



**SKATE AUSTRALIA
AUSTRALIAN ROLLER HOCKEY
BRANCH COMMITTEE**

BY-LAW NO. 19

PREFACE

The Australian Roller Hockey Committee (ARHC) is a sub-committee of Skate Australia (SA).

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

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

Throughout this Bylaw the following definitions shall apply:

Registered Club Roller Hockey Club means incorporated body of at least eight (8) competitive Roller Hockey and/or life members and any number of other category of members united by a common interest in skating and actively fosters skating in that branch by preparing skaters for proficiency tests and/or competitions.

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

Executive Officer means the Skate Australia Chief Executive Officer (CEO).

AUSTRALIAN ROLLER HOCKEY COMMITTEE

1. COMPOSITION OF THE AUSTRALIAN ROLLER HOCKEY COMMITTEE

The Australian Roller Hockey Committee shall each consist of one (1) delegate from each registered Roller Hockey club; members of the ARHC Executive Committee (e.g. the Chairman, event coordinator, player representative, Chairman of the commissioned officials committee and the Chairman of the accredited coaches committee).

2. APPOINTMENT OF DELEGATES

- (a) Each registered roller hockey club shall appoint one (1) person (delegate) to act as its representative at the Annual General Meeting of the Branch.
- (b) Delegates so appointed must be current members of SA.
- (c) Delegates shall be suspended in circumstances where his/her membership of the Association lapses or is suspended.

3. ANNUAL GENERAL MEETING

The Annual General Meeting of the Branch shall be held prior to or during the Australian Club Championships. (Refer Constitution Rule 11A).

No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for the Annual General Meeting of the Branch shall be 50% + 1 of the number of registered votes and must include at least 50% of the clubs registered to vote.

Should any Annual General Meeting of the Branch lapse for want of a quorum Rule 16.3 of the SA Constitution will apply.

Notice of every Annual General Meeting of the Branch shall be given to registered clubs and the ARHC executive committee 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.

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 a registered clubs or branch executive committee.

All notices of motion for inclusion on the agenda must be submitted in writing to the Chairman not less than six (6) weeks prior to the Annual General Meeting of the Branch

Business to be transacted at an annual General Meeting of the Branch shall include the Chairman's report and reports from each member of the executive committee; the election of the branch Chairman; and other matters as determined by the executive committee.

Voting Rights

Each delegate and member of the executive committee shall be entitled to one vote only.

The Chairman shall have a casting but not a deliberative vote.

3.9 Appointment of Proxy

3.9.1 A delegate or member of the executive committee shall be entitled to appoint a proxy to attend the Branch AGM of which he/she is unable to attend. Such proxy shall be in writing and shall be delivered to the Executive Officer not less than 48 hours prior to the Branch AGM.

3.9.2 The amount of proxies anyone may hold is limited to one (1).

3.10 Voting Procedure

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

3.11 Election of Branch Chairman

- 3.11.1** the Chief Executive Officer shall call for nominations eight (8) weeks before the Branch AGM. All registered clubs and branch executive shall be notified of the call for nominations.
- 3.11.2** Nominations must be:
 - in writing;
 - a. on the prescribed form provided for that purpose;
 - b. signed by a nominator and a seconder, who must be a Member; and
 - c. certified by the nominee, who must be a member of SA, expressing his or her willingness to accept the position for which he or she is nominated.
- 3.11.3** Nominations must be received by the Executive Officer at least six (6) weeks prior to the Branch AGM.
- 3.11.4** If only one (1) nomination is received, then this person shall be declared elected at the AGM subject to Rules 27.5, 27.6, 27.7 and 27.8 of the SA Constitution.
- 3.11.5** If the number of nominations received exceeds one (1) the Executive Officer shall prepare voting papers containing the names of the nominees in alphabetical order.
- 3.11.6** Delegates and branch executive shall number their nominees in their order of preference, with 1 indicating their highest preference, 2 indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
- 3.11.7** 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 nominee with the lowest combined total shall be declared to be elected to the vacant position subject to Rules 27.5, 27.6, 27.7 and 27.8 of the SA Constitution.
- 3.11.8** Should a deadlock occur the scrutineer shall prepare voting papers containing the names of two or more nominees in alphabetical order. Delegates and branch executive shall number their nominees in their order of preference, with 1 indicating their highest preference, 2 indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid
- 3.11.9** If a deadlock exists the scrutineer shall determine by lot which of the delegates or branch executive member shall have a casting vote in the election of branch Chairman.

