

BY-LAWS

OF THE

ICE HOCKEY VICTORIA
INCORPORATED



2013
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INTRODUCTION

These By-Laws of Ice Hockey Victoria Inc. and/or successor in title (in these rules also called the Association, Ice Hockey Victoria or IHV) have been enacted in accordance with Rule 5.1.3 of Registered Rules of the Association and should be read in conjunction with those Rules.

In the event of any inconsistency between the Rules and these By-Laws, the terms of the Rules shall prevail.

1. ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

- a) In accordance with Rule 3.1.6, Entrance Fees and Annual Subscriptions shall be fixed by the Committee no later than 1 October each year.
- b) Annual Subscriptions shall be due and payable on 1 November each year.
- c) Entrance Fees shall fall due and payable immediately upon an applicant being approved for membership by the Committee. Should the Entrance Fee and first year's Subscription not be paid within 28 days of the applicant being notified of his acceptance, then the approval of the Committee shall lapse. (Rules 3.15 (c) and 3.1.6 (4) refers).
- d) Current Entrance Fees and Annual Subscriptions are as prescribed in Schedule A.

2. CLUBS REPRESENTATION

- a) Each affiliated Club and Association must hold its Annual General Meeting at least fourteen (14) days prior to the date set for the Annual General Meeting of the Association and shall appoint a delegate as provided for in the Rules.
- b) Such delegate will hold office for one (1) year.
- c) The names and address of the delegates so appointed will be sent to the Secretary of the Association at least ten (10) days prior to the Annual General Meeting of the Association.

3. SUB-COMMITTEES

- a) The Committee may appoint any sub-committee as may be deemed appropriate in accordance with Rule 5.1.1 (3) (b).
- b) Such sub-committees will be subject to the control and direction of the Committee and may, but need not, be headed or otherwise represented by a member of the Committee.
- c) The Secretary or Convenor of any such sub-committee may, at the discretion of the Committee, be appointed an ex-officio member of the Committee in accordance with Rule 5.1.2.
- d) The President, Treasurer and Secretary may sit as ex-officio member of any sub-committee appointed under this By-Law.

- e) All sub-committee members shall be nominees of affiliated Clubs or Associations, or shall be Associate members as the case may be.

4. HONORARY AUDITOR

- a) An Honorary Auditor shall be appointed at the Annual General Meeting of the Association and shall audit the financial transactions of the Association prior to the Annual General Meeting or when otherwise requested by the Committee.

5. ANNUAL GENERAL MEETING

- a) The AGM shall be held during the month of November each year at a time and place as determined by the Committee.
- b) The President, Senior Vice President, Junior Vice President, Secretary, Treasurer, ordinary Committee Members (2 only) and the delegates of financial affiliated voting Clubs and Associations (1 per affiliate) shall be eligible to vote. Associate members are not eligible to vote (Rules 3.17 and 3.1.8 refers).
- c) The order of business of the AGM shall be :-
- i. Minutes of the last AGM and of any other General meeting held since.
 - ii. Reports of the Committee –
 - President's Annual Report
 - Financial Report
 - Any other Reports as advised in the Agenda.
 - iii. Election of Officers of the Committee in accordance with the Rules.
 - iv. Receive and consider statements submitted by IHV in accordance with Part 7 of the Associations Incorporation reform Act 2012.
 - v. Election of Life Members.
 - vi. **Note:** Nomination for Life Membership must receive a three-fourths majority of voting members present to be successful.
 - vii. Appointment of Honorary Auditor.
- d) The procedure for the AGM shall be as set down in Rules 4 and 5.3 of the Constitution

6. DELEGATE AND PROXY DELEGATE TO ICE HOCKEY AUSTRALIA.

- a) The IHV President shall be the IHV delegate to Ice Hockey Australia (IHA)
- b) At the first Committee meeting held each year following the Annual General Meeting, the Committee shall elect one member of the Committee as proxy IHV delegate to Ice Hockey Australia (IHA).

- c) The delegate or his proxy shall represent the Association (IHV) at all meetings of IHA and at all times shall ensure the well being and interests of the Association (IHV) are protected at such meetings.
- d) The delegate and proxy must be member of the Association (IHV).

7. AFFILIATION OF CLUBS

- a) In accordance with Rules 3.1.3, 3.1.4 and 3.1.5 4, the Committee may consider applications for affiliation by any new club or clubs provided :-
 - Such applications are made in writing in the form prescribed in the Rules;
 - An Entrance fee as prescribed in Schedule A hereof accompanies the application;
 - The applicant Club consists of a minimum number of players as set by the Committee;
 - The applicant Club's uniform and colours are approved by the Association.

