



Orca Underwater Hockey Constitution

v.2.0

Document History

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1. NAME

The name of the organisation shall be the Orca Underwater Hockey Club

2. OFFICE

The office of the Orca Underwater Hockey Club, hereinafter called the Club shall be determined by the Club Committee.

3. AIMS AND OBJECTS

- a. To promote and develop the sport of Underwater Hockey
- b. To actively implement and promote any and all safety measures applicable to underwater hockey.
- c. To provide an organisation which can represent the interests of affiliated Members and groups to the Orca Underwater Hockey Club.
- d. To establish, promote or assist in establishing or promoting and to subscribe to, or become a member of any organisation whose objects are similar to, or in any part similar to the objectives of this Club or promotion of which may be beneficial to this Club and sport.
- e. To arrange competitions, conventions, conferences, seminars, symposiums and the like for members of the Club and to provide or arrange for prizes, trophies and awards.
- f. To obtain any acts or legislature, provisional order or other official or government power or authority or license which may be deemed requisite for the Club; and to act in opposing any acts or legislature, provisional order or other official or unofficial power or authority whether by government or any group or organisation which may be deemed to be against the interests of the Club or the sport of Underwater Hockey.
- g. To encourage the uniformity of rules, regulations, standard and administrative controls of the sport of Underwater Hockey in the Club
- h. To purchase, take on lease or acquire any lands, buildings, easements or properties real or personal, which may be requisite for the purpose of any of the objectives of the Club
- i. To accept subscriptions, donations or bequests (whether real or personal provincial) for all or any of the objects of the Club.

4. CONTINUED EXISTANCE

- a. Continued existence of the club will be ensured notwithstanding changes in the composition of its membership or Club committee taking into account provisions mentioned in point 29.

5. CHANGES TO THE CONSTITUTION

- a. The Constitution proper of the Club may be altered or changed at the Annual General Meeting of the Committee, an Extraordinary Meeting of the Committee, or by a postal vote of the Committee, subject to other provisions of this section.

- b. All proposed amendments or alterations shall be notified in writing by the Secretary or his nominee to all affiliated Members and Committee Members not less than 30 days prior to the meeting or postal vote. The Secretary shall cause advice to all affiliated Members and Committee members on the alteration if carried, and such alteration shall come into effect 30 days after the date upon which such resolution was made.
- c. Any change to the Constitution Proper requires at least 66% (Quorum) of all eligible votes in favour to be carried.
- d. The Committee may make, alter or repeal any part of the Constitution, except the Constitution Proper, at any time, provided notice of any change is given to all affiliated Members and Committee members within 21 days of the date of the change, after which time the change shall have immediate effect subject to the South African Underwater Hockey (SAUWH) Club ratification

6. AFFILIATION

- a. Any Member or group associated with underwater hockey shall have its application for affiliation considered by the Club Committee provided that the Member satisfies the following conditions:-
 - i. The Member agrees to abide by this Constitution
 - ii. The Member pays in advance a Registration fee as determined by the Club Committee
 - iii. The Member agrees to reply to all correspondence within the periods provided in this Constitution.
- b. All affiliated Members shall pay an annual Member Registration Fee as determined by the Club Committee within the provided time periods.
- c. Notice of Annual affiliation fees payable by Members shall be advised prior to the conclusion of the financial year. All members must ensure that affiliation fees are paid within thirty (30) days of receipt of the original notice. Failure to do so will result in the member being deemed to be unfinancial. All fees become due on February 1st of each year.
- d. Any Member which becomes unfinancial shall no longer participate in the privileges of membership.
- e. In the event of a Member remaining unfinancial for more than 30 days after the serving of a notice by the Secretary, they shall be struck off the list of affiliated Members.
- f. A rejoining fee of an amount decided by the Club Committee may be demanded.
- g. All affiliated Members shall accept full responsibility for the actions of its members and shall undertake to administer any penalties or controls directed by the Club.
- h. Should any affiliated Member fail to conform to this Constitution, its affiliation may be suspended by the Club Committee.
- i. Acceptance of this Constitution implies acceptance of the Constitution of the Orca Underwater Hockey Club and the SAUWH Association.
- j. Conditions relating to payment of annual individual members affiliation fees will be the same as those relating to full members except that fees will be paid directly to the office of the Club and that failure to pay such fees within 30 days of receipt of the original notice of dues will cause the individual members name to be struck off the list of affiliated members without further notice.

