



RULES OF THE CANTERBURY HOCKEY ASSOCIATION INCORPORATED

First Adopted: 1989

Amendments: 2004, 2007, 2008, 2009, 2012

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1. NAME

The name of the Society is “The Canterbury Hockey Association (Incorporated)” (hereinafter referred to as “Canterbury Hockey”).

2. BOUNDARIES

The following local government authority areas fall within the Boundaries of Canterbury Hockey (hereinafter referred to as “Boundaries”) and define the jurisdiction of Canterbury Hockey:

- (a) Christchurch City
- (b) Hurunui District
- (c) Selwyn District (excluding the Malvern ward; the area in the Selwyn Central ward north of Main South Road and west of the continuation of Dawsons Road and Chattertons Road from Main South Road in the south to the Waimakariri River in the north; and the area in the Ellesmere ward north of Main South Road)
- (d) Waimakariri District (excluding the area in the Oxford-Eyre ward west of the continuation of Depot Road, Raineys Road, Mounseys Road and Mountain Road and south of the latitudinal line running from the northern tip of Mountain Road in the east to the Waimakariri River in the west)

3. REGISTERED OFFICE

The headquarters and registered office of Canterbury Hockey shall be at Porritt Park, 875 Avonside Drive, Wainoni, Christchurch or such other place in the city of Christchurch as the Board of Directors of Canterbury Hockey (hereinafter referred to as “Board”) shall from time to time decide.

4. OBJECTS

The Objects of Canterbury Hockey are:

- (a) To offer the widest possible opportunities within the Boundaries for all persons to participate in the game of hockey and to make hockey a readily accessible sport and recreation for all.
- (b) To affiliate with the New Zealand Hockey Federation (hereinafter referred to as “NZHF”) and any respective successor and/or any other national hockey organisation the membership of which the Board deems to be in the best interests of Canterbury Hockey.
- (c) To foster, promote, control, encourage, support, manage and be responsible for the administration of hockey within the Boundaries.
- (d) To control all Canterbury Hockey representative teams playing inside and outside of the Boundaries and to manage representative tournaments and matches played within the Boundaries on behalf of NZHF.
- (e) To manage and develop, in conjunction with the Canterbury Hockey Foundation Trust and any respective successor, artificial hockey playing fields within the Boundaries.

- (f) To establish and promulgate rules, playing conditions and regulations for the playing of hockey within the Boundaries. To be bound by the laws of hockey published from time to time by the International Hockey Federation (FIH).
- (g) To consider and adjudicate upon all disputes between hockey organisations affiliated as members to Canterbury Hockey and all matters, whether of misconduct or otherwise arising out of the playing, control, organisation or administration of the game of hockey within the Boundaries and to adjudicate on any appeals referred to it.
- (h) To provide means for properly conducting, controlling and carrying on the game of hockey within the Boundaries, regulating the conduct of players and to penalise any person who may breach any Code of Conduct laid down by Canterbury Hockey.
- (i) To purchase, take or lease, hire or otherwise acquire and hold real and personal property, rights and privileges which Canterbury Hockey may think necessary for the attainment of any of its objects or generally promoting, carrying on and fostering the game of hockey.
- (j) To sell, lease, mortgage, charge or otherwise dispose of any of the property of Canterbury Hockey and to grant such rights and privileges there over in such manner as the Board may from time to time deem necessary and proper.
- (k) To control and raise money, including the power to borrow money by way of Bank overdraft or otherwise for the purposes of Canterbury Hockey, and to secure the payment thereof by way of mortgage or charge over all or any part of the real or personal property of Canterbury Hockey, or by debenture or bonds payable to bearer or otherwise, and either secured by mortgage in favour of Trustees or otherwise.
- (l) To raise money by subscriptions, levies, gate charges or otherwise and to invest the funds of Canterbury Hockey upon such securities and upon such terms and conditions as may from time to time be determined by the Board.
- (m) To make regulations and by-laws for the government, control and management of Canterbury Hockey and to establish and maintain an effective management system in order to implement the objects of Canterbury Hockey.
- (n) To generally do all things whatsoever for the benefit of hockey which may be deemed expedient or which may be directly or indirectly incidental or ancillary to the objects of Canterbury Hockey provided however that the foregoing objects shall in no way limit the rights and powers conferred upon incorporated societies under the "Incorporated Societies Act 1908" and its amendments.

