



Rules of the Ballarat Blaze Hockey Club Incorporated

These rules were formally adopted at the 2012 Annual General Meeting held at the Central Wendouree Bowling Club on Saturday 1st September.

1 Name and colours

The name of the incorporated association is Ballarat Blaze Hockey Club Incorporated; unless otherwise determined at a general meeting, the colours of the Ballarat Blaze Hockey Club shall be orange and black;

- (a) the uniform worn may be predominate orange or black, however both colours must appear on the shirt
- (b) The club logo for all official documentation and uniform items shall be the logo above the title to this document; modifications maybe made to suit apparel on case by case basis. This shall be approved by the committee. An electronic high resolution copy shall be kept by the Secretary.

2 Definitions

(1) In these Rules, unless the contrary intention appears—

committee means the committee of management of the Ballarat Blaze Hockey Club; *financial year* means the year ending on 31st October; *general meeting* means a general meeting of members convened in accordance with rule 12; *member* means a member of the Ballarat Blaze Hockey Club Inc; *ordinary member of the committee* means a member of the committee who is not an officer of the Ballarat Blaze Hockey Club Inc. under rule 21;

Regulations means regulations under the Act;

Non Playing member is a person who does not take the field; this member may fulfil roles within the club *relevant documents* has the same meaning as in the

Act; *the Act* means the **Associations Incorporation Act 1981**.

(2) In these Rules, a reference to the Secretary of an Ballarat Blaze Hockey Club Inc is a reference—

- (a) if a person holds office under these Rules as Secretary of the Ballarat Blaze Hockey Club Inc —to that person; and
- (b) in any other case, to the public officer of the Ballarat Blaze Hockey Club Inc

3 Alteration of the rules

These Rules and the statement of purposes of the Ballarat Blaze Hockey Club Inc must not be altered except in accordance with the Act.

4 Membership, entry fees and subscription

- (1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Ballarat Blaze Hockey Club Inc. upon acceptance under these Rules.
- (2) A person who is not a member of the Ballarat Blaze Hockey Club at the time of the incorporation of the Ballarat Blaze Hockey Club (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless—
 - (a) he or she applies for membership in accordance with subrule (3); and (b) the admission as a member is approved by the committee.
- (3) An application of a person for membership of the Ballarat Blaze Hockey Club must—
 - (a) be as either a junior; senior playing or non playing member;
 - (b) be made in writing in the form set out in Appendix 1; and
 - (c) Juniors under the age of 18 at the time of application must have their application signed by a legal guardian
 - (d) be lodged with the Secretary of the Ballarat Blaze Hockey Club
- (4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
- (5) The committee must determine whether to approve or reject the application.
- (6) If the committee approves an application for membership, the Secretary must, as soon as practicable—
 - (a) notify the applicant in writing of the approval for membership; an
- (7) The Secretary must, within 28 days acceptance of the member, enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.

- (9) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege, or obligation of a person by reason of membership of the Ballarat Blaze Hockey Club—
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) Fees payable by playing members shall be determined by the committee on an annual basis; and the committee reserves the right to suspend a persons rights and privileges under these rules if the fees are not paid
- (12) Players who supply their own goal keeping set will be entitled to a 50% fee reduction.

5 Register of members

- (1) The Secretary must keep and maintain a register of members containing—
 - (a) the name and address of each member; and
 - (b) the date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.

6 Ceasing membership

- (1) A member of the Ballarat Blaze Hockey Club who has paid all moneys due and payable by a member to the Ballarat Blaze Hockey Club may resign from the Ballarat Blaze Hockey Club by giving one month's notice in writing to the Secretary of his or her intention to resign.
 - (a) If the member is seeking a clearance to another club, this shall be deemed as a resignation and the period of notice as per subsection (1) applies
 - (b) For the purpose of playing clearances, a person remains a member until a clearance is approved,
 - (c) A playing clearance shall be processed at the committee meeting following the receipt of the request and shall not be unreasonably withheld”
- (2) After the expiry of the period referred to in subrule (1)—
 - (a) the member ceases to be a member; and

- (b) the Secretary must record in the register of members the date on which the member ceased to be a member.