7. MEMBERSHIP

- a. There shall be two grades of membership in the Orca Underwater Hockey Club:
 - i. Full Membership (including Honorary Full Membership)
 - ii. Life Membership

- b. Full Membership
 - i. Any person who is a registered financial member of a financial Member affiliated with the Club is recorded as a financial member of the Club shall be considered a Full Member of the Club.
 - ii. Membership shall be unlimited subject to the Clubs right to reject any application for membership without any reason being given. The applicant will be notified of the reason for the termination of his/her membership.
 - iii. The Club may approve Honorary Full Membership.
- c. Life Membership
 - i. Any person rendering special or important service to the Club may be elected to Life Membership.
 - ii. Nominations for Life Membership shall come from affiliated Members to the Secretary at least 30 days prior to the Annual General Meeting of the Club. The nomination shall detail the nominees' activities in sufficient depth for adequate consideration to be given.
 - iii. Nominations for Life Membership will be approved if passed by a two thirds majority of the total voting power of the Club.
 - iv. Life Members shall be exempt from payment of any Club membership fees.

8. RIGHTS OF MEMBERSHIP

- a. Subject to the provisions of this Constitution and the regulations set up from time to time, every Full Member shall be entitled to use all premises and facilities of the Club, and to participate in any activity, competition or event conducted by, or under the auspices of, the Club.
- b. Every Full Member is eligible to contest any election to an Committee office of the Club.
- c. Every member of the Club shall be entitled to attend any meeting of the Club and may address the meeting with the permission of the Chairman.

9. RIGHTS OF AFFILIATED MEMBERS

- a. Each affiliated Member, provided all other conditions contained herein are satisfied, shall be entitled to vote on matters to be determined at Club Meetings, Extraordinary Club Meetings or matters put to postal vote by the Club.
- b. Every affiliated Member, provided they are financial at the time, shall have access to all records, correspondence and documents of the Club upon application to the Club Secretary, at a location provided by the Club Secretary

10. STRUCTURE OF THE CLUB

- a. The club has the right to exist as a Body-Corporate with identity distinct in existence from its members or office-bearers.
- b. The administration, control and direction of the Club shall be the responsibility of the Club Committee, except during the course of the Annual General Meeting of the Club or any Extraordinary Meeting of the Club, at which the Club Committee shall be in session
- c. The Club Committee shall be responsible for the organisation, control and management of the Annual Conference, which shall incorporate the Annual General Meeting of the Club and any Sub-Committees.
- d. The Committee shall consist of:-
 - Chairman

- Secretary/Treasurer
 - Players Representative
- e. The Club Committee may at any time appoint or delegate its powers to any sub-committee consisting of three or more as it may determine and regulate the duties and procedures of such sub-committees.
 - f. The Club Committee may appoint persons to hold the positions of Administration Manager Editor and any other positions deemed necessary by the Committee. Any powers implied by such appointments will be clearly defined at the time of any such appointment.

