



**SKATE**  
AUSTRALIA

## **BYLAW 20**

# **INLINE HOCKEY AUSTRALIA**



# **NATIONAL BRANCH COMMITTEE**

**Adopted November 2006**  
**Amended February 2009**  
**Amended October 2013**  
**Amended December 2013**

## PREFACE

Inline Hockey Australia (ILHA) is a sub-committee of Skate Australia Inc (SA).

The purpose of this By-law is to provide a policy on the structure and authority of this subcommittee as well as providing the policy for the conduct of meetings.

This policy confirms that the Board of SA has the responsibility of ensuring all subcommittees of the Association act in accordance with the rules and regulations of the Association.

Throughout this By-law the following definitions shall apply:

**Voting Registered ILH Club** means, consistent with Bylaw 3, an incorporated body with a minimum of twenty (20) registered members of SA, including at least eight (8) competitive members, united by a common interest in inline hockey and who actively foster that discipline by preparing players for competitions.

**Register** means the Association Database kept by State Administrators and the National Office of SA.

**Chief Executive Officer (CEO)** means the Chief Executive Officer of SA.

## **INLINE HOCKEY AUSTRALIA (ILHA) COMMITTEE**

### **1. COMPOSITION OF THE NATIONAL GENERAL ASSEMBLY COUNCIL**

The National General Assembly Council (NGAC) shall consist of members of the ILHA National Executive Committee (NEC) and one delegate from each state branch or affiliated state inline hockey association.

### **2. APPOINTMENT OF DELEGATES**

- 2.1. Each state branch or affiliated state inline hockey association shall appoint one delegate to act as its representative at meetings of the NGAC.
- 2.2. Delegates so appointed must be current members of SA.
- 2.3. Delegates shall be suspended in circumstances where his/her membership of the Association lapses or is suspended.

### **3. ANNUAL MEETING**

3.1. The Annual Meeting (AM) of NGAC shall be held prior to or during the Australian Championships (Refer Constitution Rule 11A) or as determined by the SA Board given ILHA is a Sub-Committee of SA (Refer Constitution Rules 27.2 and 27.3). In the event that the AM was not held prior to or during the Australian Championships, the SA Board can decide to allow the AM using communication technology to avoid significant travel cost of delegates (consistent with provisions of the Act Part 6 Item 56). Communication technology "that reasonably allows members to hear and take part in discussions as they happen." Eg teleconferencing. "A member who participates in a meeting is taken to be present at the meeting."

- 3.1.1. No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for the AM of the NGAC shall be seven (7).
- 3.1.2. Should any AM of the Branch lapse for want of a quorum, Rule 16.3 of the SA Constitution will apply.
- 3.1.3. Notice of every AM of the NGAC shall be given to registered clubs, state delegates, and the NEC at the address appearing in the Register kept by the Association, at least eight (8) weeks prior to the meeting and shall specify the place and day and hour of the meeting.
- 3.1.4. The agenda for the meeting stating the business to be transacted shall be given at least four (4) weeks prior to the meeting together with any notice of motion received from state delegates or a member of the NEC.
- 3.1.5. All notices of motion for inclusion on the agenda must be submitted in writing to the CEO not less than six (6) weeks prior to the AM of the NGAC.
- 3.1.6. Business to be transacted at an AM of the NGAC shall include the Chair's report, financial statement of the branch, the election of the NEC members and other matters as determined by the NEC.
- 3.1.7. NEC members shall have a term of two years expiring at the Australian Nationals Championship. At each AM, the terms of 2 executive members will expire and with Chair of Officials in odd years and the Chair of Coaches in alternating even years.
- 3.1.8. From January 2014, the Chair and Deputy Chair will be elected by members of the NEC at its first meeting of the NEC following an Annual Meeting for the duration of their respective terms, up to 2 years. The first meeting of the NEC will be chaired by the CEO if the Chair is yet to be elected.

#### **3.2. Voting Rights**

Each delegate and members of the NEC shall be entitled to one (1) vote only.

- 3.2.1. The Chair shall have a **deliberative** but not a casting vote.