7 Discipline, suspension and expulsion of members

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Ballarat Blaze Hockey Club, the committee may by resolution—
 - (a) suspend that member from membership of the Ballarat Blaze Hockey Club for a specified period; or
 - (b) expel that member from the Ballarat Blaze Hockey Club; or
 - (c) fine that member an amount not exceeding \$500
- (2) A resolution of the committee under subrule (1) does not take effect unless—
 - (a) at a meeting held in accordance with subrule (3), the committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Ballarat Blaze Hockey Club under this rule, the Ballarat Blaze Hockey Club confirms the resolution in accordance with this rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed under subrule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with subrule (4).
- (4) For the purposes of giving notice in accordance with subrule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice—
 - (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following— (i) attend that meeting;

- (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Ballarat Blaze Hockey Club in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under subrule (1), the committee must—
- (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Ballarat Blaze Hockey Club in general meeting against the resolution.
- (7) If the Secretary receives a notice under subrule (6), he or she must notify the committee and the committee must convene a general meeting of the Ballarat Blaze Hockey Club to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Ballarat Blaze Hockey Club convened under subrule (7)—
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8 Disputes and mediation

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between—
 - (a) a member and another member; or
 - (b) a member and the Ballarat Blaze Hockey Club.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Ballarat Blaze Hockey Club; or
 - (ii) in the case of a dispute between a member and the Ballarat Blaze Hockey Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Ballarat Blaze Hockey Club can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—
 - (a) give the parties to the mediation process every opportunity to be heard; and (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.

- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9 Annual general meetings

- (1) The committee may determine the date, time and place of the annual general meeting of the Ballarat Blaze Hockey Club.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be—
- (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports upon the transactions of the Ballarat Blaze Hockey Club during the last preceding financial year; and
 - (c) to elect officers of the Ballarat Blaze Hockey Club and the ordinary members of the committee; and
 - (d) to receive and consider the statement submitted by the Ballarat Blaze Hockey Club in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10 Special general meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Ballarat Blaze Hockey Club.
- (4) If, but for this subrule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Ballarat Blaze Hockey Club.

- (6) The request for a special general meeting must—
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Ballarat Blaze Hockey Club to the persons incurring the expenses.

11 Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12 Notice of general meetings

- (1) The Secretary of the Ballarat Blaze Hockey Club, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Ballarat Blaze Hockey Club, must cause to be sent to each member of the Ballarat Blaze Hockey Club, a notice stating the place, date and
 - time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent—
 - (a) by prepaid post to the address appearing in the register of members; or
 - (b) if the member requests, by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

13 Quorum at general meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
 - (i) in the case of a meeting convened upon the request of members—the meeting must be dissolved; and
 - (ii) in any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

14 Presiding at general meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Ballarat Blaze Hockey Club.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

15 Adjournment of meetings

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in subrule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16 Voting at general meetings

- (1) Upon any question arising at a general meeting of the Ballarat Blaze Hockey Club, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Ballarat Blaze Hockey Club have been paid including arrears, other than the amount of the annual subscription payable in respect of the current financial year.

17 Poll at general meetings

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18 Manner of determining whether resolution carried

If a question arising at a general meeting of the Ballarat Blaze Hockey Club is determined on a show of hands—

- (a) a declaration by the Chairperson that a resolution has been—

- (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and
- (b) an entry to that effect in the minute book of the Ballarat Blaze Hockey Club —
- is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19 Proxies

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be—
- (a) for a meeting of the Ballarat Blaze Hockey Club convened under rule 7(7), in the form set out in Appendix 2; or
 - (b) in any other case, in the form set out in Appendix 3.

20 Committee of management

- (1) The affairs of the Ballarat Blaze Hockey Club shall be managed by the committee of management.
- (2) The committee—
- (a) shall control and manage the business and affairs of the Ballarat Blaze Hockey Club; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Ballarat Blaze Hockey Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Ballarat Blaze Hockey Club; and
 - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Ballarat Blaze Hockey Club.

