



# **TOOWOOMBA HOCKEY ASSOCIATION INCORPORATED**

## **BYLAWS**



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## DEFINITIONS

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- 1) **Affiliated Association** means any other hockey association outside of the THA Area, which the Association has entered into partnership with.
- 2) **Affiliated Club** means any other club who participates in competitions run by the Association from time to time, is not described as a Major Club and includes those clubs referred to in the Bylaws as a 'Minor Club'.
- 3) **Association** means the Toowoomba Hockey Association Incorporated.
- 4) **Casual Player** means a Player who plays a limited number of games per year in a Senior or Masters competition.
- 5) **Cas 5 Player** means a Casual Player who plays no more than five (5) games per year in our Association.
- 6) **Cas 10 Player** means a Casual Player who plays no more than ten (10) games per year in our Association.
- 7) **Club Official** means a member of the Executive Committee for a Major or Affiliated Club, which includes the positions of: President, Vice President, Secretary, Treasurer and Registrar.
- 8) **In writing** means any written correspondence, email or communication sent via an appropriate channel or an official electronic system (does not include social media). Such writing must be on a Major Club or Affiliated Club letterhead and signed by a Club Executive.
- 9) **Major Club** means a club that has complied with section 1.2 in the Bylaws.
- 10) **Protest** means a written submission made by a Club Executive to the THA seeking an official review of a match where it is alleged that a breach of the playing rules and/or competition regulations may have occurred and may have influenced the final outcome of a specific game.
- 11) **Toowoomba Hockey Association (THA)** being the governing Association of Hockey in the THA Area.
- 12) **THA Area** means the city of Toowoomba and such other local government areas adjoining the city of Toowoomba, for which the Association may govern the game of Hockey as approved by Hockey Queensland from time to time.



## 1. AFFILIATION

### 1.1. MAJOR CLUBS, AFFILIATED CLUBS AND AFFILIATED ASSOCIATIONS

Pursuant to the THA Constitution, Rule 5 – Affiliations, Major Clubs, Affiliated Clubs and Affiliated Associations will nominate for the season at a time set by the THA of the current year and be bound by the rules of the THA.

The rules of the THA require the Major Clubs and Affiliated Clubs to provide members to take up voluntary positions within the THA. All positions of the THA held by a person who is eighteen (18) years or older, must be an Ordinary Member or Life Member of the THA and hold a current Blue Card.

### 1.2. MAJOR CLUBS

1.2.1. A Major Club is a club that has been granted affiliation of the THA and which can maintain the requirements of the Constitution Rule 33 – Major Club.

1.2.2. It is not a requirement for a Major Club to nominate with the Association each year, as they are considered as having permanent affiliation and therefore, only need to supply the teams and player registrations as required by the THC.

1.2.3. To become a Major Club affiliated with the Association, the Club shall forward a letter to the Association's Secretary and the letter will include the following:

- The name of the Club;
- A list of Club Officials, including each person's contact addresses and phone numbers;
- The details of the uniform proposed to be worn by its teams;
- The number of teams and the grades that the club intends to begin with; and
- The current list of Club members.

A fee set by the Board of Directors, which may change from time to time, will also be requested to fulfil the requirements of the nomination.

The Board of Directors will take into consideration all information gathered, conduct any further investigation as deemed necessary and determine whether to approve or not.

1.2.4. The Board of Directors have the right to remove the Major Club status from any Club.

1.2.5. A Major Club must remain solvent and compliant with the requirements of relevant legislation.

### 1.3. AFFILIATED CLUBS

For a Club to become affiliated with the THA, they must forward a letter of application addressed to the Association's Secretary. This letter must include, but not limited to, the following:

- The name of the Club;
- A list of Club Officials, including each person's contact addresses and phone numbers;
- The details of the uniform proposed to be worn by its teams;
- The number of teams and the grades that the Club intends to begin with; and
- The current list of Club Members

A fee set by the Board of Directors, which may change from time to time, will also be requested to fulfil the requirements of the nomination.

The Board of Directors will take into consideration all information gathered, conduct any further investigation as deemed necessary and determine whether to approve or not.



## 1.4. AFFILIATED ASSOCIATIONS

The Board of Directors may, upon application, sanction the participation of teams in the Association's premiership competitions from outside of the THA Area. Any team or teams so sanctioned must agree to affiliate with the THA and as part of the application, to abide by the terms and conditions of the Association's Playing Rules and Regulations and Bylaws as related to premiership competitions; or any 'Special' terms and conditions the Board of Directors deem as appropriate.

## 1.5. MEMBERSHIP

Each registered player, which includes a Casual Player, who is eighteen (18) years or older will become an Ordinary Member of the Association and pay the annual Association Membership Fee. Membership shall be affected either on or before the first game of a premiership competition or the day the player turns eighteen (18) years of age.

A non-player member who holds a volunteer position with their Club and is of the age of eighteen (18) years or older, may apply to become a THA Ordinary Member. The application will be in accordance with the THA procedures. Membership will be granted upon approval by the Board of Directors and payment of the annual Association Membership Fee.

The Board of Directors has the right not to accept an application of Membership and the right to approve or decline the application.

### 1.5.1. Personal Grievances

The THA has implemented a Personal Grievances Policy that provides a clear framework for the management and resolution of grievances within the Toowoomba Hockey Association Inc. (THA). This policy is intended to ensure that all members and volunteers of the Association are treated fairly and with respect, and that any grievances are handled promptly, impartially, and in accordance with relevant legislation, including The Associations Incorporation and Other Legislation Amendment Regulation 2023.

## 1.6. AFFILIATION ACCEPTANCE

A Club or another Association shall become affiliated upon it being notified that the Toowoomba Hockey Association's Board of Directors has accepted its application. An Affiliated Club or Affiliated Association will be liable for the payment of all fees and subscriptions payable under the Constitution and Bylaws of the Toowoomba Hockey Association.

The members of Affiliated Clubs and/or Affiliated Associations will be subject to the THA Constitution, THA Bylaws and Playing Rules.

# 2. ANNUAL SUBSCRIPTION AND PLAYING FEES

## 2.1. FEE STRUCTURE

The Board of Directors will approve and distribute the Fee Structure form by the 15<sup>th</sup> December of the current year.

## 2.2. ACCESS FEE FOR OUTDOOR COMPETITION

The Board of Directors may impose an access fee at a rate determined by the Board of Directors for any event or competition run by the Association.

### 2.2.1. The Access Fee for the outdoor competition will be notified to all Major Clubs, Affiliated Clubs and Affiliated Associations prior to the commencement of any outdoor competition.



The total access fee for each Major Club and Affiliated Club is calculated by using the Club's number of players from the previous year multiplied by the access fee set by the Board of Directors.

The Major Clubs, Affiliated Clubs or Affiliated Associations will be responsible for paying the access fee for each of their playing members.