#### **3.3. Appointment of Proxy**

- 3.3.1. A delegate or member of the NEC shall be entitled to appoint a proxy to

attend the AM which he/she is unable to attend. The appointment of a proxy shall be notified in writing and shall be delivered to the CEO of SA not less than forty eight (48) hours prior to the AM.

- 3.3.2. The number of proxies that any one (1) delegate may hold is limited to one (1).

#### 3.4. **Voting Procedure**

- 3.4.1. Voting shall be decided by a simple majority on show of voting slips except where any three (3) members call for a secret ballot.
- 3.4.2. Where voting is required to be by secret ballot or where a poll is demanded, the Chair will appoint a returning officer.
- 3.4.3. For a ballot for the election of NEC members, the Chair may not appoint any candidate for election as scrutineer or Returning Officer.

#### 3.5. **Election of the Members of the National Executive Committee**

- 3.5.1. The CEO shall call for nominations eight (8) weeks before the NGAC AM to fill positions for 2 executive members and the Chair of Officials OR the Chair of Coaches in alternating years.
- 3.5.2. For election for Chair of Officials –see Section 5 below
- 3.5.3. For election for Chair of Coaches – see Section 6 below
- 3.5.4. All registered clubs, state branch or affiliated state inline hockey associations and NEC Members shall be notified of the call for nominations. Nominations must be in writing;
- On the prescribed form provided for that purpose;
  - Signed by a nominator and a seconder, who must be a current member of SA.
  - Certified by the nominee expressing his/her willingness to accept the position for which he or she is nominated.
- 3.5.5. Nominations must be received by the CEO at least six (6) weeks prior to the Branch AM.
- 3.5.6. If only two (2) nominations are received, then these persons shall be declared elected at the AM subject to Rules 27.5, 27.6, 27.7 and 27.8 of the SA Constitution.
- 3.5.7. If the number of nominations received exceeds two (2) the CEO shall prepare voting papers containing the names of the nominees in alphabetical order.
- 3.5.8. Delegates shall number their nominees in their order of preference, with one (1) indicating their highest preference, two (2) indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
- 3.5.9. The voting shall be conducted by secret ballot. The scrutineer or returning officer shall add, for each nominee, the sum of the preference numbers from each vote. The combined total for each nominee shall be reported to the meeting. The nominees with the two lowest combined total shall be declared to be elected to the 2 vacant positions subject to Rules 27.5, 27.6, 27.7 and 27.8 of the SA Constitution.
- 3.5.10. Should a deadlock occur the scrutineer shall prepare voting papers containing the names of two (2) or more nominees in alphabetical order. Delegates and branch executive shall number their nominees in their order of preference, with one (1) indicating their highest preference, two (2) indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
- 3.5.11. If a deadlock exists the scrutineer shall determine by lot which of the delegates shall have a casting vote in the election of NEC members.

- 3.6. **ILHA National Executive Committee as a sub-committee of Skate Australia**
- 3.6.1. ILHA NEC is subject to the direction of the Board (27.3a of the Constitution), and Branch Executive Committee appointments shall be approved by the Board, provided the appointees possess the necessary attributes to carry out their assigned roles and responsibilities, and work cooperatively and collegiately.
- 3.6.2. Should the Board consider the appointees unsuitable the Board will request that the national branch committee submit an alternative name(s).
- 3.6.3. Should all nominees be considered unsuitable the Board will appoint a temporary Executive until a suitable nominee is recommended by the national branch committee.

#### 4. **NATIONAL EXECUTIVE COMMITTEE**

##### 4.1. **Composition of the NEC**

The NEC will consist of the following permanent members:

- a) Chair
- b) Deputy Chair
- c) Two (2) Executive Members
- d) The Chair of the Commissioned Officials Committee (ILHACOC)
- e) The Chair of the Accredited Coaches Committee (ILHAACC)

At the discretion of the NEC they may nominate a "Player's Representative" who can work in conjunction with the NEC. This will be a non-voting role and the person will not hold any formal position on the NEC.

##### 4.2. **Responsibility of the NEC**

The NEC shall be responsible through its Chair to the Board of SA.