4. ARHC EXECUTIVE COMMITTEE

Composition of the ARHC Executive Committees

The ARHC executive committees shall consist of the Chairman, the event coordinator, the player representative, the Chairman of the commissioned officials committee and the Chairman of the accredited coaches committee

Semi Annual Meeting

The ARHC Semi Annual Meeting shall be held no later than 28th February each year.

No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for a Branch Semi Annual Meeting shall be three (3).

Notice and Agenda, stating the business to be transacted, of every Branch Semi Annual Meeting shall be given to the branch executive at least six (6) weeks prior to the meeting and shall specify the place and day and hour of the meeting.

Business to be transacted at Branch Semi Annual Meeting includes the Chairman's and executive committee reports, and other matters as determined by the branch executive.

Voting Rights

Each member of the branch executive shall be a voting member of the executive committee of the relevant branch.

Each executive committee member shall be entitled to one vote only.

The Chairman shall have a casting but not a deliberative vote.

Appointment of Proxy

An executive committee member shall be entitled to appoint a proxy to attend the Branch Semi Annual Meeting which he/she is unable to attend. Such proxy shall be in writing and shall be delivered to the Branch Chairman six (6) weeks prior to the Branch Semi Annual Meeting.

Such proxy must be a member of SA.

The amount of proxies anyone may hold is limited to one (1).

Voting Procedure

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

Where voting is required to be by secret ballot or where a poll is demanded, the Chairman will appoint a member of the executive to act as scrutineer.

4.3 Responsibility of the ARHC Executive Committee

They are responsible for administration and development of roller hockey, subject to the terms of the SA Constitution, including, but not limited, to the following:

- Promotion and develop roller hockey in Australia
- Liaise closely with State Branch committees and the National Office staff on development programs.
- Setting of annual sanction fees for competitors and/or competitions
- Set up training programs for officials and coaches in accordance with the Skate Australia Course Administration Procedures (CAP) and the Sports Education Unit of the Australian Sports Commission (ASC).
- Coordinate the rules and requirements of the Australian Club Championships. (These rules must cover grades, qualifications for entry into those grade and special awards).
- Establish a calendar for all branch activities including all competitions, training camps and branch meetings.

- Formulate selection criteria for all international competitions that must be submitted to and approved by the SA Board.
- Establish an annual international competition schedule
- Coordinate the recommendation to the Board the appointment of team managers of national teams. (However in accordance with Bylaw No.6 the Board has the right to make the appointment outside the recommendation of the Branch)
- Coordinate the selection of representative at international competitions that must be submitted to and ratified by the Board.
- Review all State Championship Sanctions and make any amendments that are required for the sanction to meet the Branch requirements.

5. ARHC CHAIRMAN

Qualifications

- (a) Branch Chairmen should have a knowledge of Roller Hockey and its stakeholders and a commitment to the development of roller hockey in Australia..
- (b) Each nominee must be a current member of the Skate Australia.
- (c) Nominees for branch Chairman positions must declare any position they hold in a branch and/or member club, including as an office bearer, director or a paid appointee. If the nominee is elected he/she must resign from his/her position in the Branch and/or member club, including but not limited to a position as officer, director or a paid appointee.

5.2 Term of Appointment

- (a) The Branch Chairman shall be elected in accordance with the rules for a term of (2) years each even year.
- (b) A retiring Branch Chairman shall be eligible for re-election.
- (c) A Branch Chairman may resign from office and the ARHC Executive Committee shall appoint a new Chairman. Subject to Rules 27.5, 27.6, 27.7 and 27.8 of the SA Constitution.
- (d) Such acting Chairman shall retire at the next meeting of the branch committee and an election for the office of branch Chairman shall be held. The Branch Chairman so elected shall complete the two (2) year term of the previously elected Chairman.