The total calculated access fee will be divided into five (5) equal payments with the fifth payment being adjusted, either plus or minus, to account for the actual registered player numbers in the current year.

An invoice for each of the five (5) payments will be issued in March, April, May, June, and July and must be paid by the date stated on the invoice.

Any registration of players accepted by a Club, which was not accounted for in the fifth invoice, the Club will receive a separate invoice for their fees.

A player may register for the entire season or as a Casual Player, refer Definitions 4, 5 and 6. A Casual Player will be required to pay the Access Fee at the following rates:

- Cas5 registration – 30% of the full Access Fee
- Cas10 registration – 60% of the full Access Fee

Should a Casual Player wish to be registered for the remainder of the year to be eligible to play in the remaining fixture games in the season, then the player must pay a further Access Fee and an Administration Fee will apply as outlined below.

- Cas5 registration – 70% of Access Fee plus a further 10% of Access Fee (Administration Fee)
- Cas10 registration – 40% of Access Fee plus a further 10% of Access Fee (Administration Fee)

If a Cas10 player has played their allocated number of games and is eligible to play in the finals, according to Playing Rule 5 PREMIERSHIP Rules – FINALS, they may pay a Finals Fee per game to compete in the finals for their registered team. **Note: if the player is registered with HQ as a casual player, other fees may need to be paid to HQ.**

The Board of Directors may alter the Access Fee and payment requirements for an Affiliated Club or Affiliated Association depending on the circumstances surrounding their affiliation with the Association. Such a consideration for the Board of Directors may be when affiliation was approved by the Board of Directors, for example – if the current year is the first year they apply for affiliation, therefore the calculation mentioned above does not apply.

### 2.3. REFUND OF ACCESS FEES

The Major Clubs, Affiliated Clubs or Affiliated Associations Officials may submit an application to the Board of Directors to consider an Access Fee refund due to a player's inability to continue to play for the season. The application must include all relevant information concerning the player's circumstances and be submitted as required in Clause 2.3.3. The Board of Directors will review the application and reply to the appropriate Official with their decision.

2.3.1. The fees that are refundable are Access Fees.

2.3.2. The fees that are **NOT** refundable are as follows:

- All Hockey Australia fees and levies;
- All Hockey Queensland fees and levies;
- Hockey Queensland insurance;
- THA registration; and
- Association membership fee



2.3.3. Reimbursement of Access Fees will be in accordance with 2.3.3 (a) and (b) below.

2.3.3 (a)

If a player seeks reimbursement of fees due to injury or relocation due to work commitments and is unable to continue playing hockey, they must notify their Club Officials upon occurrence of injury or transfer. The Club Officials must notify the Board of Directors within 4 (four) weeks of the player's notice to the Club Officials and advise the date of the last game they played. Fees will be then reimbursed from the date of the last game played using the schedule below.

March	April	May	June	July	August
Refund 5/6 of the fees	Refund 2/3 of the fees	Refund 1/2 of the fees	No Refund	No Refund	No Refund

2.3.3 (b)

**If a player joins hockey from June onwards** and seeks reimbursement of fees due to injury or relocation due to work commitments and is unable to continue playing hockey, they must notify their Club Officials upon occurrence of injury or transfer. The Club Officials must notify the Board of Directors within 4 (four) weeks of the player's notice to the Club Officials and advise the date of the last game they played. Fees will be then reimbursed from the date of the last game played using the schedule below.

March	April	May	June	July	August
			Refund 2/3 of the fees	No Refund	No Refund

## 2.4. REGISTRATION FEES FOR OUTDOOR COMPETITION

The Board of Directors may impose a registration fee at a rate determined by the Board of Directors for any event or competition run by the Association.

Each player is required to be registered with Hockey Australia and Hockey Queensland, which includes player insurance, to be eligible to compete in the competitions run by the THA. The insurance and registration fees are determined by Hockey Australia and Hockey Queensland annually.

A player who is registered with THA and who is un-financial with Hockey Queensland will be deemed for all purposes to be un-financial with THA.

A player may register for the entire season or as a Casual Player, refer Definition 4, 5 and 6. A Casual Player will be required to pay all Hockey Australia, Hockey Queensland and THA registration and insurance fees.

The THA registration fee is determined by the Board of Directors annually for the outdoor season.

Registration Fees will be notified in writing to all Major Clubs, Affiliated Clubs and Affiliated Associations by the THA no less than six (6) weeks prior to the commencement of any outdoor competition.

The total Registration Fee for each Major Club and Affiliated Club is calculated by using the Club's number of players from the previous year multiplied by the Registration Fee set by the Board of Directors.

The Major Clubs, Affiliated Clubs or Affiliated Associations will be responsible for paying the Registration Fee for each of their playing members.



The total calculated Registration Fee will be divided into five (5) equal payments with the fifth payment being adjusted, either plus or minus, to account for the actual registered player numbers in the current year.

An invoice for each of the five (5) payments will be issued in March, April, May, June and July and must be paid by the date stated on the invoice.

Any registration of players accepted by a Club, which was not accounted for in the fifth invoice, the Club will receive a separate invoice for their fees.

The Board of Directors may alter the Registration Fee and payment requirements for an Affiliated Club or Affiliated Association depending on the circumstances surrounding their affiliation with the Association. (Refer last paragraph in Clause 2.2.1 Access Fees).

## 2.5. SOCIAL ACTIVITIES AND COMPETITIONS

Fees for all social competitions conducted by the Association will be determined on a per-competition basis.

## 2.6. ASSOCIATION MEMBERSHIP FEE

The Association Membership Fee is a one-off payment per year and the year will commence on a date that the Board will stipulate.

The amount of the Association membership fee shall be established by the Board of Directors. This will be notified in writing to all Major Clubs and Affiliated Clubs.

The THA will invoice the relevant Major Club or Affiliated Club for payment to the THA of all Association Membership Fees.

The Board of Directors may alter the payment requirements for an Affiliated Club depending on the circumstances surrounding their affiliation with the Association.

## 2.7. PLAYING FIELD USAGE FEES

The Board of Directors may impose field usage fees for the use of the grass and artificial playing fields that are part of the Toowoomba Hockey Centre, Clyde Park.

These fees shall apply to all Affiliated Clubs of the THA and any other organisation that are approved to use these facilities.

The amount of playing field usage fees shall be determined by the Board of Directors and paid on receipt of an official invoice.

Field usage fees shall be payable no later than the date stated on the invoice.

## 2.8. ANNUAL FEE

The Board of Directors may impose an annual fee to each Major Club or Affiliated Club to assist in funding either the hockey programs or capital improvements to the hockey facilities. The Board of Directors of the Association shall forward details and the amount of such annual fee to each Major Club or Affiliated Club. The annual fee shall be paid in the manner determined by the Board of Directors.

