

BYELAWS of the JAMAICA HOCKEY FEDERATION

COMMITTEES

1. The Board shall appoint the following standing committees (one for each gender) at its first meeting immediately following the Annual General Meeting of the Jamaica Hockey Federation (JHF).
 - a) Competitions & Fixtures^{**} ;4,
 - b) Selections •
 - c) Coaching & Development'
- 1.1. The following standing committees shall also be appointed at the first meeting immediately following the Annual General Meeting of the JHF.
 - a) Finance
 - b) Public Relations & Marketing
 - c) Umpiring & Technical
 - d) Disciplinary
 - e) Facilities, Equipment & Grounds
- 1.2. At their first meeting, each committee shall appoint a Chairman from among the members of the committee.
- 1.3. Each Vice-President will be primarily responsible to oversee and report to the Board and Council all matters with regards to the following committees - Coaching and Development, Competitions and Selections.
2. Each Standing Committee shall have a minimum of three members with the exception of the Selection and Disciplinary Committee, which shall have a minimum of five members.
3. Each committee shall act within the terms of reference as set out hereunder.
4. Where a Committee has three persons; two members shall form a quorum, in any other case three shall form a quorum.
5. Each Committee shall at its first meeting after appointment, set its own rules for the conduct of its proceedings.
 - a) Rules shall be submitted for approval to the Board.
6. Every Standing Committees shall submit a report of each meeting to the Board for ratification of all decisions taken.

TERMS OF REFERENCE

UMPIRING AND TECHNICAL

7. The Umpiring and Technical Committee shall-
 - 7.1. have the power to recruit, train, examine, classify, grade and re-examine umpires and officials whenever it deems desirable and shall have authority and control over all aspects of umpiring;
 - 7.2. appoint umpires and technical officials to officiate at domestic and international events;
 - 7.3. prepare and disseminate the rules governing tournaments organized by the Federation.

DISCIPLINARY

8. The Disciplinary Committee shall-
 - 8.1. Have the power to hear (and determine) all complaints made by or against any player, affiliated association, club or individual, umpires and officials and to take disciplinary action as it deems necessary including the issuance of fines.
 - 8.2. Any complaint against any player, affiliated association, club or individual, umpires and official shall first be submitted to the Honorary Secretary within forty eight hours (Saturday, Sunday and Public Holidays excepted) of the incident giving rise to the complaint.
 - 8.3. The Honorary Secretary shall then refer the complaint to the Chairman of the Disciplinary Committee.
 - 8.4. Where the Committee has made its decision, only the sanction imposed by the Committee may be subject to an appeal to the Appeals Panel. The Panel shall inform the Board within forty-eight (48) hours of their decision.
 - 8.5. Such an appeal shall be in writing, stating the grounds of the appeal and be lodged within fourteen working days from the date on which written notice of the Committee's decision has been given to the party(ies) concerned. The appeal shall be given to the Honorary Secretary or delivered to the Secretariat along with the requisite fee.
 - 8.6. Where an appeal has been lodged, the disciplinary action, shall not take effect until the appeal has been adjudicated on, by the Appeals Panel, which shall have the power to confirm, vary or quash the decision of the Disciplinary Committee.
 - 8.7. The decision of the Appeals Panel shall be final and binding on all parties.

APPEALS PANEL

9. The Appeals Panel shall consist of the President, as Chairman, the Honourary Secretary and three other persons appointed by Council. A minimum of three persons must sit at any appeal.
 - 9.1. No person who has previously been involved in adjudicating on the appellants) or the matter under appeal shall be a member of the Appeal Panel;
 - 9.2. The Appellant shall be entitled to be present and/or represented.
 - 9.3. The Panel must meet within fourteen clear days upon receipt of an appeal. Further, the decision of the Panel must be handed down within seven days from the date the Panel met to Consider the matter. The Chairman is charged to inform all relevant party(ies) of the decision.

FINANACE

10. The Finance Committee shall advise and assist the Honorary Treasurer with all matters pertaining to the finances of the Federation and shall assist the Honorary Treasurer with generating revenue from sponsorship, government schemes and any other source.

