- 19.1 It is the responsibility of each member to ensure that their representative umpires have been graded by, or had their grading approved by, The ASSOCIATION Rules and Technical official or representative.

19.2 The validity of The ASSOCIATION umpire grades shall be 3 (THREE) years.

19.3 At the discretion of the Executive and/or MANCO, a The ASSOCIATION graded/approved umpire may have his/her grading/approval suspended if said umpire is deemed to have performed below his/her acquired grading.

19.4 All A team league games must be umpired by The ASSOCIATION graded or approved umpires.

19.5 A team may not be umpired by its own coach unless both members consent in writing before the game on the match sheet.

20. GENERAL

20.1 Any policy or organizational decisions made by the Council or the Executive and/or MANCO, which are not contrary to the Constitution or Bye Laws, shall remain as valid and enforced until a contrary decision is made by the Council or Executive and/or MANCO.