## 2.9. THA FEES IN ARREARS

Major Clubs, Affiliated Clubs or Affiliated Associations failing to pay any of the THA fees before the due date as specified by the Board of Directors, the Major Club, Affiliated Club or Affiliated Association will be deemed to have forfeited all matches played after appropriate due dates.



The forfeited matches will continue during the period that such fees remain unpaid.

The exception to this rule is as follows:

- a) If prior arrangements have been made with the Board of Directors for an extension of the time for payment; or
- b) The Major Club, Affiliated Club or Affiliated Association provide details of the circumstances stating why the fees were not paid in time; and these circumstances are considered as acceptable to the Board and the Board deems the penalties will not be enforced.

## 2.10. FORFEITURE PENALTY FEE

In the case of an unnotified forfeit, the Major Club, Affiliated Club or Affiliated Association concerned shall pay to the Association a forfeiture payment as determined by the Board of Directors.

# 3. STANDING COMMITTEES

## 3.1. GENERAL COMMITTEES

There shall be three (3) standing committees, being the Toowoomba Hockey Committee, the Judiciary Committee and the Appeals Committee, and Subcommittees shall be formed as required. Such subcommittees may include, but not limited to, the Grading Panel, Selection Panels for Representative Teams, and the THA Indoor Committee.

## 3.2. TOWOOMBIA HOCKEY COMMITTEE

### 3.2.1. Membership

The THC shall consist of people who are interested in the advancement of hockey within the THA. It would be expected all nominated delegates would have appropriate hockey experience.

The THC shall consist of the following members:

- a) An individual appointed at the discretion of the Board of Directors who will chair the meetings,
- b) Up to ten (10) delegates from the Major Clubs,
- c) The Hockey Manager,
- d) A Hockey Administration staff member, who will act as the minute secretary for the meeting,

The term served in a position on the Toowoomba Hockey Committee is up to a three (3) year period for the duly elected delegate.

### 3.2.2. Voting

- a) For voting purposes, a quorum shall consist of half the number of delegates plus one (1):  
In the event of a tied vote, the question shall be deemed to be decided in the negative.
- b) The Chair of the THC, appointed by the Board, will have a vote.
- c) All delegates will have a vote.
- d) The Hockey Manager will not have a vote.
- e) The Minute Secretary will not have a vote.



### 3.2.3. Method of Appointment

The Board of Directors shall make the final appointment decision of the members of the THC.

The Board of Directors may, at their discretion, decide to exercise a variety of selection techniques (e.g. interviewing each nominee) in the interest of selecting a Committee that are capable of and willing to fulfil the duties of the role in the best interest of hockey. If necessary, the Board of Directors may request a club to provide alternative nominees.

### 3.2.4. Responsibilities

The THC, as an appointed committee by the Board of Directors, shall have the following responsibilities:

- a) In general, the organisation and playing of the sport of hockey in Toowoomba.
- b) The administration of the playing of the sport of hockey, its draw, the communication of the draw and advising the general community of game results.
- c) The coordination of all hockey tournaments, being state and national titles, international games, national games, inter-city competitions and any other hockey carnivals or games held in Toowoomba.
- d) Training, development and marketing of umpiring and technical officials, which includes the selection and rostering for all games and providing a mentoring programme.
- e) A member of the THC may be allocated responsibility for coordinating various portfolios. These may include, but are not limited by the following: Playing Rules, Events, Fixtures, Match Directing, Representative, Umpiring, Masters, and Volunteers.
- f) The rostering of all volunteers for administration of the water-based surface.
- g) To hear and adjudicate on protests pertaining to the rules of the sport of hockey, pursuant to the THA Bylaws and THA Constitution, with the exception of those matters which are referred to the Judiciary Committee pursuant to the THA Bylaws and Constitution.
- h) The endorsement of eligible selected Toowoomba representative players of all levels within the rules set down by the Board of Directors prior to that team being announced for state titles.
- i) Marketing and promotion of the sport of hockey.
- j) To liaise with the Hockey Manager and Coaching Manager with the co-ordination of all representative teams including their travel arrangements, collection of funds from players, informing managers of their responsibilities and all matters in relation to representative teams.
- k) To liaise with the Hockey Manager and Coaching Manager with regard to the coaching and training of elite players.
- l) To promote the growth and playing numbers of hockey.
- m) To develop and oversee a system for the allocation of points for the 'Best and Fairest' and 'Player of the Match' for all the first division (A1) men's and women's matches and any other appropriate system for all masters, senior and/or junior premiership competitions.
- n) To act at all times within the policy guidelines, rules, THA Bylaws and Constitution set by the Board of Directors of THA.
- o) To seek direction from the Board of Directors for final determination on any and all matters which are presented that fall outside the wording and/or jurisdiction of the THA Playing Rules.



- p) To assist with the review and updating of the Playing Rules.
- q) To select members of sub-committees of the THC and provide recommendations to the Board.
- r) At the conclusion of the season, the THC shall provide a report addressing significant achievements and/or challenges around all areas of coaching, managing, performance and the results of representative teams for inclusion in the Association's Annual General Report.

### 3.2.5. **Penalties**

#### FAILURE TO COMPLY

In the first (1st) instance of a breach, the THC may, at their discretion, issue a notice to remedy the breach with no penalty being imposed. Further breaches by the same club will result in the penalties outlined below.

A breach of the requirements as per the THA Playing Rules will deem the team as not registered and the team will not be eligible to receive any premiership or club championship points for games played during such time as they were in breach.

The penalty for the breach of a Playing Rule in Section 3.3 shall also be applied.

In the event the unregistered team wins a game that has been played during the time they were in breach, the opposing team will have any points accredited to it for a loss or draw deducted and receive the points for a win and any goals scored by them.

Examples:

- a) If the team not in breach lost the game, they will receive 3 points for the win.
- b) If the game is drawn the team which is not in breach will have their 1 point for a draw deducted and receive three points for a win.

#### FAILURE TO PROVIDE AN UMPIRE (Junior Divisions)

Should a Major Club or Affiliated Club not allocate an individual (by name), who can realistically be expected to complete umpiring duties, as determined by the THC, then that Major Club or Affiliated Club will be penalised a fee, set by the Board of Directors, for each occurrence.

#### FAILURE TO PROVIDE AN UMPIRE (Senior Divisions)

If a player that has been allocated an umpiring duty by a Major Club or Affiliated Club does not perform their umpiring duties and they are not replaced by the appointed Major Club or Affiliated Club with a suitably experienced person who can realistically be expected to complete umpiring duties, within five (5) minutes of time-on, the appointed Major Club or Affiliated Club will receive a fine, set by the THA, and lose three (3) championship points.

#### FORFEITURE OF A GAME

It is the responsibility of the Major Club, Affiliated Club or Affiliated Association to inform the chair of the THC in writing at least 48 hours prior to the scheduled match that it will be unable to play and provide the reason for the forfeiture.