11. AUTHORITY AND RESPONSIBILITY OF THE CLUB COMMITTEE

- a. The Club Committee shall assume the authority of the Club and the specific authority of the Committee, when it is in session.
- b. Any member of the club or member of the Committee considered as failing to carry out his/her duties in a satisfactory manner by the remainder of the Committee and/or the Club Committee or bringing by his/her actions, documents or otherwise, disrepute upon the Club, shall be requested by a representative or appointee of the Committee to show acceptable reason for his/her action. Failure to respond to such a request in a satisfactory manner shall result in his/her removal from office/club by the Club Committee.
- c. The Club Committee may not take action that involves changes to the Constitution Proper or to major policy without first advising the Members of the intended action and being guided by the decisions of the Members, except as laid down in this Constitution.
- d. Any member suspended under the preceding section may appeal at the next meeting of the Club Committee or by circular letter to all Members and each member of the Committee through their Member to the Committee.
- e. The Club Committee shall settle all and any disputes arising out of any Member's interpretation of the Constitution and the decisions made shall be final.
- f. In the event of a Committee Chairperson being removed from office or resigning, the Secretary shall become responsible for the election of a new Chairperson by the Club Committee.
- g. The Club Committee may impose any of the following penalties:-
 - i. Temporary suspension of affiliation.
 - ii. Temporary or permanent suspension of one or more members of the Club.
 - iii. Demand that a letter of apology, or as the situation dictates, be sent to those involved. Should this fail to be done within 14 days the member or Member involved shall be suspended until the matter has been satisfactorily finalised.
 - iv. Following the temporary suspension of membership of a Member, that Member will be required to pay a fine as stipulated in the By-laws, Rules and Regulations before re-admission to the Club unless waived by the Club Committee.
 - v. Should any member have his/her membership terminated by the Club Committee, he shall not be eligible to hold office on the Committee or be a representative of the Club for a period of two years after the suspension is lifted.

- h. The Club Committee may, if it sees fit, increase, decrease or waive the penalty imposed provided sufficient reason is given.

12. APPEALS

- a. Any Member which has disciplinary action taken against it or any of its members may appeal to all Members and the Committee within 30 days of the imposition of any penalty.
- b. Members shall have the option of appealing for its members or not at its discretion.
- c. All correspondence pertaining to appeals, suspension, votes etc., shall be considered as "A" Class correspondence. Refer 22

13. CHAIRMAN

- a. The Chairman shall preside at all meetings of the Club Committee, and shall superintend all meetings of any Committee or sub-Committee as an exofficio member and preserve order so that business may be conducted with propriety and in accordance with the Standing Orders of the Club.
- b. The Chairman in conjunction with the Secretary shall authorise all official documents for publication or general release.
- c. The Chairman shall act as the Club's representative at all official functions and shall conduct himself in a manner to bring credit to the Club. He may appoint suitable persons to act as his/her representative if need be.
- d. The Chairman shall have a casting vote at meetings of the Club Committee.
- e. The Chairman shall have a casting vote in addition to his ordinary voting powers at meetings of the Committee.
- f. In the event of the Chairman being unable to carry out his duties, the Secretary shall assume the authority and responsibility of the Chairman until alternative arrangements can be made.

14. SECRETARY/TREASURER

- a. It shall be the duty of the Secretary/Treasurer to:
 - i. Keep a true and accurate record of all business transacted by the Club.
 - ii. Keep an up-to-date copy of all parts of the Constitution and make copies available to all members at their request.
 - iii. Confer or liaise with the Chairman in times of emergency.
 - iv. Conduct all general correspondence of the Club.
 - v. Prepare all necessary agenda and business for all meetings of the Club.
 - vi. Prepare or have prepared, minutes of all meetings of the Club.
 - vii. Compile an Annual Report of the activities of the Club.
- b. The Secretary shall inform all Members of all protests, disputes, notices of motion, meetings and of all matters relating to intermember, interprovincial and international relationships within 14 days of receiving same.
- c. In the event of the Secretary/Treasurer being unable to carry out his/her duties, the Chairman shall assume the authority and responsibility of the Secretary/Treasurer until alternative arrangements can be made.
- d. Responsibilities:

- i. Keep correct accounts and books showing the financial affairs of the Club.
- ii. Be responsible for the banking of all Club monies.
- iii. Be a signatory to all cheques utilising Club funds.
- iv. Keep accurate records of the payments of accounts and the payment of affiliation and other fees by the Members and members.
- v. Prepare a progressive budget in advance of all Provincial Annual General Meetings and provide a copy of this to all Members before it is tabled at the Annual General Meeting.
- vi. Register all relevant signatures with the bankers of the Club at the commencement of the term of office bearers.

15. *PLAYER'S REPRESENTATIVE*

- a. The player's representative as selected by the Gauteng Committee Committee will arrange trial dates.
- b. Notify players at least 1 month before the trial dates identified.
- c. Will be responsible for communicating all arrangements regarding trials to the relative Members.
- d. Must collect all money (relevant to trials) payable and liaise with the treasurer for to administrate this function.
- e. Identify and arrange suitable venues that meet criteria.