Responsibility

The Branch Chairman is the principle leader and has overall responsibility for the branch administration subject to the rules of the Association. (Refer to the Branch Procedural Manual Section two (2) for full details of the responsibilities of the ARHC Branch Chairman).

Branch Chairman may call meetings of the executive committee to attend to the business of the branch between committee meetings. He/she may also conduct business between meetings by postal vote of executive members of that branch.

6. ARHC EVENT COORDINATOR

Qualifications

- (a) The ARHC Event Coordinator should have a knowledge of Roller Hockey and event management.
- (b) Each nominee must be a current member of Skate Australia
- (c) Nominees for ARHC Event Coordinator must declare any position they hold in a branch and/or member club, including as an office bearer, director or a paid appointee. If the nominee is elected he/she must resign from his/her position in the Branch and/or member club, including but not limited to a position as office, director or paid appointee.

Term of Appointment

- (a) At the expiry of the initial two (2) year appointment the Event Coordinator's position shall be subject to election
- (b) The ARHC Event Coordinator shall be elected in accordance with the rules for a term of (2) years each even year.
- (c) A retiring Event Coordinator shall be eligible for re-election.
- (d) A Event Coordinator may resign from office and the ARHC Executive Committee shall appoint a new Event Coordinator Subject to Rules 27.5, 27.6, 27.7 and 27.8 of the SA Constitution.
- (e) Such acting Event Coordinator shall retire at the next meeting of the appropriate branch committee and an election for the office of Event Coordinator shall be held. The Event Coordinator so elected shall complete the two (2) year term of the previously elected Chairman.

Responsibility

The Event Coordinator primary role is to act as Project Manager for the technical aspects of the Australian Club Championships and any other National or International competitions.

7. ARHC PLAYER REPRESENTATIVE

Qualifications

- (a) The ARHC Player Representative should have a knowledge of Roller Hockey and have played Roller Hockey competitively to at least national level.
- (b) Each appointee must be a current member of Skate Australia.

Term of Appointment

- (a) At the expiry date of the initial one (1) year appointment the Player Representative position will be appointed by the ARHC Executive Committee for a period of two (2) years.

Responsibility

The Player Representative will liaise with the ARHC Executive Committee on players' concerns in regards to the development of Roller Hockey Nationally and maintain effective communication on matters in relation to development players for players from development level through to international competitions.

8. COMMISSIONED ROLLER HOCKEY OFFICIAL COMMITTEES (CROC)

Composition of the Commissioned Officials Committees

The Commissioned Officials Committee (CROC) shall consist of all commissioned officials, the Chairman of the national commissioned officials committee and the Chairman of the state commissioned officials committee.

Annual General Meeting

The Annual General Meeting of the CROC shall be held prior to or during the Australian Championships. (Refer Constitution Rule 11A)

No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for the AGM shall be ten (10) or 50% plus one (1) of those eligible to vote whichever is the lessor.

Should any annual meeting lapse for want of a quorum Rule 16.3 of the SA Constitution will apply.

Notice of every CROC Annual General Meeting shall be given to all commissioned officials of the Roller Hockey branch and the members of the ARHC executive committee 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.

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 committee executive committee.

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

Business to be transacted at the annual meeting include the Chairman and State panel Chairmen reports, the election of the Chairman every even year, and other matters as determined by the COC Executive.

Voting Rights

The CROC Chairman, state panel Chairmen and all roller hockey officials who are current members of SA and have current NOAS registration shall be entitled to one vote at the annual meeting.

The Chairman shall have a casting but not a deliberative vote.

Proxies

Proxies are **not permitted** at any annual meeting of the commissioned officials committee.

Voting Procedure

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

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

For a secret ballot for the election of the Chairman, the Chairman may not appoint any candidate for election as scrutineer or returning officer.

Election of Commissioned Officials Committee Chairman

The Executive Officer shall call for nominations eight (8) weeks before the annual meeting. All registered officials of the respective branch, who are financial members of SA, shall be notified of the call for nominations.