The THC will determine, at their absolute discretion, whether the reason is acceptable, and the game will be recorded as a 'notified forfeit', or unacceptable, and the game will be recorded as an 'unnotified forfeit'.

As soon as practical, the THC will notify all appropriate game officials involved in such a game that the game will not be proceeding.



In the event of any team/teams forfeiting a premiership competition match, the appropriate point system will apply in accordance with Playing Rule 3.3 'Allocation of Premiership Points'.

In the case of an unnotified forfeit, the Major Club, Affiliated Club or Affiliated Association concerned shall pay to the Association a forfeiture payment as determined by the Board of Directors.

In the case of the forfeit status issued to a team playing in the finals, refer Playing Rule 5.1.5 'Failure to Comply', the above forfeiture payments will apply.

Chair of the THC email address – [chair@toowoombahockey.com.au](mailto:chair@toowoombahockey.com.au)

Hockey Administrator email address - [office@toowoombahockey.com.au](mailto:office@toowoombahockey.com.au)

### 3.2.6. Authority to Take and Consider Protests

A protest relating to the Association's Bylaws and Playing Rules may be made to the THC by an Executive member of the protesting club, only if it is made in writing and filed by 5pm Tuesday following the fixture weekend of the occurrence. Written protests need to be emailed to [office@toowoombahockey.com.au](mailto:office@toowoombahockey.com.au), and then forwarded to the THC.

The THC must formally consider every protest filed with it according to procedures that it deems appropriate. The THC shall have the power to:

- a) Dismiss the protest;
- b) Order a replay of a game in question;
- c) Order other appropriate relief.

### 3.2.7. Review of THC Decisions

A Major Club may request the Board of Directors to review of a decision made by the THC regarding the application of the THA Playing Rules.

The request must be in writing and emailed to [secretary@toowoombahockey.com.au](mailto:secretary@toowoombahockey.com.au) within 14 days from the date of the THC decision.

The request must include all the information and material the Major Club and/or Affiliated Club is relying on to support their case.

On receipt of a request for a review, the Board of Directors will conduct a hearing which only the Executive/s of the Club may attend at their discretion.

## 3.3. JUDICIARY COMMITTEE

### 3.3.1. Membership

The Judiciary Committee shall consist of people who are able to make objective decisions in the best interest of the sport of hockey. It would be expected all nominated delegates would have significant and appropriate hockey experience and an understanding of the THA Playing Rules & Bylaws.

The Judiciary Committee shall consist of the following members:

- a) One (1) delegate from each of the Major Clubs.
- b) One (1) proxy from each of the Major Clubs
- c) A Chair appointed by the Board of Directors.



The Proxy may be called, by the Chair, to fill a position on a Judiciary Panel if other delegates are not available. However, a Judiciary Panel may not consist of two (2) members from the same Major Club.

A person who is a member of the THC or the Board of Directors of the Association which appoints the Judiciary Committee cannot be a member of the Judiciary Committee.

### **3.3.2. Method of Appointment**

Each Major Club is responsible for nominating at least one (1) person as delegate and one (1) person as a replacement for the delegate for the Judiciary Committee.

Two (2) Ordinary or Life Members can nominate a person to take up the Chair of the Judiciary Committee.

The Board of Directors shall review the membership of the Judiciary Committee annually. Members will be appointed as required at the discretion of the Board of Directors.

The Board of Directors may, at their discretion, decide to exercise a variety of selection techniques (e.g. interviewing each nominee) in the interest of selecting a committee that are capable of and willing to fulfil the duties of the role in the best interest of hockey. If necessary, the Board of Directors may request a Club to provide alternative nominees.

### **3.3.3. Initiating a Judiciary Hearing**

A Judiciary hearing can be called to hear a complaint/allegation for the following reasons:

- a) An issue arising directly from a game where a report is submitted by Match Officials. The details of the issue must be recorded on either or both the game card or match report.
- b) A breach of the Bylaws or Playing Rules raised by the THC.

The THC may use the Judiciary Penalty Matrix to assist with decision-making for referrals to the Judiciary Committee.

If the evidence received is deemed to be insufficient, the Independent Investigator may be engaged by the THC for further investigation.

The THC may refer a case to the Judiciary Committee if sufficient evidence has been found.

This issue can only be considered by the Judiciary if the Chair of the Judiciary Committee receives the report within 14 days of the alleged event occurring.

### **3.3.4. Scope of Authority**

The Judiciary Committee may hear any charge of misconduct against any club or person/persons that occurs within the field of play or within the area controlled by Match Officials and for misconduct that occurs involving the participants of any particular game up to and including one (1) hour after the conclusion of that game.

The Judiciary Committee has the power to:

- a) Dismiss the charge;
- b) Impose a fine, or to admonish, suspend or disqualify any club or person against whom the charges were laid;



- c) Impose any penalty that they believe is appropriate for the offence which has been committed. This can include, but is not limited to, suspension from playing or stipulating the performance of certain roles (e.g. umpiring) under the guidance of a nominated person as per THA Bylaw 3.3.11 'Judiciary Committee - Penalties';
- d) Direct any club or person to perform any specific roles or duties within the THA; and
- e) Apply a combination of the penalties mentioned above, if deemed appropriate.

In cases of a Judiciary hearing, the Judiciary Penalty Matrix may be utilised to determine an appropriate outcome.

### 3.3.5. Preparation for Judiciary Hearing

**Note:** Communication between parties may be delivered in written form or sent electronically.

In the case of a game incident, the details supplied by the Umpire or Tech Official may include where possible and is not limited to:

- a) Match details - time, date, teams etc;
- b) Reason for the card (to be supplied by the umpire);
- c) Any incidents that led up to the issue of the card including warnings, cautions etc that may have involved the player;
- d) The THA Playing Rules or Bylaws that the player was in breach of; and
- e) Any other information that may be relevant.

With regards to any other incident, the Chair of the Judiciary Committee will be provided with a copy of all the relevant correspondence, reports or information received and sent by the THC.

In the case where the Chair of the Judiciary Committee is unable to fulfil her/his duties, the Board of Directors will appoint an appropriate person to stand-in.

A Judiciary Panel will be scheduled as soon as practicable; however, the respondent(s) and their respective Club President shall be given notice in writing at least one (1) week prior to the hearing, which will allow adequate time for the respondent(s) to prepare their case for the hearing.

