



MPUMALANGA SCHOOLS HOCKEY ASSOCIATION

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THE **CONSTITUTION** GOVERNING THE MPUMALANGA SCHOOLS HOCKEY ASSOCIATION

As at November 2023

As approved by the Special Meeting on 15 November 2023

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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 MSHA, SAHA, SASHOC 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.

6.1.3. The **Members**, each represented by two persons.

6.3 **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 9 persons.

7.2.1 The Chair of the **Association**, who shall serve as the Chairperson of the **Executive**;

7.2.2 Vice-chairperson

7.2.3 The Secretary to be co-opted by the Chairperson.

7.2.4 The Treasurer.

7.2.5 The Chairperson of Primary Hockey

7.2.6 The Chairperson of Boys Hockey

7.2.7 The Chairperson of Girls Hockey

7.2.8 Boys' representative from the Boys' Manco

7.2.9 Girls' representative from the Girls' Manco

7.3 Each of the **Management Councils** shall include the respective Regional Chairperson and consist of portfolios as determined by the Executive committee annually.

7.3.1. 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 committee** 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 respectively, not less than 4 (FOUR) times per annum. Agendas and minutes of meeting from the Management councils must be submitted to the Executive committee.
- 7.5. An Executive committee portfolio holder cannot serve on the Management Council.

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 and the minutes of the previous **General Meetings**.
- 8.3 The Chair, and in his/her absence the Vice-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

- 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
 - 11.2.2 Vice-chairperson
 - 11.2.3 Treasurer
- 11.3. Bi-annually the Council shall be entitled to nominate persons from the current Executive committee 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**. The portfolio of Chairperson and Vice chairperson will not be up for re-election during the same year.
- 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.
 - 12.1.3. No co-opted member may cast any vote.
 - 12.1.4. **Proxy votes** must be allocated to a specific person in writing by the school/ club/ member who doesn't have a representative at the AGM.
- 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 Chairperson 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.

14.1.1 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.

14.1.2 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. Payments shall be approved and paid by the by the Chairperson AND / or the Treasurer and co-signed by any other authorized signatory approved by the **Executive committee**.

14.6. **Funds:**

Funds of the **Association** as deemed by the **Executive committee** 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 Navy blue, Royal blue and Sunshine Yellow. 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 committee**.
- 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 **R2000-00** 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 committee** 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 committee** 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 committee** and all releases to the Press, Radio, Television or social media shall be authorized by the **Executive committee** 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 committee**.
- 21.3. Members of all sub-committees of the **Executive committee** shall not divulge any matters of discussion to the Press, Radio, Television, or social media.

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 Manco committees** and any reports prepared by the **Executive- and Manco committees**.

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 **MSHA**.



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THE **BYE-LAWS** GOVERNING THE MPUMALANGA SCHOOLS HOCKEY ASSOCIATION

As at November 2023

As approved by the Special Meeting on 15 November 2023

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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 committee and/or MANCO committees 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.

2.1.2 The Members of the MANCO shall retire Bi-annually but, if eligible for re- election, may be nominated for re-election.

2.1.3 The Executive committee has superior power over the Manco committees.

2.2 Notice of Meetings

2.2.1 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.

2.2.2 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.

2.3. Attendance

2.3.1 In the event of the Chairman's' absence from the meeting, the Vice-chairperson shall act in full authority as the Chairperson.

2.3.2 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.

2.3.3 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.

2.4. 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

- 4.1.1. 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 MANCO committees 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 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. A U/14 learner in the Primary school may, however, take part in the U/14 Provincial trails. In such a case prior arrangement must be made with the Executive.**
- 5.2 Players shall not be registered with more than **1 (ONE)** member at a time.
- 5.3 **Members may only use players that are registered as Full Time Candidates.**
- 5.4 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.
- 5.5 Clubs that want to make use of a HOME SCHOOLER may do so. They need to apply in writing to the EXEC of Mpumalanga prior to the start of the league. Failing to do so will result in forfeiting of league matches and points. Parents of the HOME SCHOOLER must apply in writing to the Principal / Chairperson of the club and give written consent that they as parents do not hold the club or province liable for any injuries.
- 5.6 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.

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

5.8 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.

5.9 Age Policy

5.9.1 MSHA will follow the SASHOC AGE POLICY as set out in their bye-laws.

5.9.2 No player may play more than one even age group above their own.

5.9.3 Exceptions outside the recommended age policy, must be directed by the school to the Executive committee, with the appropriate documentation for the approval before the league commences.