8. AFFILIATION OF ASSOCIATIONS

- a) In accordance with Rules 3.1.3, 3.1.4 and 3.1.5 4, the Committee may consider applications for affiliation by an Association under the following conditions :-
 - Affiliated Associations must be regularly constituted and must have adopted the laws of the Australian game of Ice Hockey as settled by IHA.
 - An entrance fee as prescribed in Schedule A must be lodged with the application of the Association desiring affiliation, and shall be accompanied by a copy of it's constitution. Such constitution shall not be inconsistent with the Rules of IHV.
 - Affiliated Association must register each year, naming their constituent clubs where applicable.
 - Affiliated Associations may refer any protests, dispute or other matters to IHV for decision. No dispute arising within the jurisdiction of an affiliated Association shall be dealt with by IHV unless it is referred to IHV by the affiliated Association concerned, and be accompanied by a Protests/Disputes Fee as prescribed in Schedule A.
 - Unless an affiliated Association is agreeable to refer disputes to, and abide by the decision of the Association, its application shall not be entertained.
 - Any affiliate Association disqualifying a member must within fourteen (14) days send notice of such disqualification to IHV for endorsement.
 - Registrations, permits and clearances must be as provided for on IHV approved forms.
 - An affiliated Association shall be entitled to nominate a delegate to attend all IHV Committee meetings.

9. REGISTRATION OF CLUB COLOURS

- a) Each Club shall register its colours with IHV. Such registration will infer an exclusive right on that Club to wear such colours.
- b) Each Club shall only play in such uniforms as approved by IHV.

10. TEAMS

- a) Teams participating in sanctioned IHV competitions/leagues shall be determined by the IHV Committee of Management and detailed in the relevant Game Administration Regulations.
- b) In order to maintain their affiliation to IHV an Affiliated Club must field teams (in full accordance with all team requirements) as directed by the IHV Committee in club based competitions/leagues.

11. ICE HOCKEY VICTORIA DEVELOPMENT COUNCIL

- a) As a Special Sub-committee of IHV there shall be established an Ice Hockey Victoria Development Council (IHVDC) the Purpose, Objectives and Operation of which shall be defined in the "IHV Development Council Regulations".

12. IHV TRIBUNAL

- a) In accordance with IHA requirements, IHV will establish a Disciplinary Tribunal for the purposes of determining all charges, protests and disputes arising out of the game conduct of players and team officials.
- b) The Tribunal is empowered to discipline players and team officials by method of fines, disqualification, suspension and loss of team premiership points.
- c) In all matters the object of the Tribunal shall be to ensure the maintenance of an orderly disciplined sport consistent with the rules of play for ice hockey and with the Statement of Purposes and Registered Rules of the IHV.
- d) The Tribunal will be run in accordance with the purpose, objectives and operational procedures and rules as outlined in the "IHV Disciplinary Tribunal Regulations".
- e) The decisions of the Tribunal shall be final in accordance with the procedures therein prescribed.

13. PENALTIES (OTHER THAN DETERMINED BY THE TRIBUNAL)

- a) If any Club shall fail to pay any annual subscription, contribution, call or fine or any other payment for which such Club is liable under these rules, within the specified time for payment thereof, such Club shall lose its representation in IHV until it shall have made each payment, and if a resolution be carried by three-fourths majority of the Committee in favour of expulsion, such Club may also be expelled from IHV unless a satisfactory explanation of such default be given to IHV. The Committee shall be the sole judge of the sufficiency of such explanation. Any Club expelled from IHV, shall lose and forfeit to IHV, all interests and benefit of such Club in IHV and in the funds and property of IHV as from the date of expulsion.
- b) If any player shall fail to pay any fine imposed upon him under these rules, such player shall be disqualified from playing in any IHV matches until such fine is paid.
- c) For the purpose of clauses (a) and (b) of this rule, a club shall be deemed to be in default if the fine is not paid within fourteen (14) days, and a player within seven (7) days after notice of imposition of such fine has been sent to such Club or player by the Secretary of IHV.

- d) Notices to Clubs and players from IHV shall be deemed to be sufficient when such notices have been posted by the Secretary of IHV to the Secretary of the Club and in the case of a player, to his registered address as last notified to IHV.