The Chair of the Judiciary Committee or duly appointed person will inform the respondent(s) and their respective Club President in writing that a Judiciary hearing will take place. The notice will outline:

- 1) That the person has a right to appear at the Judiciary hearing to defend the breach/allegation;
- 2) Details of the breach and details of all allegations and the clause of any rule allegedly breached;
- 3) The date, time and venue of the Judiciary hearing;
- 4) That they can make either verbal or written submissions to the Judiciary Committee;
- 5) That they may arrange for witnesses to attend the Judiciary Committee in support of their position (statutory declarations of witnesses not available or from character witnesses may also be provided to the Judiciary Committee);
- 6) If the respondent(s) is under the age of 18 they must have a parent/guardian present;
- 7) A copy of any information/documents that have been given to the Judiciary Committee (e.g. investigation report findings) will also be provided to the respondent(s) as an enclosure to the notice.



All written submissions supplied by the respondent should be received by the Judiciary Committee no later than 48 hours prior to the hearing. The respondent should also inform the Judiciary Committee of the names of the person/s who will be providing verbal submissions, no later than 48 hours prior to the hearing. Submissions should be emailed to [chairjudiciary@toowoombahockey.com.au](mailto:chairjudiciary@toowoombahockey.com.au).

It is the responsibility of the Judiciary Committee Chair to notify the Umpire or person making the charge (the complainant) and all individuals, the Judiciary Panel deems necessary to attend, of the time and place of the hearing.

It is the responsibility of the respondent(s) and complainant to notify any witnesses that they elect to present, of the time and place of the hearing.

### 3.3.6. Selection of a Judiciary Panel

The minimum number, excluding the Chair, for a Judiciary Panel required to be present throughout the hearing is three (3).

With the exception of the Chair, the Judiciary Panel will not include any person who:

- a) Has any actual or perceived conflict of interest;
- b) Preconceived opinions;
- c) Vested interests or personal involvement relating to the complaint;
- d) A person who would, by reason of their relationship with the complainant or the person complained about be reasonably considered to be other than impartial.

The Judiciary Panel will not include a delegate and proxy from the same Major Club as stated in Bylaw 3.3.1 - Membership.

It is preferable that the Judiciary Panel include at least one person with knowledge or experience of the relevant laws/rules (e.g. Discrimination).

### 3.3.7. Right to Participate Until Judiciary Hearing

The respondent(s) will be allowed to participate in all THA activities and events, pending the decision of the Judiciary Committee, including any available appeal process.

### 3.3.8. Judiciary Hearing Procedure

The following people will be allowed to attend the Judiciary hearing, but not necessary at the same time as this is at the discretion of the Judiciary Panel:

- a) The Judiciary Committee members;
- b) The respondent(s);
- c) The complainant;
- d) Any witnesses called by the respondent(s);
- e) Any witnesses called by the complainant;
- f) Any parent/guardian or support person required to support the respondent or the complainant; and
- g) Any person(s) the Judiciary call upon at their own discretion.

The Chair of the Judiciary Committee will read out the allegation(s), ask the respondent if they understand the allegation(s) and if they agree or disagree with the allegation(s).



If the respondent accepts the allegation(s), the respondent will be asked to provide any evidence or witnesses that should be considered by the Judiciary Panel when determining any disciplinary measures (penalty).

If the respondent(s) does not accept the allegation(s), the complainant will be asked to describe the circumstances that lead to the allegation(s) being made.

The information provided by the respondent(s) at this point will be used by the Judiciary Panel to determine any disciplinary measures which might be imposed. The complainant may address the Judiciary within the following guidelines:

- Reference may be made to brief notes.
- The complainant may call witnesses.
- The respondent may ask questions of the complainant and witnesses.

The respondent(s) will then be asked to respond to the complaint. The respondent(s) may address the Judiciary within the following guidelines:

- Reference may be made to brief notes.
- The respondent may call witnesses.
- The complainant may ask questions of the respondent and witnesses.

Both the complainant and respondent(s) may be present when evidence is presented to the Judiciary Panel. Witnesses may be asked to wait outside the hearing until required.

The Judiciary Panel may:

- Consider any evidence, and in any form, that it deems relevant;
- Question any person giving evidence;
- Limit the number of witnesses presented to those who provide any new evidence;
- Require the attendance of any witness it deems relevant;
- Act in an inquisitorial manner in order to establish the truth of the issue/case before it.

Video evidence, if available, may be presented. The arrangements must be made by the person/s wishing to offer this type of evidence or by request from the Judiciary Panel.

If the Judiciary Panel considers that at any time during the Judiciary hearing that there is any unreasonable or intimidating behaviour from anyone, the Chair of the Judiciary Committee may stop further involvement of the person in the hearing.

### 3.3.9. **Judiciary Decisions and Notification of Outcomes**

After all the evidence has been presented, the Judiciary Panel will make its decision in private. The Judiciary Panel must decide whether the allegation(s) have been substantiated on the balance of probabilities (i.e. more probable than not). As the seriousness of the allegation(s) increases, so too must the level of satisfaction of the Judiciary Panel that the allegation(s) have been substantiated. Disciplinary measures imposed must be reasonable in the circumstances.

All Judiciary Panel decisions will be by majority vote.

No decision will be declared at the time of the hearing. The outcome will be notified to the respondent(s), their respective Club President and the complainant within 48 hours of the hearing as follows:



The Chair of the Judiciary Committee or duly appointed person will:

- a) Forward to the Chair of the THC a copy of the Judiciary Panel decision, in the form of a written report outlining any disciplinary measures imposed, if any, by the Judiciary Panel following a hearing.
- b) Forward a letter to the respondent(s), their respective Club President and complainant(s) advising of the Judiciary Panel decision and any disciplinary measures imposed. The letter should also outline the process and grounds on which an appeal can be made. Where the matter is of unusual complexity or importance, the Chair of the Judiciary Committee may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours. The Judiciary Committee does not need to provide written reasons for its decision.

The THC will notify the appropriate Match Officials (i.e. those scheduled for duties at the relevant times during the relevant fixture rounds) of the outcome to gain their assistance in enforcing any penalties given.

### **3.3.10. Non-Attendance by the Respondent(s)**

If the respondent(s) is/are not present at the set hearing time and the Chair of the Judiciary Committee considers that no valid reason has been presented for their absence, the Judiciary hearing will continue subject to the Chair of the Judiciary Committee being satisfied that all Judiciary notification requirements have been met.

If the Chair of the Judiciary Committee considers that a valid reason for the non-attendance of the respondent(s) has been presented, or the Chair of the Judiciary Committee does not believe the Judiciary notification requirements have been met, then the hearing will be rescheduled to a later date as soon as practical.

The Chair of the Judiciary Committee or duly appointed person will inform the respondent(s) and their respective Club President of the need to reschedule, and the Chair of the Judiciary Committee will organise for the Judiciary Panel to be reconvened.

### **3.3.11. Penalties**

The Judiciary Panel may impose penalties, which include, but are not limited to, any (or more than one) of the following, as they deem appropriate:

- Umpiring a fixture game;
- Match Directing;
- Assisting Grounds person;
- Monetary fine;
- Mediation;
- Suspension from hockey fixtures (as per Playing Rule 8.1)
- Direct the respondent to undertake appropriate educational programs provided by Hockey Queensland or Hockey Australia.