5. MEMBERSHIP

- 5.1 The Membership of Canterbury Hockey (hereinafter referred to as "Members") shall be open to and consist of the following:
 - (a) All Hockey organisations (e.g. clubs and schools) affiliated to Canterbury Hockey as at the date of registration of these rules.
 - (b) Any other organisation involved in the furtherance of hockey in Canterbury that the Board agrees to accept as an affiliate of Canterbury Hockey.
- 5.2 Applications for membership of Canterbury Hockey shall be made in writing to Canterbury Hockey. Applicants shall supply such particulars as are requested by the

Chief Executive Officer of Canterbury Hockey (hereinafter referred to as “Chief Executive Officer”). All applications shall be submitted to the Board, which will then be referred by the Board, with its recommendation, to a General Meeting of Canterbury Hockey for a decision.

- 5.3 The Members shall comply with the directives and requirements of the Board in so far as those relate to the administration of the game of hockey throughout Canterbury and shall also comply with the terms of the Constitution, the rules, playing conditions and regulations (if any) as laid down by Canterbury Hockey.

6. CESSATION OF MEMBERSHIP

- 6.1 Any Member of Canterbury Hockey may cease to be a member following:
- (a) Resignation of its membership, which can occur at any time upon notice in writing to the registered office and upon payment of all subscriptions or other moneys legally due to Canterbury Hockey. Resignation shall not, of itself, release the member from any other liabilities arising from that organisation's membership.
 - (b) Termination of its membership by decision of the Board, where it is satisfied after reasonable enquiry that the Member is unable to comply with the Board's requirements.
- 6.2 Any Member whose membership is terminated under Rule 6.1(b) hereof may appeal the decision to a General Meeting of Canterbury Hockey.

7. LIFE MEMBERS

- 7.1 Any Member may nominate to the Board any person for consideration as a Life Member of Canterbury Hockey (hereinafter referred to as “Life Member”). Nominations must reach the Chief Executive Officer no later than 31 December in each year.
- 7.2 The Board may recommend to a General Meeting of Canterbury Hockey any person, who has made an outstanding contribution to hockey or hockey administration within Canterbury, for election as a Life Member. The election requires at least two-thirds (67%) of the votes cast to support the recommendation for life membership for Life Membership to be awarded.
- 7.3 Life Members may attend any General Meeting of Canterbury Hockey, take part in any discussion at such meeting and be entitled to vote in accordance with Rule 9.6.5.
- 7.4 The membership of a Life Member may be terminated by a decision of a Canterbury Hockey General Meeting.

8. OFFICERS

- 8.1 The Officers of Canterbury Hockey shall comprise:
- (a) Patron
 - (b) President
 - (c) Vice-Presidents (one male and one female)

- 8.2 The Patron, President and Vice-Presidents shall be elected annually at the Annual General Meeting of Canterbury Hockey and each shall hold office until their successor is elected.
- 8.3 In the event that the office of Patron, President or Vice-President becomes vacant prior to an Annual General Meeting then the office shall be filled by appointment by the Board.
- 8.4 The Patron shall be eligible for re-election.
- 8.5 Presidents shall be eligible for re-election for two further terms of one year. The term of each President shall not exceed three years.
- 8.6 Nominations for officers shall be made in writing and be in the hands of the Chief Executive Officer not less than twenty (20) business days prior to the Annual General Meeting.
- 8.7 In the event of there being more than one nomination for any position, an election shall take place at the Annual General Meeting by all those entitled to vote at the meeting. For each position the nominee gaining more than fifty per cent (50%) of the votes cast will be declared to be successful. Where no nominee gains more than fifty percent (50%) of the votes cast in the first ballot:
- (a) The nominee with the lowest number of votes will be omitted from the remaining ballots; and
 - (b) Further ballots will be held between the remaining nominees in accordance with the provisions of this Rule 8.7, until one nominee gains more than fifty percent (50%) of the votes.

