

NZIHA REGIONAL COMMITTEE

A Guide for Regional Committee Officers

Regional Committees

Regional Committees are sub-committees of the New Zealand Inline Hockey Association and are designated to administer the sport in their regions. Regional Committee are responsible direct to the NZIHA Executive. The NZIHA by-Laws relating to Regional Committees are as follows:

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A. Regions within New Zealand will be designated by the NZIHA executive taking into consideration, club numbers (constitution rule 3a), player registrations (constitution rule 3b) and geographical areas.

B. Each region shall form a committee to administer the sport as per rule 2 of the NZIHA constitution. Such committees shall keep in touch with In-Line Hockey activities within their respective region and assist NZIHA member clubs in their region and generally promote In-Line hockey activities in the region.

C. Regional Committees are NZIHA sub-committees and as such are responsible direct to the NZIHA executive. Funds generated and controlled by Regional Committees are in effect NZIHA funds and accounts must be submitted to the Association Treasurer for Incorporation in the Associations Annual Accounts.

D. The Chairperson shall be elected at an AGM from nominations by respective NZIHA member clubs in that region.

E. The officers of a Regional Committee must be approved by the NZIHA and must be NZIHA members.

F. Regional Committee meetings shall consist of no more than two representatives from each NZIHA member clubs in that region. Each club may have one vote. Copies of the minutes of the Regional Committee meeting must be submitted to the NZIHA secretary.

G. The Regional Committee shall meet a minimum of four times throughout the year at the discretion of the chairperson. All NZIHA local regional member clubs and organisations are to be notified of the time and place of such meetings at least 14 days' prior.

H. Advice of a Regional Committee Annual General Meeting must be supplied to the NZIHA Secretary for a NZIHA executive member to attend such Annual General Meeting.

I. A Secretary shall be appointed who shall be responsible for keeping records of meeting and reporting them through minutes to the NZIHA member clubs in the region and to the executive no later than 28 days after each meeting.

J. The Regional committee shall be designated by the NZIHA executive to arbitrate any difference's in their region, investigate alleged violation of rules, make recommendations to the NZIHA executive, and co-operate with them in the solution of any problems.

K. The Regional Committees shall organise suitable facilities for holding of regional events, and assist in, sponsoring, preparing for, conducting and financing of all such regional events.

L. Regional Committees may set fees for its regional event, i.e. League entry fees. Any special financing or fees must be approved by the NZIHA executive.

M. All profit/losses from any event financed by the Regional Committees shall be the property/responsibility of the committee.

N. All regional competitive events must have the approval of the NZIHA, and all requirements governing the regulation and the conduct of such events shall be in full compliance with the NZIHA constitution and by-laws.

O. In any region where there is no committee the NZIHA shall have the authority to establish a Regional committee from its members residing in the region whose powers and duties shall be the same as those of a Regional Committee.

P. A Regional Committee shall be charged with the general promoting and participation of In-line hockey in its area. It should further foster the education and participation of In-line Hockey officials in its area.

Q. All policy decisions that add, alter or remove rules shall be made effective no less than 28 (twenty eight) days from the date that the Secretary shall circulate them in written form to Class One Members.

R. A Regional Disciplinary Tribunal shall be appointed by the NZIHA under advisement from the executive of the Regional Committee.

Working with Clubs in the Region

The Regional Committee serves the purpose of uniting clubs in a particular region and providing a vehicle by which clubs can work together to administer inline hockey so that players have the opportunity to play in well organized competitions with well-administered rules. Creating an atmosphere where people can enjoy playing inline hockey and be sure that the sport is safe and fair should be a major objective of the regional committee.

Annual General Meeting

Set the date and venue for the Annual General Meeting

Notify all clubs in the Region at least 14 days before the set date and advise that two members per club are invited to attend the AGM and that each club has one vote.

Business of AGM:

1. Chairperson's Report

2. Election of Officers:

Chairperson (mandatory)

Role includes leading the Regional Committee, chairing meetings, setting agenda with Secretary, liaising with other officers, sub- committees and with NZIHA Executive Representative.