5.9.4. SASHOC Age Group Policy

5.9.4.1 Inter-School Matches

a) No player may play more than one event age group above his or her own.

b) In most regions, Under 19 players may play in their school open teams.

c) Recommendation (for Inter-School teams)

<u>Age Group</u>	Born in years
Under 9	Event Year minus Age Group
Under 10	Event Year minus Age Group
Under 11	Event Year minus Age Group
Under 12	Event Year minus Age Group
Under 13	Event Year minus Age Group
Under 14	Event Year minus Age Group
Under 16	Event Year minus Age Group
Under 18	Event Year minus Age Group

d) High School Open teams Event Year minus Age Group (depending on situation)

ANNEXURE

- A. Schools with ONE TEAM only must ensure that indemnity forms are signed by the parent and school giving permission that the player may participate outside the recommended age policy guidelines and exonerating liability from the Regional and National structure of SASHOC.
- B. Where there is an exception outside the recommended age policy guidelines the necessary indemnity forms must be signed by the parent and school giving the player permission to compete outside the recommended age policy guidelines and exonerating liability from the Regional and National structure of SASHOC.
- C. Application for any exception outside the recommended age policy guidelines should be directed by the school to the region's Executive committee to fall within the region's constitution, policies and league structures. All appropriated documentation must be submitted with the application. The Chairperson will refer to the SASHOC Executive if needed.

5.9.4.2 U14 players in primary schools ruling:

- a. Players who turn 14 during the year and still a registered learner at the Primary school may participate in the interschool games
- b. With the provision that the opposing school principals agree that not more than two (2) u.14's are on the field at the same time
- c. The safety of the learners should be our main concern and the coaches must monitor this during the game.
- d. In the event that the Governing Body of a Primary school does not allow u.14's to participate, the u.14 is regarded in the same way as a learner that is home schooled or attending a school that does not offer hockey.
- e. u.14 still in Primary School may participate in the u.14 trials of the Region / Province.

5.9.4.3 Player participation.

- a. No player who plays in the High school league, although u13 may participate in the Primary school leagues.

- b. An u13 High School learner is allowed to trial in Primary School u13 trials, but cannot go to the u14 trials in the same year. This is especially true for Comprehensive schools having grade 1-12 (all the grades) and playing in different school terms.
- c. These Primary School players may participate in the u14 trials at the High School in their Region / Province.
- d. No player may play in two SASHOC representative regional/ provincial tournaments in the same year.
- e. If a learner is home schooled or if their school does not offer hockey they should be allowed to play at a school in the district. The parent needs to make all the arrangements with the SGB/ Principal of the identified school. The written permission must be copied to the School Hockey Committee of the Region / District who will inform the members of the Region / District.
- f. A learner is allowed to attend the Region /District trials if his/her school has no hockey team and is sent by a club affiliated to the Hockey structure in the Region / District.

5.10 Transfer of Players

- 5.10.1 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.
- 5.10.2 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.
- 5.10.3 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.

- 5.10.4 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 Byelaws shall only be taken with a minimum of 2/3rd's (two thirds) of the votes present at the meeting and voting in favor 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 committee. 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

8.5.1 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.

8.5.2 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 SASHOC 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 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 SASHOC 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 "Second skins" may be worn only if ALL the players in the team are dressed uniformly. Players **MUST** wear the **SAME** colour. If the skins are not the same colour as the playing kit, white or black may be worn.
- 14.7 No club or team within club colours can be refused permission to play.
- 14.8 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 Executive committee.

- 15.1 The league consists of league matches, play-offs, quarter-, semi- and final games.
- 15.2 For each league match the following points will be awarded:
 - 15.2.1 4 (FOUR) points for the winner
 - 15.2.2 0 (NIL) points for the loser
 - 15.2.3 1 (ONE) point for each team in the event of a goalless draw
 - 15.2.4 2 (TWO) points for each team in the event of a draw with goals
 - 15.2.5 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.
- 15.3 Should the situation arise at any time where two or more teams have the same number of points, then:

- 15.3.1 The position of the teams shall be decided upon a goal difference basis, i.e., goals for minus goals against, biggest difference wins.
- 15.3.2 Should there still be equality then the team with the greatest number of goals scored wins.
- 15.3.3 Should there still be equality, then the position will be decided by the number of games won.
- 15.3.4 Should there still be equality then results of the two teams concerned will be used.
- 15.3.5 Should there still be equality then an 8 second shootout between the 2 teams will be held to determine the winner.
- 15.4 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.
 - 15.4.1 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.
- 15.5 The teams of each league progressing to the league final play offs, shall be determined by the league structure.
- 15.6 The format of the League, play- offs and finals shall be determined by the Executive committee in consultation with the members.
- 15.7 Clubs progressing to the play -offs and Noordvaal tournaments are subject to the tournament format. **THIS MAY CHANGE ANNUALLY**
- 15.8 If, during the final of the League play offs, there is a draw, then the 2 teams will take part in an 8 second shootout to determine the winner.
- 15.9 If a member would like to regress from a league, permission must be obtained in writing from the Executive committee. Such a member's teams will only be permitted to play friendly matches for the following season.