PUBLIC RELATIONS AND MARKETING

11. The Public Relations and Marketing Committee shall-
 - 11.1. Plan and co-ordinate all matters affecting the Federation's relationships with sponsors and publicize the Federation's events through the media;
 - 11.2. Market and promote the game of hockey in Jamaica.
12. The Competition and Fixtures Committee shall-
 - 12.1. Prepare match schedules showing teams umpires, officials, venues, dates and times;
 - 12.2. Inspect and determine the suitability of all grounds and the equipment there at;
 - 12.3. Schedule and co-ordinate the use of facilities, equipment and grounds;
 - 12.4. Liaise with the Umpiring and Technical Committee.

SELECTION COMMITTEE

13. Subject to paragraph (2) the Selection Committee shall-
 - 13.1. Select all national teams to represent the Federation and shall make recommendations to the Board on the appointment of captains and vice captains;
 - 13.2. Consist of the coach of each national team in relation to the team he coaches.
 - 13.3. Forward to the Board for its ratification any national team selected.
 - 13.4. The Board shall authorize the publication of the team selected.

YOUTH AND SCHOOLS

14. The Youth and Schools Committee shall-
 - 14.1. Liaise with schools, tertiary institutions and governing Association.
 - 14.2. Advise the Board on all aspects of the control and development of hockey in schools and tertiary institutions and among the young generally.
 - 14.3. Organize schools, tertiary institutions and age group competitions on behalf of the Federation.

COACHING AND DEVELOPMENT

15. The Coaching and Development Committee shall-
 - 15.1. Plan and implement a technical programme for hockey on a national level;
 - 15.2. Recruit and develop coaches;
 - 15.3. Recommend to the Board persons to be appointed as National Coaches;
 - 15.4. Prepare and execute training programmes, examine, grade and classify coaches and advise the Board on all aspects of coaching;
 - 15.5. Plan and implement courses and meetings and other methods for the dissemination of information relating to the game of hockey.

FACILITIES. EQUIPMENT AND GROUNDS

16. The Facilities Equipment and Grounds Committee shall 6.1. maintain the grounds, buildings and equipment of the Federation and ensure that grounds and other facilities are at an acceptable standard for use;
 - 16.2. it shall schedule and co-ordinate the use of facilities, equipment and grounds;
 - 16.3. take custody of and be responsible for all national equipment, trophies and other sundry items belonging to the Federation
17. Nationality - To qualify to represent any of the Federation's national team, a player must be a citizen of Jamaica, or
 - 17.1. A citizen as defined by the Laws of Jamaica and must be holder of a valid Jamaican Passport.

MEMBERSHIP

18. Membership in the federation shall consist of the following classes:
 - 18.1. clubs, individuals, corporate bodies, schools
 - 18.2. affiliated members
 - 18.3. honorary life members
 - a) Honorary life members shall enjoy all the rights and privileges of individual members and shall be exempt from any debts and liabilities of the Federation.
 - b) Application for membership must be made in writing to the Honorary Secretary of the Board and such application shall be accompanied by the following:
19. In the case of associations, clubs and affiliated members:
 - 19.1. the Constitution of the association or club;
 - 19.2. the names and addresses of its elected officers;
 - 19.3. the names of its members;
 - 19.4. the location of its playing grounds (if any);
 - 19.5. a Declaration that they are opposed to any discrimination on the grounds of race, sex, politics, religion or creed and that they will uphold and be governed by the Constitution and Bye-Laws and Rules and Regulations of the Federation;
 - 19.6. in the case of corporate entities individuals:
 - a) name and registered address
 - b) a declaration that they are opposed to any discrimination on the grounds of race, sex, politics, religion or creed.
20. Associations, Clubs and individuals fulfilling the criteria for membership may be formally admitted by the Board following the application for membership and each Club shall be required to register with the Honorary Secretary at the commencement of each Federation league season.
21. The affiliation and all other fees shall be determined at the Annual General Meeting.
 - 21.1. Affiliation fees are due and payable by the 31st day of October of each year and all other fees are due and payable on a schedule as agreed by Council.
 - 21.2. Any member not having paid outstanding fees within the time limit shall not be entitled to take part in the affairs of the federation and shall be considered as suspended until all arrears have been settled.
 - 21.3. Any member suspended cannot transfer to another club, association or affiliated institution without written approval from Council and with such condition(s) that may be set.
 - 21.4. Membership of each club shall not be less than twenty (20) persons at the time of registration
 - 21.5. and where at any time during the playing season a club membership falls below twenty (20), the Board may exercise its discretion to permit the club to continue to participate in any continuing competition once the club is able to field a team for the purposes of the competition.