The respondent(s) will be suspended from playing until the penalty is paid/completed or scheduled to be paid/completed. If the respondent does not fulfil the penalty as scheduled without sufficient cause they will be suspended from play until the penalty is paid/completed.



### 3.4. APPEALS COMMITTEE

#### 3.4.1. Establishment of Committee

- a) The Appeals Committee shall consist of people who are able to make objective decisions in the best interest of the sport of hockey. It would be expected all nominated delegates would have significant and appropriate hockey experience, as reasonably determined by the Board.
- b) The Appeals Committee shall consist of the following members:
  - i. One (1) delegate from each of the Major Clubs;
  - ii. One (1) delegate 'backup' from each of the Major Clubs.
- c) A person who is a member of the Judiciary Committee, the THC or the Board of Directors of the Association which appoints the Appeals Committee cannot be a member of the Appeals Committee.

#### 3.4.2. Method of Appointment

- a) Each Major Club is responsible for nominating at least one (1) person for a position on the Appeals Committee (**First Nominee**).
- b) Each Major Club must also nominate at least one (1) person to hold a 'backup' position on the Appeals Committee, and that nominee will be required to fulfil the role on the Appeals Committee if the First Nominee is unable to do so for any reason (for example, if the First Nominee has a conflict of interest, is unwell or otherwise reasonably unable to attend an Appeals hearing).
- c) The Board of Directors shall review the membership of the Appeals Committee annually. Members will be appointed as required at the discretion of the Board of Directors.
- d) The Board of Directors may, at their discretion, decide to exercise a variety of selection techniques (e.g. interviewing each nominee) in the interest of selecting a committee that are capable of and willing to fulfil the duties of the role in the best interest of hockey. If necessary, the Board of Directors may request a Club to provide alternative nominees and within fourteen (14) days upon receipt of such request the Club must supply alternative nominees.

#### 3.4.3. Scope of Authority

- a) The Appeals Committee shall hear appeals from any decision handed down by the Judiciary Committee in accordance with the provisions of these Bylaws.
- b) The Appeals Committee shall limit its jurisdiction to matters pertaining to the sport of hockey in Toowoomba.
- c) The Appeals Committee has the right to:
  - i. confirm or overturn decisions made by the Judiciary Committee; and/or
  - ii. confirm, amend or remove penalties imposed by the Judiciary Committee.

### **APPEAL PROCESS**

#### 3.4.4. Person May Appeal

- a) A Member may appeal to the Appeals Committee (an **Appeal**) in respect of a decision made by the Judiciary Committee (**Original Decision**), provided the Appeal is brought (in accordance with the process set out in this bylaw) by no later than 6:00pm on the date that is seven (7) days after the date the Original Decision was made.



### 3.4.5. **Grounds of Appeal**

- a) An Appeal may only be brought on any one or more of the following grounds (such grounds to be clearly specified in the Appeal):
  - i. a denial of natural justice has occurred in making the Original Decision; or
  - ii. the Original Decision was unreasonable or insupportable having regard to the evidence or information upon which it was based; or
  - iii. the penalty imposed by the Judiciary Panel was manifestly excessive.

### 3.4.6. **Notice and Lodgement of Appeal**

- a) An appeal under these rules is to be brought by submitting a written notice to the Appeals Committee, and accompanied by the Appeal Fee (**Notice of Appeal**).
- b) A Notice of Appeal must:
  - i. be addressed to the Chair of the Appeals Committee and lodged by email, to [office@toowoombahockey.com.au](mailto:office@toowoombahockey.com.au);
  - ii. be otherwise in accordance with any Notice Procedure or Policy as created and implemented by the Toowoomba Hockey Association from time to time; and
  - iii. include acceptable evidence that payment of the appeal fee has been made in accordance with the provisions of Bylaw 3.4.4.
- c) If the Notice of Appeal is not received as outlined in Bylaw 3.4.4, then the Member will forfeit any right they have to an Appeal.

### 3.4.7. **Appeal Fee**

- a) The applicable fee payable to lodge an appeal (**Appeal Fee**) will be an amount prescribed by the Board of the Toowoomba Hockey Association and set prior to each season start from time-to-time.
- b) Acceptable forms of payment include cash or credit card, or direct bank transfer.
- c) Proof of payment must be received by the deadline as set out in Bylaw 3.4.4.

### 3.4.8. **Place of Hearing**

- a) All hearings under this bylaw will take place at the Toowoomba Hockey Association, located at 564 Boundary Street, Glenvale unless otherwise specified in writing by the Appeals Committee.

### 3.4.9. **Time for Hearing of Appeal**

- a) Upon receipt of a Notice of Appeal, the Appeals Committee will fix a date and time for the Appeal to be heard as soon as practicable and at a reasonable time for all required parties to attend, and will notify all interested parties in writing of those particulars.

### 3.4.10. **Selection of Appeal Panel**

- a) The Appeals Committee will appoint a panel of the members of the Appeals Committee to hear and preside on the Appeal (**Panel**). The Panel will consist of three (3) members of the Appeals Committee.
- b) The Appeals Committee must appoint one (1) of the members of the Panel to be the chairperson of that Panel (**Chair**). The Chair will be responsible for liaising with all parties (both before and at the hearing) to facilitate the hearing in an orderly and just manner.
- c) For clarity, the Panel must not include any person who:
  - i. has any actual, potential or perceived conflict of interest; or
  - ii. a vested or personal interest or involvement relating to the Appeal; or
  - iii. was involved in any way in the decision handed down by the Judiciary Committee which is being appealed.



### 3.4.11. Attendance

- a) The Member who lodges the Appeal must appear before the Appeal Panel at the date, time and place fixed for the hearing of the appeal. If the Member fails to attend before the Appeal Panel, the Appeal Panel may still hear and determine the appeal in that Member's absence, based solely on any information, evidence or similar as given by the Member in the Notice of Appeal and the Member must accept any such decision made by the Appeal Panel.

### 3.4.12. Obligations of Appeal Panel

- a) On the hearing of an Appeal, the Panel must make a decision based solely on the grounds in which the Appeal has been brought. The Panel must not treat the Appeal as a re-assessment or re-hearing of all of the facts for which the Original Decision was made. The Panel's obligations are to ensure that the Original Decision was correctly made and was not in breach of the respective grounds in which the Appeal was brought.

### 3.4.13. Powers of Appeal Panel

- a) On the hearing of an Appeal, the Panel may:
  - i. uphold, quash or vary the Original Decision; or
  - ii. increase, decrease or affirm any penalty imposed pursuant to the Original Decision; or
  - iii. make any determination or grant such relief by way of declaration or direction that the Panel, in its absolute discretion, considers just and reasonable.
- b) The Panel may elect (in its' sole discretion) to refund some or all of the Appeal Fee, if the Panel determines that any part of the Original Decision was manifestly excessive or in error.