All members of the NEC and Player's Representative will agree to sign and abide by a standard Code of Conduct.

The NEC is responsible for administration and development of inline hockey, subject to the terms of the SA Constitution, including, but not limited, to the following:

- 4.2.1. Close liaison with State Inline Hockey Committees, Affiliated State Inline Hockey Associations, and the Office of SA on development programs.
- 4.2.2. Setting of annual sanction fees for competitors and/or competitions.
- 4.2.3. Arrangement of training programs for officials and coaches in accordance with the SA Course Administration Procedures (CAP) and the Sports Education Unit of the Australian Sports Commission (ASC).
- 4.2.4. Coordination of the rules and all requirements of the Australian Inline Hockey Championship. (These rules must cover grades, qualifications for entry into those grade and special awards).
- 4.2.5. Establishment of a calendar for all ILHA activities including competitions, training camps and meetings.
- 4.2.6. Formulation of selection criteria for international competitions that must be submitted to and approved by the Board of SA.
- 4.2.7. Establishment of an annual schedule of international competitions for representative international teams.
- 4.2.8. Coordination of recommendations for the appointment of team managers and coaches of national teams to the Board of SA. (However in accordance with Bylaw No.6 the Board of SA has the right to make the appointment outside the recommendation of NEC).
- 4.2.9. Coordination of selection of representative teams for international competitions that must be submitted to and ratified by the Board of SA.
- 4.2.10. Assessment of all State Championship Sanctions with a view to identifying amendments that are required for the sanction to meet ILHA requirements.

### 4.3. NEC Meetings

- 4.3.1. The NEC shall meet three (3) times in every calendar year for the dispatch of business, and in other times by regular electronic meetings.
- a) No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business.
  - b) A quorum for a NEC Meeting shall be four (4).
  - c) The NEC Chair will send a Notice and Agenda to the NEC, stating the business to be transacted of every meeting at least one (1) week prior to the meeting and shall specify the place and day and hour of the meeting.
  - d) Business to be transacted at NEC meetings include the reports from the Chair and executive committee members, and other matters as determined by the NEC.

4.3.2. All visitors to NEC meetings will agree to sign and abide by a standard Visitors Code of Conduct.

#### 4.3.3. Voting Rights

- 4.3.3.1. The Chair, Deputy Chair, Chair of ILHACOC, Chair of ILHACCC and the two (2) Executive Members shall be voting members of the NEC.
- 4.3.3.2. Each member shall be entitled to one (1) vote only.
- 4.3.3.3. The Chair shall have a **deliberative** but not a casting vote.

#### 4.3.4. Appointment of Proxy

- 4.3.4.1. Proxies are not permitted for the NEC Meetings.

#### 4.3.5. Voting Procedure

- 4.3.5.1. Voting shall be decided by a simple majority on show of hands, except where any three (3) members call for a secret ballot.

## 5. COMMISSIONED OFFICIAL COMMITTEE

### 5.1. Composition of the Commissioned Officials Committee

The Inline Hockey Australia Commissioned Officials Committee (ILHACOC) shall consist of all commissioned officials (referees and calculators), the Chair of the national commissioned officials' committee and the Chairmen of the state Panel committees.

The ILHACOC executive committee shall consist of the Chair of the ILHACOC and the Chair of the State Panels.

### 5.2. Annual Meeting (AM)

5.2.1. The AM of the ILHACOC shall be held before the AM of the NGAC and the Chair's election shall be held at the same time as the AM of the NGAC (Section 3). The election of a Chair of ILHACOC every odd year, and shall be consistent with the election of the Members of the NEC (Section 3).

5.2.2. Notice of every ILHACOC AM shall be given to registered clubs, state delegates, and the NEC at the address appearing in the Register kept by the Association, at least eight (8) weeks prior to the meeting and shall specify the place and day and hour of the meeting.

5.2.3. The agenda for the meeting stating the business to be transacted shall be given at least four (4) weeks prior to the meeting together with any notice of motion received from registered officials of the respective branch or the executive committee.