COUNCIL

22. The Council shall consist of members of the Board, the President and two Executive members from each club, two Executive representatives from each association affiliated to the federation and individual members.
 - 22.1. Each council member shall be entitled to one vote at each meeting and may speak and vote in their own right.
 - 22.2. One third of the members of the Council shall form a quorum.
 - 22.3. The Honorary Secretary shall give not less than seven days written notice to all members of the Federation of the date, time, place and business to be transacted at any meeting of the Council.
 - 22.4. The Council shall meet at least twice in each calendar year and at any other time, as it may deem necessary.

ANNUAL GENERAL MEETING

23. The business of the Annual General Meeting of the Federation shall include but not limited to the following:
 - (i) Verifications of credentials
 - (ii) Minutes of the last Annual General Meeting
 - (iii) Matters arising therefrom
 - (iv) President's Report;
 - (v) Honourary Treasurer's Report;
 - (vi) Honourary Secretary's Report;
 - (vii) Adoption of the Reports;
 - (viii) Adoption of the audited financial statement of the Federation;
 - (ix) Election of officers;
 - (x) Appointment of an Honorary Auditor;
 - (xi) Fixing of affiliations and other fees;
 - (xii) Consideration of and voting on proposed resolutions.
 - 23.1. The President shall preside over the meetings of the Federation. The President may in his discretion request the meeting to appoint a Chairman in his place.
 - 23.2. In the event of the President being unable to attend any Annual General Meeting of the Federation, the Honorary Secretary shall open the meeting and request the appointment of one of the Vice President or in their absence, any other member of the Board to take the Chair;
 - 23.3. The voting rights shall be as follows-
 - a) Officers of the Board shall have one vote
 - b) Clubs shall have four votes each
 - c) Associations corporate bodies and individuals shall have one vote each
 - d) Only a member of the Federation may act as proxy and such person shall vote in accordance with the instructions given to them.
 - 23.4. The Chairman shall have the casting vote in the event that there is an equality of votes.
 - 23.5. Affiliate members shall not be entitled to vote.
24. The officers to retire together in any year shall be the President, Honourary Treasurer, and two Directors. The following officers shall retire together in a subsequent year, the Honourary Secretary, Vice - Presidents and all other officers.

VOTING

In this section

- a) Simple majority = majority of votes cast and Special majority = more than three quarters (3/4) of the votes cast
- b) Any alteration to these Bye-Laws shall be by special majority.
- c) Election of Officers (President, Vice-Presidents, Honourary Secretary, Honourary Treasurer, Directors) requires a simple majority.
- d) Any other decisions of the Federation require a simple majority vote except any resolution passed at an Extra-ordinary General Meeting.

QUORUM

25.

- 25.1. A quorum at any meeting of the Federation shall be formed if one-third (by number) those entitled to vote are present.
- 25.2. Where a quorum is not present thirty minutes after the time scheduled for a meeting of the Federation, the meeting shall be adjourned to the following week at the same time when those members present shall form a quorum.

EXTRA-ORDINARY GENERAL MEETINGS

26.

- 26.1. An extra-ordinary general meeting shall be convened by order of the Board or upon a requisition signed by one third of the members of the Federation. Such requisition shall be in writing addressed to the Honourary Secretary of the Board, specifying the business proposed to be discussed.
- 26.2. The only business to be transacted shall be that intimated in the notice convening the meeting.
- 26.3. An extra-ordinary general meeting must be called within thirty (30) days of such order or requisition.
- 26.4. Not less than fourteen (14) days clear notice of an extra-ordinary general meeting and of all resolutions to be proposed there at shall be given to all those entitled to receive notice of the Annual General Meeting.
- 26.5. No resolution at an Extra-Ordinary General Meeting shall be passed unless supported by at least a three-quarter majority of those entitled to vote.

BOARD

27.