- 15.10 If a member would like to progress from a league, permission must be obtained from the Executive committee in writing. Such a member's teams will be permitted to take part in the league
- 15.11 Duration of Games
- 15.11.1 Girls 1st Team games shall be 4 x 15 minute chukkas with a 2 minute break between first two and last two chukkas and a minimum 5 minutes and maximum 10 minutes half time. **As per change in the Constitution.**
Boys 1st Team games shall be 4 x 15 minute chukkas with a 2 minute break between first two and last two chukkas, and a minimum 5 minutes and maximum 10 minutes half time.
- 15.11.2 2nd Team, U/16 and U/15 games shall be 4 x 15 minute chukkas with a 2 minute break between first two and last two chukkas, and a minimum 5 minutes and maximum 10 minutes half time.
- 15.11.3 U/14 games shall be 4 x 12,5 minutes (minimum) and/or 15 minutes (maximum) chukkas with a 2 minute break between first two and last two chukkas, and a minimum 5 minutes and maximum 10 minutes half time.
- 15.11.4 U/13 games shall be 20 minutes per half with minimum 5 minutes and maximum 10 minutes half time.
- 15.11.5 U/12 games shall be 20 minutes per half with minimum 5 minutes and maximum 10 minutes half time.
- 15.11.6 U/11 games shall be 15 minutes per half with minimum 5 minutes and maximum 10 minutes half time.
- 15.12 Any member who qualifies for inclusion into the League finals playoffs and who, according to the discretion of the Executive committee, withdraws without a valid reason or without sufficient notice is subject to disciplinary action according to Clause 19 of the Constitution.
- 15.13 No Provincial teams on Primary level shall have more than 14 players in total, of which ONE must be the goalkeeper and High School shall not have more than 16 players in total, of which ONE must be the goalkeeper.

Nationally selected teams will be 18 players of which TWO must be goalkeepers. These players on the team list shall remain the same for the League, play-offs, quarter-finals, semi-finals and the finals.

16. CANCELLATION AND POSTPONEMENT OF MATCHES

16.1 As a 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. Where the goalkeeper has 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 **In the event of the abandonment of a game DUE TO LIGHTNING (WITHIN A 15 KILOMETER RADIUS), HEAVY POURING RAIN, HAIL AND SLEET**, that prohibits the completion of a league match, such matches shall be declared postponed matches. **GAMES WILL ONLY BE POSTPONED IF LESS THAN THREE CHUKKAS OR LESS THAN 75% OF THE GAME HAS BEEN PLAYED.** Such postponed matches must be played within 2 (TWO) weeks of scheduled date **at the venue of the HOME TEAM.**

16.5 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.

- 16.6 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.
- 16.7 In the event of a club:
- 16.7.1 failing to fulfill a fixture without prior notice, or withdrawing from a fixture, 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.
 - 16.7.2 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 send immediately to the league convener.
- 17.2 At the discretion of the Executive committee members rendering incorrect team returns shall forfeit points gained and goals scored for the matches concerned.
Members not submitting returns will be penalized at the discretion of the Executive 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/ one tournament are subject to the following disciplinary measures:
- 18.2.1 2 (TWO) green cards and 1 (ONE) yellow card = 1 (ONE) game suspension

- 18.2.2 2 (TWO) yellow cards = 2 (TWO) suspensions
- 18.2.3 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 appealable.
- 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 Vice-chairperson and the 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 2 (TWO) years.
- 19.3 At the discretion of the Executive committee, 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. A team may not be umpired by its own coach.

20. DOCUMENTATION

20.1 All personnel acting as coaches and / or managers must be in possession of the following valid documents:

20.1.1 SACE certificate managers (compulsory)

20.1.2 Police clearance certificate (Renewed annually)

20.1.3 Sexual offenders clearance certificate (Renewed annually)

20.1.4 Short CV

20.2 Team management must be, at all times, in possession of a team portfolio with the following valid documents:

20.2.1 SACE certificate

20.2.2 Police clearance certificate

20.2.3 Sexual offenders clearance certificate

20.2.4 Team list on the Member's letterhead and signed by the Principal

20.2.5 Registration form for each team member

20.2.6 Copy of the Identity document / Birth certificate of each team member

20.2.7 Indemnity form for each member

20.2.8 Copy of Medical Aid document for each member

20.2.9 Copy of Identity document for each member's parents

21. GENERAL

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.



SOUTH AFRICAN SCHOOLS HOCKEY

CODE OF CONDUCT - PLAYERS

Every team member is to receive a copy of this document prior to the Event. Players are to sign acknowledgment of receipt of this document on Form 2.