14. PERMIT REGULATIONS AND FEES

- a) Any person who wishes to play in the IHV competition must apply for a permit via the IHV approved electronic registration process.
- b) Such application must be fully completed and each application must be accompanied by the permit registration fee.
- c) The permit registration fee will be decided each year by the Committee prior to the commencement of the first game of relevant season.
- d) Registrations requiring supporting documentation (e.g. evidence of age, visa status, ITC, etc.) will not be deemed completed until such time as all required supporting documentation has been received and approved by IHV.
- e) All existing permits must be renewed prior to the date set by the IHV Committee of Management.
- f) Applications for the registration of players via the approved electronic registration process must be lodged at least 24 hours prior to the date and time on which the player is eligible to play his first match.
- g) The IHV Executive can, at its discretion, subject to being notified prior to the scheduled start time of the game, elect to waive reduce the 24 hour period for any individual application.
- h) The Permit Secretary shall keep a register of all players to whom permits have been granted, together with the dates that same were granted or renewed.
- i) Any player who has been cleared to an interstate or overseas Club and who returns to Victoria in shall automatically be required to register with the club he was last registered with at or immediately prior to his departure.
- j) If any player who does not hold a current playing permit shall play or attempt to play with any Club he shall be suspended by the Committee for such period as the Committee deems fit. If any player shall play or attempt to play with any other Club in organised ice hockey throughout the world without first obtaining a clearance to do so he may be suspended for such period as the Committee may deem fit.
- k) Club Secretaries must, within forty eight (48) hours notify the Permit Secretary in writing of any change of address by the registered players. Such notification shall be the only evidence recognised by the Committee.
- l) For the IHV Senior League Winter Season after 12.00 midnight on June 30th in each season, except in exceptional circumstances, a permit to play with a Club will not be granted to any player who has already held a permit to play with any Club affiliated through it's State organisation with Ice Hockey Australia Inc. during that season. Any such application claiming exceptional circumstances may be considered by the Senior Committee of Management and subject to ratification by the IHV Executive.

- m) For the IHV Junior League Winter Season after 12.00 midnight on June 30th in each season, except in exceptional circumstances, a permit to play with a team will not be granted to any player who has already held a permit to play with any Club affiliated through its State organisation with Ice Hockey Australia during that season. Any such application claiming exceptional circumstances may be considered by the Junior Committee of Management and subject to ratification by the IHV Executive.
- n) For the IHV Summer League Season after 12.00 midnight on December 31st in each season, except in exceptional circumstances, a permit to play will not be granted to any player who has not already held a permit to play with IHV or any Club affiliated through its State organisation with Ice Hockey Australian Inc. during that season. Any such application claiming exceptional circumstances may be considered by the Summer League Committee of Management and subject to ratification by the IHV Executive.

15. DEFAULTING PLAYERS

- a) The Secretary of every Club and Affiliated Association shall send to the Secretary of IHV, for reference only, the name of any member of the Club or Association who is under suspension by reason of a breach of rules of such Club or Association, together with the particulars of such default, and of the rule infringed, within seven (7) days of the date of suspension. Any default not so notified shall not be accepted as a valid reason for a refusal of a clearance.
- b) Any player who has been selected and has signified his willingness to play in any interstate or combined IHV match, and who shall fail to play without having given at least forty-eight (48) hours notice to the Secretary of IHV shall be liable to suspension unless he explains satisfactorily to the selection committee of his failure to play.
- c) Any player of an Affiliated Club or Association who is eligible to play with his Club under these rules, and who shall fail to play after having been given forty-eight (48) hours notice by such Club or Association, shall be suspended by the Association, unless he produces evidence satisfactory to the Association of his inability to play.
- d) Any player who is reported by his Club to IHV as a defaulter under clause (a), (b) or (c) this rule may at the request of his Club, be suspended from playing in any IHV match until his club has reported to the Secretary of IHV, that such player has made good his default, or until such player has appealed to the Committee against the charge or default against him by his Club, and such appeal has been allowed.
- e) If any club or Affiliated Association shall include, or suffer to be included, in any team, any player who has been suspended under these rules, such Club or Association shall be liable to suspension, or disqualification, or expulsion, or any other penalty which the Committee may order.
- f) Any Club which plays a player who is ineligible to play with such Club or who is suspended from playing under these rules, shall forfeit the match in which such player takes part, in addition to any other penalty to which such Club may be liable under these rules.

16. INFRINGEMENT OF RULES

- a) Any Association, Club or player or official infringing any IHV rule or law of the game, or guilty of any unseemly conduct shall be dealt with as the Committee may think fit.

19. GAME ADMINISTRATION REGULATIONS

- a) All sanctioned games, will be played in accordance with the regulations defined in the IHV Game Administration Regulations.
- b) All sanctioned games within the IHV Summer League will be played in accordance with the regulations defined in the IHV Summer League Administration Regulations.
- c) In accordance with Rule 5.1.1 of the Constitution the Committee will:
 - i.) Create, maintain and document the IHV Game Administration Regulations and IHV Summer League Administration Regulations.
 - ii.) Enhance, modify or amend the IHV Game Administration Regulations and IHV Summer League Administration Regulations as required.