5.2.4. All notices of motion for inclusion on the agenda must be submitted in writing to the Chair not less than six (6) weeks prior to the AM.

5.2.5. Business to be transacted at an annual meeting includes Chair and State Panel Chair reports, and other matters as determined by the Chair of the ILHACOC.

### 5.3. Voting Rights

Each delegate and members of the NEC shall be entitled to one (1) vote only.

5.3.1. The Chair of the NEC shall have a **deliberative** but not a casting vote.

### 5.4. Appointment of Proxy

5.4.1. A delegate or member of the NEC shall be entitled to appoint a proxy to attend the AM which he/she is unable to attend. The appointment of a proxy shall be notified in writing and shall be delivered to the CEO of SA not less than forty eight (48) hours prior to the AM.

5.4.2. The number of proxies that any one (1) delegate may hold is limited to one (1).

### 5.5. Voting Procedure

5.5.1. Voting shall be decided by a simple majority on show of voting slips except where any three (3) members call for a secret ballot.

5.5.2. Where voting is required to be by secret ballot or where a poll is demanded, the Chair will appoint a returning officer.

5.5.3. For a ballot for the election of Chair of the ILHACOC, the Chair of the NEC may not appoint any candidate for election as scrutineer or Returning Officer.

### 5.6. Appointment of Chair

5.6.1. The Chair ILHACOC shall be appointed for a two (2) year term which shall commence from the conclusion of the ILHA AM.

5.6.2. The Chair shall be an Accredited Official.

5.6.3. The NEC may remove a ILHACOC Chair before the expiration of his/her term of office and appoint another Chair in his/her place to hold office until the expiration of the term because of failure to perform his/her duties to the satisfaction of the ILHACOC and the NEC. A Chair in danger of removal from the position will be provided with a written report outlining the reasons for his/her proposed removal from office and will be given the opportunity to present his/her case to the ILHACOC and the NEC that he/she should not be removed. This should be conducted as outlined under Bylaw 1.

5.6.4. A Chair may resign from office during his/her term and the ILHA NEC shall appoint another Chair in his/her place to hold office until the expiration of the term of the first mentioned Chair.

### 5.7. Responsibility of the Chair

5.7.1. The Chair is the principal leader and has overall responsibility for administration of the officials committee subject to the rules of the Association. (Refer to the Branch Procedural Manual Section 2 for full details of the responsibilities of the ILHACOC Chair.)

### 5.8. Responsibility of the ILHA Commissioned Officials Committee

5.8.1. The ILHACOC is responsible for setting the rules for inline hockey.

5.8.2. The ILHACOC shall be responsible through its Chair to the NEC.

5.8.3. The ILHACOC shall set up examination procedures, in accordance with the Australian Sports Commission National Officiating Program, and examine applicants for commissions and set updating points for using and maintaining those commissions.

5.8.4. The ILHACOC shall set assessors and examiners in accordance with the Australian Sports Commission National Officials Accreditation Scheme (NOAS) Program.

5.8.5. The ILHACOC shall liaise with State panels to act as educational groups to train applicants for commissions and to maintain a high level of competence.

5.8.6. The ILHACOC shall agree on a code of appropriate behaviour for officials.

5.8.7. The Chair shall recommend the commissioned officials for the relevant events

- of the Australian championships to the NEC.
- 5.8.8. A Chair may resign from office during his/her term and the ILHAACC shall appoint another Chair in his/her place to hold office until the expiration of the term of the first mentioned Chair.

## 6. ACCREDITED COACHES COMMITTEE

### 6.1. Composition of the Accredited Coaches Committees

The Accredited Coaches Committee (ILHAACC) shall consist of all inline hockey accredited coaches, the Chair and the Chair of the state accredited coaches committee.

### 6.2. Annual Meeting (AM)

6.2.1. The AM of the ILHAACC shall be held before the AM of the NGAC and the Chair's election shall be held at the same time as the AM of the NGAC (Section 3). The election of a Chair of ILHAACC every odd year, and shall be consistent with the election of the Members of the NEC (Section 3).