16. *CLUB COMMITTEE MEETINGS*

- a. The Club Committee shall meet at least once during the Annual General Meeting each year and all meetings must be minuted.
- b. The business of the Annual General Meeting of the Club Committee shall be the notification and ratification of action taken during the year by the SAUWH Association, any business that any Member or member of the Club Committee may wish to place on the Agenda and Election of Committee members for the next term of office.
- c. All financial members, including Life members shall be eligible to attend any Committee Meeting.
- d. Voting on any issue will be restricted to one official delegate from each Member, and Committee members, in accordance with Section 23 of this Constitution.
- e. Member delegates to any meeting of any Committee shall have the authority to vote without consulting the Member.
- f. The Secretary shall issue to all Members and Committee members a notice of meeting and a call for items to be included on the Agenda not later than 60 days before the date of the meeting.
- g. Members and Committee members shall give notice of items to be placed on the Agenda for any meeting at least 30 days before the specified date of the meeting.
- h. The Secretary shall issue to all Members and Committee members a copy of the Agenda for any meeting at least 30 days before that meeting.
- i. Items for lusion on the Agenda of any meeting of the Committee may be submitted at the meeting, but any Member delegates or member of the Committee, may exercise the right to veto any such item.
- j. Whenever time permits, a special meeting shall be held after a meeting of a Committee to confirm the Minutes before the delegates disperse.
- k. A copy of the Minutes of any meeting of any Committee shall be sent to all Members and Committee members within 30 days of the meeting.

- l. Debate will be governed by the Standing Orders of the Club, which form part of this Constitution.
- m. Members ruled to be disorderly by the Chairman of any meeting shall be removed and their vote (if any) curtailed until a replacement delegate is appointed.
- n. In the absence of the Chairman at a meeting of the Committee, the secretary shall act as Chairperson.

17. EXTRAORDINARY COMMITTEE MEETINGS

- a. An Extraordinary Meeting of any Committee may be called by the Chairman at any time or upon receiving a request from Members representing in total at least 50% of the total Member voting power.
- b. Notice of an Extraordinary Meeting of any Committee shall be given to all Members and Committee members at least 30 days before the proposed date of the meeting.
- c. The Chairman shall have the authority to call an Extraordinary Meeting in times of extreme urgency.

18. VOTING

- a. Members of the Committee may exercise one vote at Club Committee Meetings. The Secretary/Treasurer shall advise the voting power of each Member according to its affiliated membership at the commencement of any meeting. If any Committee officer holds more than one position he cannot have any more than one vote.
- b. The voting power of a Member at a Club Committee meeting shall be one vote for every one member.
- c. Any Member or Committee member may delegate voting powers to any other Member or Committee member provided that a letter of proxy or appointment stating the conditions pertaining to the proxy vote is in the hands of the Chairman before the commencement of any meeting.
- d. A simple majority shall decide a motion carried or lost subject to the restrictions specified in Section 4 of this Constitution.
- e. No Member shall hold, with the exclusion of proxy votes, a total voting power in excess of 3 votes. Any such event shall be eliminated by the appropriate reduction to 3 of that Members entitlement according to Item (b).

19. POSTAL VOTING

- a. (a) Any Member or member of the Committee requiring any matter whatsoever dealt with between meetings shall inform the Secretary who will advise all Members within 14 days of all relevant details of the matter in the form of a Notice of Motion.
- b. (b) Each Member upon receiving Notice of Motion shall give its vote in writing to the Secretary within 30 days, after which time its vote will be invalid (validity date). Written documents with the indication of vote will be accepted.
- c. (c) The Committee shall consider the matter and the indication of votes received from the Members and shall decide the matter. This decision shall be final and shall be circulated within 30 days of the validity date by the Secretary.
- d. (d) Any Member wishing to amend the Notice of Motion as issued under Item (a) of this section shall record its amendment with its vote Item (b) for consideration by the Committee.
- e. (e) Notwithstanding Item (c) of this section, the Committee may issue a Notice of Motion at any time.