20. REIMBURSEMENT OF EXPENSES

- a.) Members of the Committee and its sub committees will be reimbursed for reasonable out of pocket expenses in accordance with the Schedule of Reimbursement to be agreed annually by the Committee.
- b.) Reimbursement in accordance with clause a) above is subject to evidence of expenditure as required by the Committee.

21. RINK CONDUCT

- a) Members of IHV must behave in a proper manner within the rinks at all times, and any member committing a breach of the following rules shall be liable to be dealt with by the Committee and penalised, fined or punished in whatsoever manner the Committee may deem fit.
- b) No Club or its members shall :
 - i. Behave in a noisy or offensive manner.
 - ii. Use foul or bad language.
 - iii. Damage any rink, IHV or Club property.
 - iv. Indulge in any offensive barracking during ice hockey matches.
 - v. Scribble or write of a personal or offensive nature.
 - vi. Put up any notices of a personal or offensive nature.
 - vii. Disobey any rule or regulations of any of the respective rink managements.
 - viii. Bring into or consume in the respective rinks, any intoxicating liquor after having been warned by the Committee not to do so.

22. ARRANGEMENTS WITH RINK MANAGERMENTS

- a) No member of IHV or Affiliated Clubs, either individually or collectively, shall attempt to make any arrangements with rink managements regarding matters pertaining to the game of ice hockey or IHV's affairs without the consent and approval of the Committee.

23. ANTI – DOPING POLICY

- a) As an Active member of IHA, Ice Hockey Victoria supports the IHA's and IIHF's acceptance of the World Anti-Doping Code and therefore condemns the Use of Prohibited Substances and Methods in ice hockey.
- b) IHV ratifies and operates in accordance with IHA's Anti-Doping Policy.

24. MEMBER PROTECTION POLICY

- a) As an Active member of IHA, Ice Hockey Victoria will not tolerate harassment, discrimination or abuse of those involved in its activities, especially in relation to people under 18 years of age.
- b) IHV ratifies and operates in accordance with IHA's Member Protection Policy.

25. MEMBER CODE OF CONDUCT AND ETHICS

- a.) As a registered member of IHV, all individuals agree to abide by the IHV Member Code of Conduct and Ethics. This Code of Conduct and Ethics applies to all IHV members, including players, coaches, officials, administrators, managers, office holders and employees.
- b.) As a member of IHV the participants are to adhere to the following requirements in regard to their conduct during any activity held by or under the auspices of IHV or a Member Association or Club and in any role they hold within IHV or a Member Association or Club.
 - Respect the rights, dignity and worth of others;
 - Be fair, considerate and honest in all dealing with others;
 - Be professional in, and accept responsibility for, their actions;
 - Make a commitment to providing quality service;
 - At all times act in the best interests of ice hockey
 - Demonstrate a high degree of individual responsibility, especially when dealing with persons under 18 years of age, as your words and actions serve as examples;
 - Be aware of and maintain an uncompromising adherence to IHV standards, Constitution, By-Laws, Regulations and policies;
 - Operate within the rules of ice hockey including national and international guidelines, which govern IHA and the Member State and Territory Associations;
 - Understand their responsibility if they breach or are aware of any breaches of this Code of Conduct & Ethics;
 - Do not use their involvement with IHV or a Member State Association or Club to promote their own beliefs, behaviors or practices where these are inconsistent with those of IHV and its parent body Ice Hockey Australia (IHA);
 - Avoid unaccompanied and unobserved activities with persons under 18 years of age in accordance with the IHA Member Protection Policy;
 - Refrain from any form of abuse towards others;
 - Refrain from any form of harassment towards or discrimination of others;
 - Provide a safe environment for the conduct of the activity;
 - Show concern and caution towards others who may be ill or injured;
 - Be a positive role model at all times.
 - To pay all fees, charges, and/or penalties by due date.

26. OUTGOING EVENTS - (Tours, Exhibition Games & Tournaments)

- a.) Permission must be obtained from IHV for all out-of-state games.
- b.) An IHV affiliated association, club or team interested in visiting or competing against a team from another state must obtain and submit to the IHV Secretary a written invitation and sanction from the team's Federation or Association. If a series of games include more than one association, then a written invitation and sanction must be obtained from each association. The letter of invitation MUST include full details of the teams being played, the dates of the games and their location.