9. GENERAL MEETINGS

9.1 Annual General Meetings

The Annual General Meeting of Canterbury Hockey shall be held annually at such time and place as the Board shall decide, but not later than the 28th of February in each year. The Chief Executive Officer shall give not less than twenty (20) business days written notice of the meeting to all Members.

9.2 Special General Meetings

9.2.1 The Chief Executive Officer shall convene a Special General Meeting at the request of the Board or upon receipt of a written requisition by three (3) Members. Such requisition shall set forth the purpose of such meeting. The meeting shall be held within twenty (20) business days of receipt by the Chief Executive Officer of the request or requisition.

9.2.2 The Chief Executive Officer shall give written notice to all Members of all business proposed to be brought before any Special General Meeting at least fifteen (15) business days prior to the date of such meeting.

9.2.3 All the rules applicable to the Annual General Meeting shall, where not inconsistent, apply to a Special General Meeting.

9.3 Delegates

9.3.1 A General Meeting of Canterbury Hockey shall consist of:

- (a) A maximum of two (2) delegates appointed by each Member;
- (b) The Officers of Canterbury Hockey;
- (c) Life Members;
- (d) The Chief Executive Officer; and

(e) Any Director of Canterbury Hockey not acting as a delegate as hereinbefore provided.

9.3.2 The Patron, President and Chief Executive Officer shall not be eligible to act as a delegate.

9.3.3 No delegate shall be entitled to act as a delegate for more than one Member, at the same meeting.

9.3.4 Members shall advise the Chief Executive Officer prior to the commencement of the meeting the names of the delegates representing them.

9.4 Chairperson

At all General Meetings the chair will be taken by the President, but if the President is not present, able or willing to take the chair then the delegates present and entitled to vote shall elect a Chairperson for such meeting. The Chairperson so elected shall remain in the Chair until the arrival of the President. The President shall have a casting vote. Any substituted Chairperson shall not have a casting vote.

9.5 Quorum

At General Meetings of Canterbury Hockey a quorum shall be achieved when the number of delegates present have the power to exercise 55% of the total number of votes able to be cast at the meeting.

9.6 Voting Entitlement

9.6.1 The number of votes each Member is entitled to is based on the number of registered teams entered in the Open Competition (Senior and Youth Grades) of Canterbury Hockey in the previous financial year and is determined as follows:

- (a) three (3) or fewer registered teams will be entitled to one (1) vote;
- (b) over three (3) and up to seven (7) registered teams will be entitled to two (2) votes;
- (c) over seven (7) teams and up to thirteen (13) registered teams will be entitled to three (3) votes;
- (d) over thirteen (13) teams and up to nineteen (19) teams will be entitled to four (4) votes; and
- (e) Over nineteen (19) teams will be entitled to five votes.

9.6.2 Five (5) votes is the maximum voting entitlement of any Member.

9.6.3 The Canterbury Junior Management Committee will be entitled to four (4) votes.

9.6.4 The Canterbury Hockey Umpires Council will be entitled to two (2) votes.

9.6.5 Life Members are each entitled to one (1) vote.

9.6.6 A delegate may exercise all the votes to which the Member they represent is entitled.

9.7 Order Of Business

9.7.1 The business of the Annual General Meeting shall be to:

- (a) Receive and adopt the Annual Report
- (b) Receive and adopt the audited Statement of Financial Performance and Statement of Financial Position for the previous financial year.
- (c) Elect Officers.
- (d) Elect Directors.
- (e) Appoint an Auditor.
- (f) Consider any business or proposed resolution of which notice has been given.
- (g) Transact any general business.