- 27.1. The officers to retire together in any year shall be the President, Honourary Treasurer, and two Directors. The following officers shall retire together in a subsequent year, the Honourary Secretary, Vice - Presidents and all other officers.
- 27.2. At the first annual general meeting of the Federation all the officers shall retire from office, and at the annual general meeting in every subsequent year one-third of the officers for the time being or, if their number is not three or a multiple of three, then the number nearest one-third, shall retire from office.
- 27.3. The officers to retire in every year shall be those who have been longest in office since their last election, but as between persons who became officers on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- 27.4. A retiring officer shall be eligible for re-election.
- 27.5. The Federation officer at the meeting at which an officer retires in manner aforesaid may fill the vacated office by electing a person thereto, and in default the retiring officer shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re-election of such officer shall have been put to the meeting and lost.
- 27.6. The Federation may from time by ordinary resolution increase or reduce the number of officers and may also determine in what rotation the increased or reduced number is to go out of office.
- 27.7. Nominations for the positions' of officers to the Board shall be on the prescribed form and signed by the proposer and seconder, and shall reach the Honourary Secretary not later than seven days before the meeting.
- 27.8. In the case of the resignation or death of the President, the Board shall appoint one of its members to hold office until the Extra-Ordinary General Meeting of the Federation to be held within two months.
- 27.9. Should a vacancy arise through the resignation, death or other cause of any member of the Board, such vacancy shall be filled by appointment or by holding of an election.
- 27.10. Any member of the Board appointed will serve until the next Annual General Meeting or such shorter period as the Board may determine.
- 27.11. Any member of the Board elected to fill a vacancy on the Board shall be deemed to be elected to complete the remaining term of the member he replaces.
- 27.12. The President shall preside at all meetings. He may in his discretion request the meeting to appoint a Chairman in his place. In the event of the President being unable to attend, the Honourary Secretary shall open the meeting and invite members to nominate one of the Vice-Presidents or in their absence, any other member, to act as Chairman.
- 27.13. The Board shall meet at such times as it or the Chairman may prescribe.

- 27.14. Forty eight hours written notice of any meeting of the Board shall be given by the Honorary Secretary to the members of the Board.
 - 27.15. The decision of a simple majority of those present and voting at the Board meeting shall be final and binding on all members of the Federation until rescinded or varied by the vote of a simple majority of those, present and voting at a subsequent meeting of the Board or at a Special General Meeting of the Federation.
 - 27.16. The Chairman of any meeting of the Board shall be entitled to a casting vote which he can only exercise if there be an equality of votes on any matter.
 - 27.17. At the meetings the Board, five members shall form a quorum of whom one member present shall be a President or either Vice-President.
 - 27.18. Where a quorum is not present thirty minutes after the time set for a Board meeting, the meeting shall be adjourned to the following week at the same time when those members present shall form a quorum.
 - 27.19. The Board shall have the right to end the mandate of any of its members who has been absent from three consecutive meetings without valid reason. The Board may replace that member so removed under the provisions of paragraph 27.9.
28. The Board shall deal with, and make decisions on all business and affairs of the Federation and shall have the following powers, authorities and functions concerning the Federation:
- 28.1. the management, sanction, and settlement of all financial matters between Annual General Meetings;
 - 28.2. the appointment of any person, body, or organization to represent the Federation in any capacity whatsoever;
 - 28.3. the appointment and dismissal of all employees, attendants or servants of the Federation as it think fit.
 - 28.4. full and absolute power to authorize and empower the Honourary Treasurer to realize the property of the Federation, both real and personal, or any portion thereof, and to apply the proceeds for the purposes of the Federation.
29. The Board may refer items to appropriate Standing Committees for their consideration and report as it thinks fit.

MINUTES

30. The Minutes of meetings of all bodies within the Federation shall be recorded in a book provided for that purpose, and the minutes of each preceding meeting shall be circulated among the members of the particular bodies at least seven (7) days before the date for the next meeting.

DISSOLUTION

31. The JHF shall not be dissolved except at an Extra-Ordinary Meeting of the Federation convened for the purpose and by a resolution supported by three-fourths (3/4) of the votes cast.

RESOURCES

- 32.
- 32.1. The funds of the Federation shall be vested in the Honourary Treasurer who shall apply and deal with the funds and property of the Federation vested in him, in such manner as the Board may from time to time direct;
 - 32.2. The Federation's income shall be derived from subscription fees, donations, external funding, gifts and bequest and subject to the approval of the Board from any other appropriate source. Such income shall be subject to and used for the furtherance of the aims and objectives of the Federation as defined in the Constitution and for such charitable objects as the Annual General Meeting of the Federation may determine.
 - 32.3. In the event of the dissolution of the JHF, all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged and the remaining assets shall be donated to subsequent body established for the promotion and the national development of Hockey in Jamaica.