27. INCOMING EVENTS - (Tours, Exhibition Games & Tournaments)

- a.) An IHV affiliated association, club or team interested in hosting a team or organising a tour involving a team from another Australian state or International Ice Hockey Federation member must contact the IHV Secretary to initiate the process of official sanctioning. Applications for permission will only be considered from teams who are properly registered with the team's Federation of origin.

28. NON ATTENDANCE AT IHV COMMITTEE OF MANAGEMENT MEETINGS

- a.) A representative of each Member Club or IHV affiliated association will attend each Committee of Management meeting as scheduled by IHV Committee of Management.
- b.) Failure to provide a representative without an apology prior to the meeting commencing may result in the offending Member Club or Affiliated Association being fined a penalty of \$55.00 (including GST).

29. APPOINTMENT OF IHV SUPPORT ROLES

- a.) At the first Committee meeting held each year following the Annual General Meeting, the Committee will elect representatives to undertake the following IHV Support Roles:
 - IHV Permit Secretary
 - IHV By Laws Officer
 - IHV Web Site Administrator
 - IHV Statistician
 - IHV Off-Ice Official Coordinator
 - IHV Referee in Chief
 - IHV Tribunal Chairperson
 - IHV Tribunal Coordinator
 - IHV Development Council Director
 - IHV Coaching Director
 - Ice Sports Victoria IHV Delegate
 - VOC IHV Delegate
 - IHV Sponsoring & Marketing Director
 - IHV Insurance Officer
 - VicSport IHV Delegate
 - IHV Women's Hockey Coordinator
 - IHV State Team Director

- b.) The appointed person shall hold the position up to and including the conclusion of the Annual General Meeting next following the date of his/her appointment but are eligible for re-selection.
- c.) In the event of a casual vacancy in any position referred to in Sub-clause (a) above the Committee may appoint a replacement and the person so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his appointment and are eligible for re-selection.
- d.) For the purposes of these Rules, the position becomes vacant if the current holder:-
 - ceases to be a member of IHV;
 - becomes an insolvent under administration within the meaning of the Companies (Victorian) Code; or
 - resigns his position by notice in writing given to the Secretary.
 - is removed from the position by vote of the Committee of Management

30. LEAGUE MANAGEMENT COMMITTEES

- a.) The Committee may establish sub-committees oversee the administration and operation of the specific competitions/leagues IHV elect to operate.
- b.) Such sub-committees will be subject to the control and direction of the IHV Executive and be headed or otherwise represented by a member of the Executive.
- c.) The Senior Committee of Management will oversee the operation the IHV Senior Club League and will consist of the following:
 - IHV President
 - IHV Senior Vice President
 - One IHV Ordinary Member
 - The President of each club fielding a team in the Senior League
- d.) The Junior Committee of Management will oversee the operation of the IHV Junior League and will consist of the following:
 - IHV President
 - IHV Junior Vice President
 - One IHV Ordinary Member
 - IHV Development Council Director
 - IHV Coaching Director
- e.) The Summer Committee of Management will oversee the operation of the IHV Summer League and will consist of the following:
 - IHV President
 - IHV Senior Vice President
 - One IHV Ordinary Member
 - 2 Appointed League Coordinators.
- f.) The Executive may also appointed one or more ex-officio members to the Committee
- g.) All League Management sub-committee members shall be nominees of affiliated Clubs or Associations, or shall be Associate or Life member as the case may be.

31. DELEGATE AND PROXY DELEGATE TO ICE SPORTS VICTORIA

- a.) At the first Committee meeting held each year following the Annual General Meeting, the Committee shall elect one member of the Committee as IHV delegate to Ice Sports Victoria, and shall elect a second member of the Committee as proxy delegate.
- b.) The delegate or his/her proxy shall represent the Association (IHV) at all meetings of Ice Sports Victoria and at all times shall ensure the well being and interests of the Association (IHV) are protected at such meetings.
- c.) The delegate and proxy must be member of the Association (IHV).

32. ICE SPORTS VICTORIA

- a.) Whilst retaining its independence in administration and operation, IHV recognises Ice Sports Victoria as the entity created for the purpose of accessing funding from the State Government of Victoria, the Commonwealth of Australia and other sources of funding for the continued promotion, development and administration of the sports administered by each of the respective Members.
- b.) Ice Sports Victoria will be entitled to appoint a Delegate and Proxy to represent the body at IHV Committee of Management meetings.
- c.) The Ice Sports Victoria delegate or his/her proxy may present issues to the meeting and partake fully in discussions but cannot move or second motions and will not have voting rights.