- 9.7.2 The Chief Executive Officer shall supply to each Member at least fifteen (15) business days prior to the date of the Annual General Meeting a business schedule including a copy of the Annual Report and the Statement of Financial Performance and Statement of Financial Position.
- 9.7.3 Any Member requiring any business to be discussed or any resolution to be considered at the Annual General Meeting shall give notice in writing to the Chief Executive Officer of such business or such resolution no later than twenty (20) business days prior to the date fixed for the meeting.

10. THE BOARD OF DIRECTORS

- 10.1 Membership
- 10.1.1 The Board shall comprise of six (6) Directors who shall be elected annually at the Annual General Meeting in accordance with Rule 10.2.
- 10.1.2 In addition to the six Directors elected under Rule 10.1.1, the Board may appoint up to one (1) further Director during the year and that such appointment shall terminate at the ensuing Annual General Meeting.
- 10.1.3 The Chairperson of the Board shall be elected annually by the Board immediately after the Annual General Meeting in each year and shall hold office until the first meeting of the Board after the next Annual General Meeting unless the Board chooses to replace the Chairperson between Annual General Meetings.
- 10.1.4 Any Director who fails to attend two consecutive meetings of the Board without leave of absence shall forfeit their seat on the Board.
- 10.1.5 Four (4) Directors shall form a quorum at meetings of the Board.
- 10.1.6 The Chief Executive Officer shall be entitled to attend and speak at all meetings of the Board but shall have no vote.
- 10.1.7 The Chairperson of the Board shall have a deliberative and a casting vote.
- 10.1.8 Should any Director die, resign or forfeit their position then the Board may appoint a replacement Director. Such replacement Director shall hold office until the next Annual General Meeting of Canterbury Hockey when they shall retire, but they shall be eligible for re-election
- 10.1.9 A Director shall forfeit their position if all other Directors vote unanimously that the Director is unfit to continue in the position
- 10.2 Appointment Of Directors
- 10.2.1 At each Annual General Meeting two (2) of the existing Directors (together with any replacement Director appointed under Rule 10.1.8) shall retire by rotation, but shall be eligible for nomination and re-election.
- 10.2.2 Prior to each Annual General Meeting the Board shall supply to the Chief Executive Officer (who shall advise all Members) a schedule of the order of retirement of Directors by rotation. The Directors shall decide on the method of establishing such order of rotation.

- 10.2.3 The Chief Executive Officer shall call for nominations for Directors from Members no less than 30 business days prior to the date of the Annual General Meeting. Any such nomination to be made by a Member shall be made in writing and shall be in the hands of the Chief Executive Officer not less than 15 business days prior to the date of the Annual General Meeting.
- 10.2.4 The Chief Executive Officer shall, not less than 10 business days prior to the date of the Annual General Meeting, advise all Members of the names of the nominees eligible for election as Directors.
- 10.2.5 At each Annual General Meeting, in all elections for Directors, a nominee will be elected upon gaining more than fifty percent (50%) of the votes cast in accordance with the provisions of Rule 8.7. As each Director(s) is elected, a further ballot will be held between the remaining nominees, including any nominees who were omitted from previous ballots under Rule 8.7. In each ballot all those entitled to vote at the meeting shall vote for the full number of Directors still to be elected, but can give no nominee more votes than their voting entitlement in accordance with the provisions of Rule 9.6.