- (d) each position on the committee will have responsibly as outlined in a position description. (Appendix 4)
- (3) Subject to section 23 of the Act, the committee shall consist of—
- (a) the officers of the Ballarat Blaze Hockey Club; and
 - (b) two ordinary members—
 - each of whom shall be elected at the annual general meeting of the Ballarat Blaze Hockey Club in each year.

21 Office holders

- (1) The officers of the Ballarat Blaze Hockey Club shall be—
- (a) a President;
 - (b) a Vice-President;
 - (c) a Treasurer; and
 - (d) a Secretary.
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in subrule (1).
- (3) Each officer of the Ballarat Blaze Hockey Club shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in subrule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

22 Ordinary members of the committee

- (1) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Ballarat Blaze Hockey Club to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23 Election of officers and ordinary committee members

- (1) Nominations of candidates for election as officers of the Ballarat Blaze Hockey Club or as ordinary members of the committee may be—
 - (a) made in writing, signed by two members of the Ballarat Blaze Hockey Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) delivered to the Secretary of the Ballarat Blaze Hockey Club prior to the annual general meeting.
 - (c) Nominations may be called for during the meeting; a mover and seconder must be identified and the nominee must accept the nomination for it to stand
- (2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held
- (6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the elected member must win by majority; in the event of a tied result, lots shall be drawn
- (7) At the annual general meeting, additional members may be co-opted onto the committee by way of general consensus

24 Vacancies

The office of an officer of the Ballarat Blaze Hockey Club, or of an ordinary member of the committee, becomes vacant if the officer or member—

- (a) ceases to be a member of the Ballarat Blaze Hockey Club; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (c) resigns from office by notice in writing given to the Secretary.

25 Meetings of the committee

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

26 Notice of committee meetings

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27 Quorum for committee meetings

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
 - (i) in the case of a special meeting—the meeting lapses;
 - (ii) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

28 Presiding at committee meetings

At meetings of the committee—

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

29 Voting at committee meetings

- (1) Questions arising at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30 Removal of committee member

- (1) The Ballarat Blaze Hockey Club in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in subrule (1) may make representations in writing to the Secretary or President of the Ballarat Blaze Hockey Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Ballarat Blaze Hockey Club.
- (3) The Secretary or the President may give a copy of the representations to each member of the Ballarat Blaze Hockey Club or, if they are not so given, the member may require that they be read out at the meeting.

31 Minutes of meetings

The Secretary of the Ballarat Blaze Hockey Club must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

32 Funds

- (1) The Treasurer of the Ballarat Blaze Hockey Club must—

- (a) collect and receive all moneys due to the Ballarat Blaze Hockey Club and make all payments authorised by the Ballarat Blaze Hockey Club; and
 - (b) keep correct accounts and books showing the financial affairs of the Ballarat Blaze Hockey Club with full details of all receipts and expenditure connected with the activities of the Ballarat Blaze Hockey Club.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
 - (3) The funds of the Ballarat Blaze Hockey Club shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.
 - (4) The committee may approve the purchase of clothing and equipment that members may purchase from the club
 - (5) The President may exercise his/her right to approve expenditure up to the value of \$500 without acceptance at a general meeting; Consultation with the Secretary and Treasurer shall occur prior to such expenditure and a full report be given at the next committee meeting.

33 Seal

- (1) The common seal of the Ballarat Blaze Hockey Club must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Ballarat Blaze Hockey Club.

34 Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Ballarat Blaze Hockey Club, under these Rules may be given by—

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or

- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

35 Winding up

In the event of the winding up or the cancellation of the incorporation of the Ballarat Blaze Hockey Club, the assets of the Ballarat Blaze Hockey Club must be disposed of in accordance with the provisions of the Act.