- f. (f) Voting powers shall be determined by the Secretary according to Section 23 of this Constitution and he/she shall determine which Committee is considering the matter.
- g. (g) All votes shall be placed on file by the Secretary, acting as Returning Officer and shall be produced at the next meeting if requested.

20. ELECTION OF CLUB COMMITTEE

- a. Election of members to the Committee shall take place at the Annual General Meeting of the Club Committee.
- b. Nominations for members of the Committee will be received by the Secretary, duly nominated, seconded and signed or approved by the nominee, up to the conclusion of the Annual General Meeting. At this time, the Chairperson will declare all offices vacant and a Returning Officer shall be appointed to conduct the election of the Chairman who shall then complete the election.
- c. Elections shall not be by secret ballot.
- d. Election of Officers to a position left vacant between meetings shall be by postal vote. Nominations shall be called by the Secretary and circulated amongst all Members and Committee members who shall vote according to their preference.

21. RESIGNATIONS

- a. Any member of the Committee who resigns between Annual General Meetings of the Club shall send a copy of his/her resignation to the Secretary.
- b. The Chairman may appoint a person to fill the position left vacant by a resignation or suspension until such time as an election may be held to fill the position.

22. AMENDMENTS TO BY-LAWS

- a. The By-Laws may be amended by the Committee at any Committee Meeting (where quorum exists) by a simple majority of Committee members present and voting. Notice of the amendments to the By-Laws, along with a copy of the amendment, must be distributed to each member of the Committee, each Representative/Director and the general membership within 14 days of the Committee Meeting at which the amendment was passed.
- b. Amendments to the By-Laws shall remain in force until the AGM or Special General Meeting, following their passage, at which time they must be approved by a simple majority of votes.
- c. Any By-Law amendment not so approved becomes null and void.

23. CORRESPONDENCE

- a. Correspondence shall be treated in three priorities: "A" Class, "B" Class, "C" Class
- b. "A" Class correspondence shall be considered to be of the greatest urgency and will be replied to within 14 days of receipt of the letter.
- c. "B" Class correspondence shall be considered to be requiring an answer with the minimum of delay.
- d. "C" Class correspondence shall be considered as not needing an immediate reply. Letters requiring a reply within a specified time greater than 30 days shall be considered to be "A" Class 14 days prior to the specified time.

24. NOTICES

- a. A notice may be served upon any member of the Club either personally or by post as "A" Class mail.
- b. Any notice served by post shall be deemed to have been served at the time when it would have been delivered in the normal course of events.
- c. In serving such notice, it shall be sufficient to prove that the letter containing the notice was correctly addressed to the last known address of the person or persons to whom it was addressed and put in the mail.
- d. E-mail will be considered acceptable form of communication.

25. FINANCE

- a. All finances shall be under the control of the Club Committee
- b. All monies for the Club shall be paid in full to the Treasurer, who shall bank such monies within 7 days of receipt.
- c. All accounts shall be paid by cheque or electronic funds transfer (EFT) which shall be signed by the Treasurer.
- d. A financial report shall be prepared and presented to all meetings of the Club Committee by the Treasurer.
- e. The financial year shall be defined by the Committee.
- f. In the case of any new applications for affiliation or membership being received during the last quarter of the financial year, any fees payable shall be accounted for the next financial year, but full membership rights shall be offered in the interim period.
- g. The income and property of the Club howsoever derived shall be applied solely towards the promotion of the objects of the Constitution and no portion thereof shall be paid to or transferred directly or indirectly by way of dividends or bonus or otherwise howsoever by way of profit to any member of the Club or office-bearer, providing that nothing herein shall prevent the payment in good faith of remuneration to members or servants of the Club in return for services rendered.
- h. The Club may receive upon the direction of the Committee payment for services as a condition of an appointment or reimbursement for travelling or other legitimate out of pocket expenses or costs incurred in carrying out the functions or responsibilities of office.
- i. The allocation of the Club's funds and assets for any purpose (including Provincial team subsidies) shall be controlled by the Club Committee in accordance with the By-laws, Rules and Regulations.
- j. All claims for reimbursement shall be made to the Secretary at regular intervals.
- k. All payments shall be by electronic funds transfer (EFT)
- l. The Club committee may at their discretion invest Club funds for the purpose of safeguarding and growing the said funds.
- m. The Club committee may from time to time acquire and sell assets towards the promotion of the objectives of the Constitution.