11. DUTIES AND POWERS OF THE BOARD OF DIRECTORS

- 11.1 The Board shall be the Executive of Canterbury Hockey and shall manage the affairs of Canterbury Hockey and shall control its finances and shall have the following duties:
- (a) To appoint a Chief Executive Officer of Canterbury Hockey and enter into an employment contract with such remuneration and on such terms and conditions as the Board shall think fit.
 - (b) To adopt and regularly review a Strategic Plan for Canterbury Hockey which shall include goals and objectives for hockey and measures of short term and long term success. Any Strategic Plan for Canterbury Hockey shall be circulated to Members, not less than twenty (20) business days prior to the meeting of the Board at which it is to be considered for adoption, for comment.
 - (c) To adopt an annual operational plan and budget for financial performance and to monitor results against the annual operational plan and budget.
 - (d) To adopt, make, repeal and amend by-laws and regulations (including a Code of Conduct) as it thinks expedient for the management of Canterbury Hockey or for the furtherance of its objects including rules and regulations to govern and/or restrict anti-doping violations or the use of any drugs or other substances.
 - (e) To make, repeal and amend rules for the regulation and control of any competition or matches under its jurisdiction.
 - (f) To adopt clearly defined delegations of authority from the Board to the Chief Executive Officer and to confirm delegation from the Chief Executive Officer.
 - (g) To impose any penalty upon any Member or members thereof which are found guilty of breaching any of the rules, by-laws, (including any Code of Conduct) made by the Board (excluding anti-doping violations), or of refusing to give effect to any resolution passed by the Board or any General Meeting of Canterbury Hockey.
 - (h) To control expenditure and to raise any money as provided by the Objects of Canterbury Hockey.

- (i) Generally to carry out the Objects of Canterbury Hockey and to deal with any matter not provided for in these rules.
 - (j) To determine the processes to apply in respect of the appointment of Selectors, Coaches and Managers of Canterbury Hockey representative teams.
 - (k) To ensure that Canterbury Hockey has in place all the necessary internal reporting systems and controls together with the means of monitoring performance and results.
 - (l) To ensure that Canterbury Hockey meets its national obligations to NZHF.
 - (m) To regularly agree performance indicators and standards within management.
 - (n) In conjunction with Members to define from time to time the responsibilities of the Members.
 - (o) To review its own processes and effectiveness.
- 11.2 The Board shall have, in addition to all such administrative powers as may be necessary for properly carrying out the Objects of Canterbury Hockey as hereinbefore set forth, the following particular powers and authorities:
- (a) To appoint Subcommittees from within its own number or otherwise and to delegate to them such powers and responsibilities as it shall determine. The Subcommittees shall report as directed by the Board. The Chairperson of the Board or a Director nominated by him or her shall have the right to attend any meeting of any Subcommittee.
 - (b) To hold an enquiry or appoint a person or persons to hold an enquiry into and impose such punishment as it thinks fit in case of misconduct (excluding anti-doping violations) by any team, player or official while under the jurisdiction of Canterbury Hockey or for such other reason as the Board shall decide. For the purposes of such enquiry to summon witnesses to appear and give evidence and in the event of failure or refusal to attend to impose such penalty as the Board may consider fit.
 - (c) In fulfilling the Objects of Canterbury Hockey to invest any of the property, assets and income in a manner appropriate for a professional trustee operating under New Zealand law. The Board may by resolution delegate the investment and management of its investments to a Fund Manager.
 - (d) To open and operate in the name of Canterbury Hockey such banking accounts as deemed necessary.
 - (e) To enter into any agreement in the name of and on behalf of Canterbury Hockey for sharing profits, or for mutual assistance with any Member, person or persons or body corporate which it may seem to the Board is capable of directly or indirectly benefiting Canterbury Hockey.
 - (f) To fill any vacancy on the Board which may occur by death, resignation or otherwise of a Director.
 - (g) To call Special General Meetings of Canterbury Hockey.
 - (h) To admit Hockey organisations to membership in accordance with the provisions of Rule 5.2 hereof and to terminate membership in accordance with Rule 6.1 hereof.

- (i) If any case should occur which is not, or which in the opinion of the Board is not, provided for by these Rules, it shall be determined by the Board in such manner as it shall think fit, and it may (if it thinks fit to do so) report the case with its decision to a General Meeting of Canterbury Hockey for confirmation.