### 3.4.14. Decision

- a) A decision made by the Panel must be a decision arrived at by a majority of members on the Panel.
- b) The Chair may hand down the decision orally or in writing, and is not bound to give reasons or to make comment in respect of that decision, however they may choose to do so if they deem it appropriate.
- c) The decision made by the Panel will be final and conclusive and will be binding on all parties to the Appeal.

## 3.5. GRADING PANELS

### 3.5.1. Scope of Authority

The Grading Panels shall be responsible for assessment of players registered with the THA and make recommendations to the THC.

The THC will review the recommendations presented by the Grading Panel and act on the following:

- a) Approve the recommendations by the Panel;
- b) Request for further information to deliberate on;
- c) To modify the recommendations; or
- d) Decide not to use the recommendations.



Duties of the Grading Panels shall include, but not be limited to:

- 1) Assessment and grading of players wishing to play in a lower age division;
- 2) Assessment and grading of players for the Junior division competition who are playing in first division (A1);
- 3) Assessment and grading of players who are subject to a complaint from another club as to their ability to play in a lower division;
- 4) Assessment and grading of underage players wishing to play in a higher age group.

### 3.5.2. Membership

A Grading Panel shall consist of the Coaching Manager, Junior or Senior Chair of selectors, and an Independent member approved by the THC.

The Convenor of the Grading Committee shall be the Coaching Manager.

The Junior Chair of Selectors will be part of any Panel assessing a player, when the assessment concerns any of the Junior competitions, unless they are from the same Club as the player.

The Senior Chair of Selectors will be part of any Panel assessing a player, when the assessment concerns any of the Senior competitions, unless they are from the same Club as the player.

If the Junior or Senior Chair of Selectors are from the same Club as the player being assessed, they are to be replaced by an Independent Member.

The Independent Member will be appointed based on their ability to be impartial with the relevant player (i.e. not currently coaching the player or be a family member to the player or be part of the same Club as the player) and have significant background in hockey, particularly coaching. The Independent is to be approved by the THC.

### 3.5.3. Procedures

It is the responsibility of the THC to form and notify the Grading Panel of the details of the case they need to assess.

The THC and Grading Panel will follow the guidelines and procedures written below:

The decision to task the Grading Panel can only be made after:

- a) Efforts have been made to correct any obvious discrepancies evident in the abilities of the player/s involved. This should include amicable discussion between those concerned; consultation with coaches, managers, players and club officials. The members concerned must display a concerted effort to reconcile any differences.
- b) An informal approach can be made to the THC, asking for their opinion regarding the player's abilities. The THC may engage the Coaching Manager to assess.
- c) The player is consulted as to their individual requirements and needs as well as their current circumstance, and how a request to the Grading Panel would affect their participation in the game.

To task a Grading Panel in the first instance, an application must be made in writing from the Club Officials outlining all relevant reasons for the submission, to be tabled at the next meeting of the THC for their consideration. The THC must take into account the following prior to forming a Grading Panel:

1. Is the application valid
2. The affect the Grading Panel assessment will have on all concerned
3. Is the application in any way shape or form an attempt to inflict harm in an ongoing dispute which is not totally related to the player concerned.



During their assessment, the Grading Panel must consider the following guidelines:

- 1) The physical size of the player;
- 2) The skill level of the player;
- 3) The players game sense; and
- 4) The Grading Committee should also consider:
  - i. The ability of the club to maintain a registered 11.
  - ii. The ability of the player to meet match commitments regarding game dates etc;
  - iii. Club circumstance; and
  - iv. Is the decision in the best interest of the game of hockey?

After the Grading Panel have completed their assessment, their recommendations will be presented to the THC for consideration and determination.

### 3.6. SELECTION PANELS FOR REPRESENTATIVE TEAMS

#### 3.6.1. Divisions

Selection panels shall exist for the purpose of selecting representative teams to compete in State titles for the Junior, Senior and Masters divisions for which Queensland state titles are held.

#### 3.6.2. Selection Policy

It shall be the responsibility of each selection panel to follow the rules of THA Inc. in regard to the selection of players for representative teams, as follows:

- a) The best available team is to be selected to represent THA Inc. at state titles.
- b) Representative teams will be selected based on performance at trials, training and where necessary, in premiership competition matches for relevant age groups.

#### 3.6.3. Number of Teams to be Selected

As a matter of policy, at least one (1) representative team shall be sent to junior, senior and masters state titles that are organised pursuant to Hockey Queensland rules.

Providing there are enough players, of a representative standard, available for the relevant age, two (2) or more teams may be sent to junior, senior and masters state titles. In regard to availability of junior players, these players should be principally from within the age division for which a particular state title is being held.

#### 3.6.4. Selection of Under 12 Players to Under 14 State Championships

Any player under the age of ten (10) at the time of state titles shall not be considered eligible for selection to representative teams for under 14 or higher state titles.

Any player that has reached the age of ten (10) or eleven (11), shall only be selected in a higher age group after the agreement of the Coaching Manager on his/her mental and physical ability to handle the higher age group competition. Their assessment will include discussion with the child's parents, other coaches, and the selection panel.

#### 3.6.5. Composition and Appointment of Selection Panel

The THC will ask for nominations of four Selection Panel Chairs of Selectors as follows:

- a) **Senior Women Chair** will be involved with the selection of the U18, Open and Masters Women teams.
- b) **Senior Men Chair** will be involved with the selection of the U18, Open and Masters Men teams.



- c) **Junior Girls Chair** will be involved with the selection of the U12 and U14 Girls teams (or if the age groups change, selection up to U16).
- d) **Junior Boys Chair** will be involved with the selection of the U12 and U14 Boys teams (or if the age groups change, selection up to U16).

The Chair, if required, will gather appropriate information about the nominated players to assist the Selection Panel during the selection process.

These Chairs of Selectors will be appointed based on their ability to be impartial with the relevant age group (i.e. not currently coaching the players or be a family member to a player) and have significant background in hockey, particularly coaching.

The Chair of Selector term in the role is two (2) years.

The THC will approve the selection of these Chairs in a timely manner to ensure that all team selection is performed in accordance with the selection time schedule.

All selection panels shall consist of at least three (3) people, which will include the appropriate Chair of Selectors, where applicable. The other members will be as follows:

- i. If there are more than one (1) team attending the state title, then each coach of each team will be part of the Selection Panel;
- ii. If there is only one (1) team attending the state title, then the coach of the team and the Coaching Manager or another independent person approved by the THC. The independent person will be approved based on the same criteria as the Chair of Selectors.

Each selector must attend the selection trials or where requested, be available to watch any training or premiership competition games for the relevant division group.