36 Custody and inspection of books and records

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Ballarat Blaze Hockey Club.
- (2) All accounts, books, securities and any other relevant documents of the Ballarat Blaze Hockey Club must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Ballarat Blaze Hockey Club.

37 Policies

Ballarat Blaze Hockey Club will have and abide by policies that address;

- privacy
- safety of players and members
- conduct of players, supporters and parents
- drugs and alcohol
- protection of children
- the use of social media

In the absence of a defined policy, the club will ensure it abides by the relevant policies and codes of conduct as determined by state and national sporting bodies.

APPENDIX 1

APPLICATION FOR MEMBERSHIP OF BALLARAT BLAZE HOCKEY CLUB

I, _____ of _____
(name) (residential address)

desire to become a member of **Ballarat Blaze Hockey Club**

In the event of my admission as a member, I agree to be bound by the rules of the Ballarat Blaze Hockey Club for the time being in force.

Signature of Applicant (or Guardian if under 18 years of age)

Date ___/___/_____

I, _____, a member of the Ballarat Blaze Hockey Club nominate the applicant, who is personally known to me, for membership of the Ballarat Blaze Hockey Club.

Signature of Proposer

Date ___/___/_____

Applicant Details:

Name: _____ Date of Birth: ___/___/_____ *

Postal Address: _____

Home Phone: _____ Mobile: _____

Email: _____ **

Are you a current member with another club or association? No Yes List _____

* Compulsory for children under 18.

** Entry in this field provides permission for the club to send correspondence via email.

APPENDIX 2

FORM OF APPOINTMENT OF PROXY FOR MEETING OF BALLARAT BLAZE HOCKEY CLUB CONVENED UNDER RULE 7(7)

I,

(name)

of

(address)

being a member of
(Ballarat Blaze Hockey Club)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Ballarat Blaze Hockey Club Inc. as my proxy to vote on my behalf at the appeal to the general meeting of the Ballarat Blaze Hockey Club Inc convened under rule 7(7), to be held on—

(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution: *[insert details of resolution passed under rule 7(1)]*

Signed

Date

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I,
(name)

of
(address)

being a member of
(Ballarat Blaze Hockey Club)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Ballarat Blaze Hockey Club Inc, as my proxy to vote on my behalf at the *annual/*special general meeting of the Ballarat Blaze Hockey Club Inc to be held on—

(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote *in favour of/*against the following resolution: [*insert details of resolution*]

Signed

Date

Appendix 4

Committee Members Position Descriptions

President

Committee Position 1

To ensure the Club promotes the participation and achievement of it's teams. Ensure the Club is run efficiently administratively, financially and socially to support the on field/court activities.

The President helps the committee prioritise its goals and keeps the committee on track by working within the overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

The position of President is to be elected by the members of the club at the Annual General Meeting (AGM) before the beginning of each season. The responsibilities of the Club President are, but not limited to;

- Be aware of all current and proposed club activities.
- Provide Leadership to the Club players, members and supporters.

- Provide Leadership to the Club Committee.
- Act as Chairperson at Club meetings.
- Ensure the club is managed efficiently and ethically.
- Ensure all committee members are fulfilling their obligations.
- Monitor and address any shortfalls in club committee performance.
- Report to the members and club committee regularly.
- Present an annual report to club members on an annual basis.
- Continually review club constitution and by laws to ensure relevance.

Vice President

Committee Position 2

To ensure the Club promotes the participation and achievement of its teams. Ensure the Club is run efficiently administratively, financially and socially to support the on field/court activities.

The Vice President helps the committee prioritise its goals and keeps the committee on track by working within the overall framework. At the operational level, the major function of the Vice President is to assist the President to facilitate effective management of all club activities and committee meetings.

The position of Vice President is to be elected by the members of the club at the Annual General Meeting (AGM) before the beginning of each season. The responsibilities of the Club Vice President are but not limited to;

- Assist the President in the provision of Leadership to the Club players, members and supporters.
- Assist the President in the provision Leadership to the Club Committee.
- When President unavailable, Chair Club meetings in accordance with club constitution.