The following behaviours are all unacceptable and will not be tolerated:

- Smoking, consuming alcohol or using drugs is strictly prohibited for all players, both on and off the field, including those who may be 18 years of age or older
- Members of the opposite sex are not allowed in your rooms at the event
- Unpleasant remarks towards fellow players, opponents, officials and spectators
- Bad language
- Vandalism – Provinces / Regions will be held liable for any damage caused by their representatives to hostels and other private property
- Littering
- Theft
- Initiation.

Please also note also that:

- Permission must be obtained from your manager before leaving the event venue or accommodation
- Players whose appearances (e.g. hair colour) are unbecoming the image of Hockey will not be allowed to take to the field
- Any report of misconduct, both on or off the field, will be heard by a Disciplinary Committee as constituted by the Tournament Director
- Misbehaviour and continual complaints pertaining to a particular Team will be handled by the Disciplinary Committee
- Any player found guilty of contravening this code may be disallowed from continuing with the Event and may be sent home at the expense of his/her parents
- Inappropriate conduct could result in the team being expelled from that particular Event
- Any medication must be checked for banned substances by your doctor or chemist. The onus is on you, as the player, to inform the Manager of any medication that you are taking during the time of the Event
- It is the duty of the Manager and the Captain to ensure that this Code of Conduct is upheld.

Remember that you are representing your family, school and province and that your behaviour at all times should reflect well on them.

TOURNAMENT DIRECTOR

**SASHOC Event Forms (Players Code of Conduct)
Updated (22/05/2023)**



SOUTH AFRICAN SCHOOLS HOCKEY

CODE OF CONDUCT: MANAGERS AND COACHES

The tremendous role of the coach and the manager in preparing a team for this event, as well as being prepared to take responsibility for these children for the duration of this event, is greatly appreciated.

The manager needs to acquaint himself/herself with the event rules and to see that all members of his/her team comply with these.

As a coach or manager may be new to an event of this nature, a number of points need to be made for the record:

During a match

Remember that players will take their cue from the way you behave on the bench:

- there may be no smoking or drinking of alcohol while on the team bench.
- unsavoury remarks towards players, opponents and officials are unacceptable, as is bad language.

Off the field

- Bad language is unacceptable.
- Regions will be held liable for any damage caused by their representatives to hostels and other private property. The manager needs to take responsibility for his/her team's behaviour as well as to make it clear that vandalism will not be tolerated.
- Hostel/hotel rules must be strictly obeyed.
- Team initiation is unacceptable as per the SA Schools Act.

Managers and coaches need to behave appropriately at all times. Any report of misconduct, either on and off the field, will be brought before a Disciplinary Committee as constituted by the Tournament Director. At the discretion of the Tournament Director, in conjunction with the Disciplinary Committee, a manager or coach may be removed from the bench during a match, or may even be removed from the event. If incidents come to light subsequent to an event, these will be referred to the SASHOC Executive for investigation and could result in individuals being banned from SASHOC events in the future.

TOURNAMENT DIRECTOR

**SASHOC Event Forms (Coach & Managers Code of Conduct)
Updated (22/05/2023)**



SOUTH AFRICAN SCHOOLS HOCKEY

CODE OF CONDUCT: PARENTS AND SUPPORTERS

The playing of School Sport is primarily of an educational nature.

The aim of school sport is to encourage participation and to engender in players the highest standards of sportsmanship, self-discipline and control. Parents and supporters need to support these ideals in the way in which they behave on the sidelines.

Thus, at matches:

- Positive support will be appreciated
- Parents and supporters are requested to refrain from directing negative comments at umpires, any other officials, players or opposition supporters
- Parents and supporters are asked to position themselves well clear of the side lines and refrain from standing or sitting behind the goals
- Parents are instructed to stay out of the Technical Table area for the duration of the Event (area where players and officials are seated)
- Parents and spectators are subject to the Control and Regulations imposed by the Tournament Director and/or Tournament Officer
- In the event of an Injury, parents and supporters are not allowed on the field and must stay out of the Technical Table area. The Manager of the team will be called onto the field by the umpire and the Event Director/ Officer will communicate with you – you have given consent to the Manager to act in 'loco parentis' for the duration of the Event
- Parents are not to interfere with the Coach's team selection for any game.

Parents and spectators should take up any concerns with the Tournament Director. Please do not approach individual officials, umpires and coaches.

I would respectfully request that all spectators and supporters ensure that this Code of Conduct is adhered to so as to make the Event enjoyable for all.

TOURNAMENT DIRECTOR

**SASHOC Event Forms (Parents & Supporters Code of Conduct)
Updated (22/05/2023)**