Any selector shall abstain from voting, at the request of one (1) or more members of the Selection Panel, if the player to be selected is of his/her immediate family, a spouse or any other family member, related by marriage. The aforementioned Selector will leave the meeting whilst that discussion is being decided. If a third person is required for the panel, it will be the Coaching Manager or an appointed independent person.

The Coaching Manager is to be called upon to make the final decision if the selection voting (for and against) by the panel is equal.

The selected team is then submitted by the Coaching Manager to the THC for approval.

### 3.6.6. Selection of Team Members

Each representative team for state titles will be submitted for approval by the THC at a meeting that occurs in accordance with the selection time schedule, prior to the start of the relevant state title. The THC are to ensure that each player is financial and eligible for selection prior to their approval of the Team.

The team list submitted to the THC will be signed by the relevant Chair of Selectors and then will be signed by the THC once approved.

Under special circumstances a replacement player may be chosen after the representative team is selected. The decision to replace a player must be made in consultation by the Team Coach, the Chair of Selectors and the Coaching Manager and the THC will be notified in writing for approval.

### 3.6.7. Policies in Regard to Representative Teams

Transportation to, and accommodation at, state titles should be arranged on the most efficient and cost-effective basis from the standpoint of players, parents of players and the Association.

Players selected to representative teams shall be responsible for meeting the full cost of their participation which shall be received in full by the Association prior to the time of departure.



### 3.6.8. Report to Toowoomba Hockey Committee

The THC will ask the Team Officials to present a written report no later than one (1) month after the last game played by the team for which they had responsibility.

The report shall contain the following information:

- a) The age group, team and a listing of the players selected.
- b) Results of the team, its success or otherwise.
- c) Name of players selected for State representation.
- d) Players receiving any other award, such as player of the tournament.
- e) Team behaviour.
- f) Player's behaviour.
- g) Any comments on the selection process.
- h) Recommendations on matter pertaining to the success and development.

### 3.6.9. Responsibilities and Guidelines for Association Coaches, Managers and Selectors

Responsibilities and Guidelines for all Association Coaches, Managers and Selectors will be provided and shall apply to all persons who are appointed as coaches, managers and selectors of representative teams.

## 3.7. THA INDOOR COMMITTEE

### 3.7.1. Membership

The THA Indoor Committee (Indoor Committee) shall consist of people who are interested in the advancement of hockey within the THA. It would be expected all nominated delegates would have significant and appropriate hockey experience.

The Indoor Committee shall consist of the following members:

- a) No less than five (5) delegates and no more than ten (10) delegates in total.
- b) A Chair appointed by the THC from the elected delegates.
- c) An Administrator appointed by the THC from the elected delegates.
- d) A Financial Coordinator appointed by the THC from the elected delegates.
- e) The Indoor Committee delegate term is a three (3) year term when a member takes up the position on the committee.

### 3.7.2. Voting

- a) For voting purposes, a quorum shall consist of half the duly elected committee plus one (1). In the event of a tied vote the THC will make the final decision.
- b) Each delegate attending a meeting will have one (1) vote.

### 3.7.3. Method of Appointment

The THC will call for nomination from members of the Association at a time deemed appropriate by the THC.

The THC shall make the final appointment decision of the members of the Indoor Committee at a THC meeting. The timing of such meeting will be held, which gives the Indoor Committee adequate time to organise the indoor competition for the current year.

The THC may, at their discretion, decide to exercise a variety of selection techniques (e.g. interviewing each nominee) in the interest of selecting a Committee that are capable of and willing to fulfil the duties of the role in the best interest of hockey.



### 3.7.4. Responsibilities

**The Indoor Committee shall have the following responsibilities:**

- a) In general, the organisation and playing of indoor hockey in Toowoomba.
- b) The administration of the playing of indoor hockey, its draw, the communication of the draw.
- c) Training, development and marketing of umpiring and technical officials, which includes the selection and rostering for all games and providing a mentoring programme.
- d) The rostering of all volunteers for administration of the playing surface.
- e) Any member of the Indoor Committee shall abstain from voting if the person being nominated for the position of coach, selector or manager is of his/her immediate family, his/her spouse and/or any other family member related by marriage; and further, he/she shall leave the meeting whilst that discussion is being decided.
- f) To liaise with the Coaching Manager with regard to the coaching and training of elite players.
- g) To promote the growth and playing numbers of indoor hockey.
- h) To act at all times within the policy guidelines, rules, THA Bylaws and Constitution set by the Board of Directors of THA.

**The Indoor Committee, in conjunction with the THC shall have the following responsibilities:**

- i) Advise the general community of game results.
- j) The endorsement of the selection of Toowoomba representative players of all levels within the rules set down by the Board of Directors prior to that team being announced for state titles, the team to include all players at that time. These teams will be approved by the THC after ensuring they are financial and eligible for selection.
- k) Marketing and promotion of indoor hockey.
- l) To hear and adjudicate on grievances pertaining to indoor hockey, pursuant to the THA Bylaws and THA Constitution, with the exception of those grievances which are referred to the Judiciary Committee pursuant to the THA Bylaws and Constitution.
- m) To liaise with the Coaching Manager with the co-ordination of all representative teams including their travel arrangements, collection of funds from players, informing managers of their responsibilities and all matters in relation to representative teams.
- n) The coordination of all indoor hockey tournaments, being state and national titles, international games, national games, inter-city competitions and any other hockey carnivals or games held in Toowoomba.
- o) To seek direction from the Board of Directors for final determination on any and all matters which are presented that fall outside the wording and/or jurisdiction of the THA Bylaws and Playing Rules.



## 4. AMENDMENTS OF BYLAWS

### 4.1. PROCEDURE FOR AMENDMENT

Pursuant to the THA Constitution Rule 21 - 'Bylaws', these Bylaws may be extended, amended, altered or repealed in whole or in part at a meeting of the Board of Directors upon a motion being carried by a majority of voting members present and entitled to vote.

### 4.2. NOTICE OF MOTION TO AMEND

The Secretary shall give notice and shall set out in such notice a copy of the proposed motion to each Director, not less than three (3) days prior to the Meeting of the Board of Directors.

#### 4.2.1. Change in THA Bylaws

Upon the motion being moved, the President shall allow any amendment(s) of such motion to be discussed and put to the vote provided that every such amendment shall be relevant to the subject matter of the motion, and shall be of such a nature that, in the opinion of the President, is within the intent and scope of the manner prescribed in the notice of motion.

## 5. GOVERNANCE

### 5.1. RESPONSIBILITY

Document Owner	Toowoomba Hockey Association
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### 5.2. VERSION CONTROL

The amendment to these Bylaws will be recorded in the amendment history register. This register will be maintained by the Hockey Administration department.

Current Version	Approval Date	Approved by	Amendment
2026	27/01/2026	Board of Directors	Refer Amendment History Register