Nominations must be:

in writing;

- (a) on the prescribed form provided for that purpose;
- (b) signed by a nominator and a seconder, who must be a registered official and current member; and
- (c) certified by the nominee expressing his or her willingness to accept the position for which he or she is nominated.

Nominations must be received by the Executive Officer at least six (6) weeks prior to the annual meeting

If only one (1) nomination is received, then this person shall be declared elected at the annual meeting.

If the number of nominations received exceeds one (1) the Executive Officer shall prepare voting papers containing the names of the nominees in alphabetical order.

All commissioned officials, who are entitled to vote, and are in attendance at the annual meeting, 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.

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 nominee with the lowest combined total shall be declared to be elected to the vacant position.

Should a deadlock occur the scrutineer shall prepare voting papers containing the names of two or more nominees in alphabetical order. Registered officials entitled to vote and who are in attendance at the meeting 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.

If a deadlock exists the scrutineer shall determine by lot which of the commissioned officials, in attendance at the meeting, shall have a casting vote in the election of committee Chairman.

Commissioned Officials Chairman

Qualifications

Chairmen should have knowledge of Roller Hockey and its stakeholders and a commitment to the development of the roller hockey commissioned officials.

Each nominee must be a current member of the Association.

Nominees for Chairman's position must declare any position they hold in a branch and/or member club, including as an office bearer, director or a paid appointee. If the nominee is elected he/she must resign from his/her position in the Branch and/or member club, including but not limited to a position as officer, director or a paid appointee.

8.7.2 Term of Appointment

- 8.7.1.1 At the expiry of the initial one (1) year appointment the Chairman's position shall be subject to election.
- 8.7.1.2 The Chairman shall be elected in accordance with the rules for a term of (2) years each odd year.
- 8.7.1.3 A retiring Chairman shall be eligible for re-election.
- 8.7.2.4 A Chairman may resign from office and the executive of the commissioned officials

8.7.1.4 committee affected shall appoint a new Chairman, not necessarily one of that executive. Such acting Chairman shall retire at the next meeting of the appropriate committee and an election for the office of Chairman shall be held. The Chairman so elected shall complete the two (2) year term of the previously elected Chairman.

8.7.2 **Responsibility of the Chairman**

8.7.2.1 Chairman shall be voting member of the respective Australian Roller Hockey Executive Committee.

8.7.2.2 The Chairman is the principal leader and has overall responsibility for administration of the ARHC officials committee subject to the rules of the Association. (Refer to the Branch Procedural Manual Section 2 for full details of the responsibilities of a National Commissioned Officials Committee Chairman).

8.8 **Responsibility of the Commissioned Officials Committees**

8.8.1 Each commissioned officials committee is responsible to set the rules for officiating roller hockey.

8.8.2 The Commissioned Officials Committee shall be responsible through their Chairman to the Australian Roller Hockey Executive Committee.

8.8.3 Each committee shall set up examination procedures, in accordance with the National Officiating Program, and examine applicants for commissions and set updating points for using and maintaining those commissions.

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

8.8.5 The committee shall agree on a code of appropriate behaviour for officials.

8.8.6 The committee shall recommend the requirements and schedules for the Australian Championships.

8.8.7 The Chairman shall recommend the commissioned officials for the relevant events of national and international events.

9. AUSTRALIAN ROLLER HOCKEY ACCREDITED COACHES COMMITTEE

Composition of the Roller Hockey Accredited Coaches Committees

The Roller Hockey Accredited Coaches Committee (RHACC) shall consist of all accredited coaches, the Chairman and the Chairman of the state accredited coaches committee.

Annual General Meeting

The ARHCC Annual General Meeting shall be held prior to or during the Australian Club Championships. (Refer Constitution Rule 11A).

No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for the AGM shall be five (5) or 50% + one (1) of those eligible to vote whichever is the lesser.

Should any annual meeting lapse for want of a quorum Rule 16.3 of the SA Constitution will apply.