6.2.2. Notice of every ILHAACC AM shall be given to registered clubs, state delegates, and the NEC at the address appearing in the Register kept by the Association, at least eight (8) weeks prior to the meeting and shall specify the place and day and hour of the meeting.

6.2.3. The agenda for the meeting stating the business to be transacted shall be given at least four (4) weeks prior to the meeting together with any notice of motion received from registered officials of the respective branch or the executive committee.

6.2.4. All notices of motion for inclusion on the agenda must be submitted in writing to the Chair not less than six (6) weeks prior to the AM.

6.2.5. Business to be transacted at an annual meeting includes Chair and State Panel Chair reports, and other matters as determined by the Chair of the ILHAACC.

### 6.3. Voting Rights

Each delegate and members of the NEC shall be entitled to one (1) vote only.

6.3.1. The Chair of the NEC shall have a **deliberative** but not a casting vote.

### 6.4. Appointment of Proxy

6.4.1. A delegate or member of the NEC shall be entitled to appoint a proxy to attend the AM which he/she is unable to attend. The appointment of a proxy shall be notified in writing and shall be delivered to the CEO of SA not less than forty eight (48) hours prior to the AM.

6.4.2. The number of proxies that any one (1) delegate may hold is limited to one (1).

### 6.5. Voting Procedure

6.5.1. Voting shall be decided by a simple majority on show of voting slips except where any three (3) members call for a secret ballot.

6.5.2. Where voting is required to be by secret ballot or where a poll is demanded, the Chair will appoint a returning officer.

6.5.3. For a ballot for the election of Chair of the ILHAACC, the Chair of the NEC may not appoint any candidate for election as scrutineer or Returning Officer.

### 6.6. Appointment of Chair

6.6.1. The Chair ILHAACC shall be appointed for a two (2) year term which shall commence from the conclusion of the ILHA AM.

6.6.2. The Chair shall be an Accredited Official.

6.6.3. The NEC may remove a ILHAACC Chair before the expiration of his/her term of office and appoint another Chair in his/her place to hold office until the expiration of the term because of failure to perform his/her duties to the satisfaction of the ILHAACC and the NEC. A Chair in danger of removal from



the position will be provided with a written report outlining the reasons for his/her proposed removal from office and will be given the opportunity to present his/her case to the ILHAACC and the NEC that he/she should not be removed. This should be conducted as outlined under Bylaw 1.

- 6.6.4. A Chair may resign from office during his/her term and the **ILHA NEC** shall appoint another Chair in his/her place to hold office until the expiration of the term of the first mentioned Chair.

**6.7. Responsibility of the Chair of the Accredited Coaches Committee**

- 6.7.1. The Chair of the ILHAACC Committee is principally responsible for representing coaches on the NEC and for providing technical information to the NEC in relation to coaching matters (Refer to the Branch Procedural Manual Section 2 for full details of the responsibilities of a National Accredited Coaches Committee Chair).

**6.7.2. The Chair shall be an Accredited Coach.**

- 6.7.3. The Chair of the ILHAACC may call meetings of his/her committee to attend to the business of the committee between meetings. He/she may also conduct business between meetings by electronic means or postal vote of executive members of the committee.

- 6.7.4. The Chair of the ILHAACC acts as the Co-Ordinator of Selectors for the ILHA National Representative Players/Teams selected at ILHA National Championships. (Refer ILHA Selection Criteria).

**6.8. Responsibility of the ILHA Accredited Coaches Committee**

- 6.8.1. The ILHAACC shall be responsible through their Chair to the NEC.
- 6.8.2. The ILHAACC shall set up examination procedures, in accordance with the Australian Sports Commission National Coach Accreditation Scheme (NCAS) and SA, and examine applicants for accreditation.
- 6.8.3. ILHAACC shall recommend details for updating policies in accordance with the guidelines of the Australian Sports Commission Sports Education Unit and SA.
- 6.8.4. ILHAACC shall recommend course presenters and examiners.
- 6.8.5. ILHAACC shall liaise with State committees to act as educational groups to train applicants for accreditation and to maintain a high level of competence.
- 6.8.6. The ILHAACC shall agree on a code of appropriate behaviour for all coaches.