Deputy Chairperson (optional)

Deputizes for the Chairperson when he/she is away.

Secretary (mandatory)

Role includes taking meeting minutes, circulating minutes to clubs and club delegates, receiving and sending correspondence, liaising with Chairperson over meeting agenda, sending notices of meetings and agendas to club delegates.

Treasurer (optional)

Role includes maintaining a record of receipts and payments, preparing a brief financial report for each meeting, preparing an annual financial report, sending annual financial report to NZIHA Secretary.

Disciplinary Chairperson (mandatory)

Refer to the NZIHA Disciplinary procedures for details of duties)

Referee representatives (2)

Represents the Region on the NZIHA Referees Committee, presents a report at regional meetings, liaises with the regional committee on matters relating to refereeing including courses, liaises with clubs on referee assignments for regional games.

Coaching representatives (2)

Represents the Region on the NZIHA Coaching Committee, presents a report at regional meetings, liaises with the regional committee on matters relating to coaching including coaching courses.

Player representatives (2)

Represents the region's players on the regional committee, acts as liaison between players and the regional committee and regional sub-committees.

Members of Disciplinary Tribunal (one per club is desirable)

3. Financial Report

Funds generated and controlled by Regional Committees are, in effect, NZIHA funds and accounts must be submitted to the NZIHA Secretary immediately after the AGM.

Regional Statistician

Appoint a person who will take responsibility for maintaining the records of game results, competition standings, member registrations, and monitoring of score sheets.

Results will be published on www.nziha.com

Regional Disciplinary Tribunal

The Chairperson is appointed by NZIHA in consultation with the Regional Committee.

The Regional Committee should also appoint a Vice Chairperson and at least three additional members one of whom must be a referee. All members must be from different clubs. Ideally, each club should nominate a member to be available to serve on the Disciplinary Committee.

The minimum number of members required to form a quorum at a Disciplinary hearing is three, including the Chairperson.

Refer to the NZIHA Disciplinary Procedures for more detailed information.

NZIHA Executive Committee Representative

A member of the NZIHA Executive Committee attends regional meetings to provide communication link between the NZIHA Executive and regional committees which are, in effect, sub-committees of the NZIHA. The member of the Executive does not have a vote at regional meetings unless he/she is a club's voting delegate.

Event Notices

Generally the Event Notice for the Regional Championships is discussed by all clubs present. There is a template provided by NZIHA to guide the Committee through the Event Notice. An Event Notice which is thoroughly prepared will save a lot of argument, bad feeling, etc. Try to ensure that the Event Notice contains all agreed conditions. Prepare a draft and allow time for club reps to discuss it with their club committees – this may bring us issues which can be dealt with before the competition begins.

Once the Committee agrees on the Event Notice, forward it to the NZIHA Secretary for formal approval.

If the Committee decides to run a National Qualifier Tournament, an Event Notice must be published for this Tournament.

Promotion of the Sport in the Region

The Regional Committee is charged with administering and promoting:

- Referee Courses (in co-operation with the Referee Reps)
- Coaching Courses (in co-operation with the Coaching Reps)
- Events in the Region
- Scoring and timekeeping
- Goodwill between clubs

Meetings

The Regional Committee shall meet at least 4 times a year. Try to vary the venues so that travel is shared as fairly as possible. Provide refreshments and a chance for members to chat informally.

Clubs may send two representatives but each club has only one vote. It is desirable that the club representatives do not change if possible – the club reps form the Regional Committee so it is best if there is continuity in who attends regional meetings and takes on regional responsibilities.

Clubs must be notified of the date, venue, and agenda of a regional meeting at least 14 days prior to the set date.

The meeting is chaired by the Regional Chairperson, and minutes are taken by the Regional Secretary. The minutes should be sent out to club secretaries and to the regional committee representatives no less than 28 days after the meeting.

It is recommended that meetings follow a formal format to allow all clubs to have their voices heard. Generally consensus is reached without recourse to voting but if a vote is required, the rules governing NZIHA meetings should apply since the regional committees are, in effect, sub-committees of NZIHA.