Notice of every ARHCC Annual General Meeting shall be given to all accredited coaches of the respective branch and the executive committee 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.

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 accredited coaches or the executive committee.

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

Business to be transacted at annual meetings include the reports of the Chairman and the state Chairman, the election of the Chairman and other matters as determined by the committee.

Voting Rights

The Chairman, state Chairmen and accredited coaches, who are financial members of SA, and hold current NCAS Registration for Roller Hockey shall be entitled to one vote at the annual meeting.

The Chairman shall have a casting but not a deliberative vote.

Proxies

Proxies are not permitted at any annual meeting of the accredited coaches committee.

Voting Procedure

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

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

For a secret ballot for the election of the Chairman, the Chairman may not appoint any candidate for election as scrutineer or Returning Officer.

Election of Accredited Coaches Committee Chairman

The Executive Officer shall call for nominations eight (8) weeks before the annual meeting. All accredited coaches of the respective branch, who are financial members of SA, shall be notified of the call for nominations.

Nominations must be:

In writing;

- (a) on the prescribed form provided for that purpose;
- (b) signed by a nominator and a seconder, who must be an accredited coach and financial member of SA; and
- (c) certified by the nominee expressing his or her willingness to accept the position for which he or she is nominated.

Nominations must be received by the Executive Officer at least six (6) weeks prior to the annual meeting

If only one (1) nomination is received, then this person shall be declared elected at the annual meeting.

If the number of nominations received exceeds one (1) the Executive Officer shall prepare voting papers containing the names of the nominees in alphabetical order.

All accredited coaches, who are entitled to vote, and are in attendance at the annual meeting, 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.

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 nominee with the lowest combined total shall be declared to be elected to the vacant position.

Should a deadlock occur the scrutineer shall prepare voting papers containing the names of two or more nominees in alphabetical order. Accredited coaches entitled to vote and who are in attendance at the meeting 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.

If a deadlock exists the scrutineer shall determine by lot which of the commissioned officials shall have a casting vote in the election of committee Chairman.

Accredited Coaches Committee Chairman

Qualifications

Chairmen should have knowledge of Roller Hockey and its stakeholders and a commitment to the development of the coaching within roller hockey

Each nominee must hold a current NCAS Roller Hockey Accreditation and current membership of the Association

Nominees for Chairman's position must declare any position they hold in a branch and/or member club, including as an office bearer, director or a paid appointee. If the nominee is elected he/she must resign from his/her position in the Branch and/or member club, including but not limited to a position as officer, director or a paid appointee.

Term of Appointment

At the expiry of the initial one (1) year appointment the Chairman's position shall be subject to election.

The Chairman shall be elected in accordance with the rules for a term of (2) years each odd year.

A retiring Chairman shall be eligible for re-election.

A Chairman may resign from office and the executive of the accredited coaches committee affected shall appoint a new Chairman, not necessarily one of that executive.

Such acting Chairman shall retire at the next meeting of the appropriate committee and an election for the office of Chairman shall be held. The Chairman so elected shall complete the two (2) year term of the previously elected Chairman.

Responsibility of the Chairman of the Accredited Coaches Committee

Chairman shall be voting member of the respective Australian Roller Hockey Executive Committee and the ARHCC.

The Chairman of the Roller Hockey Coaches Committee principally responsible for representing coaches on the ARHC Executive Committee and for providing technical information to the National Office 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 Chairman).

The Chairman of the Accredited Coaches Committee 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 postal vote of executive members of the committee.

Responsibility of the Accredited Coaches Committee

The Accredited Coaches Committee shall be responsible through their Chairman to the Australian Roller Hockey Committee.

Each committee shall set up examination procedures, in accordance with the National Coach Accreditation Scheme and Skate Australia, and examine applicants for accreditation

Each committee shall recommend details for updating policies in accordance with the guidelines of the Sports Education Unit and Skate Australia.

The committee shall recommend course presenters and examiners for their branch

The committee shall liaise with State committees to act as educational groups to train applicants for accreditation and to maintain a high level of competence.

The committee shall agree on a code of appropriate behaviour for coaches.