12. FINANCE, ANNUAL REPORT AND AUDIT

- 12.1 Directors and the Chief Executive Officer shall be provided with indemnity from and against all losses and expenses incurred in the discharge of their respective duties.
- 12.2 The financial year of Canterbury Hockey shall end on the 31st day of October in each year and may be altered from time to time by resolution at an Annual General Meeting.
- 12.3 A report of the year's activities together with a Statement of Financial Performance and a Statement of Financial Position shall be prepared by the Board for presentation to the Annual General Meeting. The Statement of Financial Performance and the Statement of Financial Position shall be audited prior to the Annual General Meeting.
- 12.4 The Auditor shall be a practising Chartered Accountant.

13. COMMON SEAL

The Common Seal of Canterbury Hockey shall be held in the custody of the Chief Executive Officer and shall be affixed only by resolution of the Board and attested by one Director and either the Chief Executive or another Director, and details of every use of the Common Seal shall be entered by the Chief Executive Officer in a register kept for such purpose.

14. COLOURS

The colours of Canterbury Hockey shall be red and black.

15. PECUNIARY GAIN

15.1 No Pecuniary Gain

No pecuniary gain shall be derived from any property or operations of Canterbury Hockey by any Member or as the case may be any member of a Member unless the member of a Member is a salaried officer. "Pecuniary gain" does not include the winning of trophies or prizes

15.2 Amateurism

All members of Members shall observe the rule of amateurism as determined by the International Hockey Federation.

16. MISCONDUCT

16.1 Individuals

16.1.1 In all cases of misconduct by individual players, officials or teams under the direct control of Canterbury Hockey, the Board shall hold an enquiry and accord such penalty as it deems suitable and the ruling of the Board shall be observed by each Member.

16.1.2 No player, who has been reported to Canterbury Hockey as having been suspended or disqualified by any Member, shall be allowed to play in any match under the jurisdiction of Canterbury Hockey or of any Member without the permission of the Board or until such suspension or disqualification is removed. In addition to any other penalty provided for

by these Rules, a Member which commits a breach of this Rule shall, if the Board so decides, be liable to forfeit all matches in which a suspended or disqualified player takes part.

16.2 Anti-Doping

Without limiting Rule 16.1 the Board will adopt regulations governing the control of drug abuse by players, which will be consistent with the guidelines set by the New Zealand Olympic Committee (Inc.), the International Olympic Committee, the FIH, Sport and Recreation New Zealand (SPARC), the New Zealand Sports Drug Agency (NZSDA) or such other organisations that replace the previously mentioned organisations, and Canterbury Hockey and its Members will be responsible for the education and implementation of such regulations.

17. APPEAL

17.1 Board to Rule

The Board will, subject to the provisions set out in the Code of Conduct and any By-Laws, act as a Court of Appeal with respect to disputes involving points of law, Members and members of Members.

17.2 Federation to Rule

A further appeal may be made to the NZHF. An appeal to NZHF under this rule must be made within ten (10) business days of the Board's decision being promulgated and shall be accompanied by a deposit, in such amount as may from time to time be stipulated by NZHF, to be forfeited should the NZHF's Court of Appeal so decide. The Decision of that Court of Appeal shall be final.

18. ALTERATION OF RULES

The rules of Canterbury Hockey shall be altered, amended, rescinded or substituted only at a General Meeting pursuant to a resolution carried by not less than two thirds (67%) of the votes recorded at such meeting. No addition to or alteration of the Objects, Pecuniary Gain or Winding Up Of Association clauses shall be approved without the approval of Inland Revenue. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

19. WINDING UP OF ASSOCIATION

The affairs of Canterbury Hockey may be wound up upon a resolution of a majority of votes recorded at a General Meeting called for the purpose, provided that a second General Meeting is held at least thirty (30) days after the first meeting to pass a resolution by simple majority confirming the earlier decision to wind up Canterbury Hockey. If upon the winding up or dissolution of Canterbury Hockey there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the Members, but shall be given or transferred to some other organisation or body having objects similar to the Objects of Canterbury Hockey, or to some other charitable organisation or purpose, within New Zealand.