- Manage committees operating within Blaze Hockey Club.
- Attend club sub committee meetings as required.
- Ensure Hockey Ballarat Club Requirements are fulfilled. Fill in as required to meet requirements.
- Assist President and Secretary with review of club constitution and by laws.

Secretary

Committee Position 3

The Secretary is the chief administrator and provides the coordinating link between members, the committee and outside agencies.

The position of Secretary is to be elected by the members of the club at the Annual General Meeting (AGM) before the beginning of each season. The responsibilities of the Club Secretary are, but not limited to;

- Provide administration support to the club and the committee.
- Provide the administrative link between the committee and outside organisations.
- Prepare an agenda for all club meetings
- Record minutes of all club minutes.
- Distribute minutes of meetings to all members
- Distribute any other club information to all members.
- Receive and distribute all club correspondence.

- Liaise with sub committees of the club and assist with administration duties as required by the committee.
- Manage contact details of all players and team members.
- Maintain an up to date copy of the Hockey Ballarat by-laws.
- Maintain an up to date copy of the Blaze Hockey Club constitution.

Assist President and Vice President with review of club constitution and by laws

Treasurer

Committee Position 4

To ensure that a financial management and reporting system is put in place and operable so the Club committee has an accurate understanding of the financial status of the Club at all times.

The position of Treasurer is to be elected by the members of the club at the Annual General Meeting (AGM) before the beginning of each season. The responsibilities of the Club Treasurer are but not limited to;

- Manage all club financial matters and bank accounts.
- Manage payment of all player fees.
- Ensure all players are registered in accordance with Hockey Ballarat regulations.
- Report on financial matters and status at club meetings and AGM.
- Maintain accurate records of player payments and club expenditure.
- Ensure all club debtors are paid in a timely manner.
- Develop and maintain an up to date list of Club equipment and assets.
- Develop with assistance of committee a financial goal for next 12 months.
- Ensure Blaze Hockey Club meets all Victorian Government requirements for registration of the club.

Committee Member

Committee Position 5

To provide support to the President, Committee members and all club members to ensure the efficient operation of the Club.

The position of Committee member is to be elected by the members of the club at the Annual General Meeting (AGM) before the beginning of each season. The responsibilities of the Club committee member are but not limited to;

🏠 Manage all aspects of sponsorship with the club.

- In conjunction with the Secretary liaise with all sponsors.
- Regularly provide details of sponsorship deals to the committee meetings.
- Establish and co-ordinate a social committee to facilitate club functions.
- Ensure club runs a major fund raising event each calendar year.
- Ensure club holds social activities for all members to participate in on regular occasions.
- In Conjunction with the Secretary inform all club members of social activities.
- Develop strategies to encourage member participation in club events.
- Develop and maintain a roster to ensure the club meets all canteen and tech bench duties.
- Develop and maintain plan for replacement of club uniforms.
- Provide uniform items for purchase of team and club members.

Committee Member

Committee Position 6

To provide support to the President, Committee members and club members to ensure the efficient operation of the Club.

The position of Committee member is to be elected by the members of the club at the Annual General Meeting (AGM) before the beginning of each season.

The responsibilities of the Club committee member are but not limited to;

■ Co-ordinate all Blaze teams and Blaze team Managers.

- Provide the link between the Blaze Committee and all Teams and umpires.
- Work with Blaze team Coaches to develop plan for player retention and development.
- Manage all Blaze Hockey Club Property.
- Assist Treasurer with up to date list of all club equipment.
- Ensure Teams have fully stocked First Aid kits and ice for each game.
- Ensure maintenance of club owned goalkeeping equipment is maintained.
- Represent Blaze Hockey Club at Hockey Ballarat Meeting on monthly basis.
- Provide report to Blaze Hockey Club Committee on activities in Ballarat Hockey.
- Ensure club is meeting umpiring commitments.
- Report to committee on a monthly basis.
- Co-ordinate, with assistance from other committee members off season activities.