- a) A member Club having all dues paid shall be entitled to one voting delegate at General assembly meetings, providing the member is not under suspension and has at least ten (10) registered members for whom the current fees have been paid.
- b) Club delegates may represent one club only and shall be a member of the club they represent.
- c) A delegate shall be entitled to one vote on each matter.
- d) A majority of votes cast shall decide each matter except where otherwise specified.
- e) No person may have more than one vote except the Chairperson who may exercise a casting vote in the event of an equal ballot
- d) The mode of voting at NZIHA meetings shall be decided in the first instance on voices, in the case of doubt, a show of hands. A secret ballot may be called for by one tenth of members present who are entitled to vote.
- e) There will be no voting by proxy at any NZIHA meeting.

A quorum is one half of the member clubs in the region but if this is impractical because of a small number of clubs in a region (e.g. Southern Region), then no decision which makes changes to the status quo should be made unless there is a majority of clubs in the region represented in the vote.

Meeting Procedure

A Guide for the Regional Chairperson

1. Quorum - Establish that there are sufficient clubs represented to conduct the meeting.
2. Apologies - Ask for names of those who have apologized for non-attendance.
 - Motion: "That the apologies be accepted".
 - Secunder
 - Vote by club voting delegates
3. Minutes of Previous Meeting
 - Motion: "That the minutes be confirmed"
 - Secunder
 - Amendments or alterations to minutes as read
 - Vote by club voting delegates

Business arising from minutes. It is important that the Chairperson is familiar with any matter which may arise.

4. Correspondence

Inwards (received)

- Motion: "That the correspondence be received".
- Secunder
- Vote by club voting delegates

Discussion of matters arising from the inwards correspondence. Business arising from the correspondence could include a motion proposing some action as a result of a letter.

Outwards (sent)

No motion is normally required.

Note: In the circumstances where the Committee is dealing with emails, the Committee may make a policy on what constitutes “correspondence”. Not all emails need to be classed as correspondence.

5. Financial Report

The Treasurer reports on the financial position of the Committee’s bank account.

6. Reports

Before the meeting, establish which sub-committee officers will present reports and call on them accordingly , e.g. Interregional Sub-Committee; Coaching Sub-Committee; Refereeing Sub-Committee; Disciplinary Sub-Committee. etc.

7. Other Agenda Items

These will be business matters which were included in the agenda which was sent to club delegates at least 14 days prior to the meeting.

8. General Business

Club delegates may raise topics to be discussed by the meeting. Motions may result from discussion.

Note 1 : Many matters of business will be discussed and a decision reached by consensus (all in agreement) – no vote required – but the decision must be recorded in the minutes of the meeting.

Note 2 : The method of obtaining a decision on a formal motion is:

CHAIRPERSON: “ I will now put the motion “That

“ All those in favour, say “Aye”

“ Those against, say “No”

“ The Ayes/Nos have it and I declare the motion carried/lost.

Note 3 : While each club may have two members present at the meeting, each club has only one vote.

Note 4 : There is no proxy voting (i.e. a person must be in attendance to vote)

Interregional Championships

This tournament provides the opportunity for players to represent their region. It is traditionally held over Labour Weekend and is staged in the four regions on a rotating basis.

It is recommended that a sub-committee be formed specifically to organize the region's Interregional Championships campaign.

Prepare early in the season by appointing coaches and selectors by 31 May at the latest.

Squads in each grade should be formed by 1 June and dates set for squad trainings throughout the season (approx every 6 weeks). The final team for Interregionals should be selected from these squads.

If travel to interregionals is required, co-ordinate teams' accommodation and travel if is the view of the Committee that this should be a regional initiative rather than an individual matter.

Team Managers should be appointed and included in arrangements for travel and accommodation. Special consideration should be made to ensure teams of minors are adequately supervised at all times. (i.e. at least one adult per 10 minors)

Jerseys should be ordered in plenty of time so they can be printed with logos, names and numbers and distributed to players before Labour Weekend.