26. EMPLOYMENT OF STAFF

- a. Upon the recommendation of the Club, staff may be employed on a full or part time basis to assist the Committee in the carrying out of its function and responsibilities

in respect to the Club. Conditions of employment and payment shall be as decided by the Committee.

27. LIABILITY OF CLUB COMMITTEE

- a. If the Club Committee as a whole, or any member of the Club Committee in his office as such has paid, or is liable to pay, money for any act, default or omission of any other member or members of the Club such money shall be refunded to him or them by the Club, or paid by the Club.
- b. Members of the club committee shall not be personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the committee member is performing function for or on behalf of the club.
- c. Members of the club committee shall not be personally liable for any obligations and liabilities of the organisation solely by virtue of their status as members of the club/committee.

28. AUDITING

- a. The Club will not require an auditor or audited documents due to the size of the organisation.
- b. Should the Club grow to such extent that it might be deemed necessary the Club Committee can appoint auditors who shall have the authority to call for the production of all books, papers and accounts relating to the affairs of the Commission

29. WINDING-UP

- a. The Club may be wound up voluntarily whenever an extraordinary resolution is passed requiring the Club to be wound up at an Extraordinary Meeting of the Committee called for that purpose.
- b. If upon the winding-up or dissolution of the Club there remains any property, assets or money after the satisfaction of all its debts, the same shall be distributed to other similar non-profit organisations. No property, assets or money will be donated to members or office-bearers whatsoever.

BY-LAWS

Updated March 25, 2009

1) INTRODUCTION

- a) This document supplements the model rules of the Orca Underwater Hockey Club (**ORCA**) and further outlines matters concerning membership and Member structure, the rules governing members and competitions, and the selection of provincial team players and officials within the ORCA.

2) AIM

- a) To foster the development of underwater hockey.
- b) To run fair and safe games where players are encouraged to develop their skills.

3) MEMBERSHIP

- a) All players at recognised Member venues must be registered members of the ORCA
- b) All players participating in a sanctioned ORCA competition or event must be registered members of the ORCA, however, interclub players who are not registered members of the ORCA may participate in club events at club level competitions if they are registered members of the South African Underwater Hockey (**SAUWH**).
- c) There are two (2) levels of registration, these are: Senior Registration: Compulsory for all adult players. Junior Registration: Compulsory for all junior players (under 18 years old as of the July 1 of the given year). The Committee may waive the ORCA membership fee (excluding the insurance component of that membership fee) in cases where players are transferring from an equivalent interclub branch and have already paid an equivalent fee for that year.
- d) All registered members are to be bound by a Code of Behaviour as determined by the ORCA Club Code of conduct (Appendix A).

- e) Players holding Senior or Junior registration are registered members of the ORCA and hence have all membership rights as described in the membership section (7) of the Constitution.

4) MEMBER CONDUCT

- a) Registered members of the ORCA must abide by the Code of Behaviour (Appendix A) at all times when representing the ORCA (i.e. during training sessions, game nights, national and international competitions, social functions etc.).

5) DISCIPLINARY MATTERS

- a) **5.1.** Breach, neglect or refusal to comply with the ORCA Code of Behaviour, by a registered member is grounds for disciplinary proceedings
- b) **Disciplinary Proceedings**
 - i) The conduct of all members of ORCA and any of their guests shall be of a standard that does not detract from ORCA good reputation at any time they are

- representing ORCA (i.e. during training sessions, game nights, social functions etc.)
- ii) A player or official who unduly interferes with, assaults, strikes or uses abusive, threatening or insulting language or behavior towards another player or official may be reported by any ORCA member to the Committee.
 - iii) A member of the Committee upon receiving a report shall, in conjunction with another member of the Committee, either take immediate action to have the offender(s) removed from the function or caution the offender(s).
 - iv) Within two weeks of any report of misconduct a hearing shall follow with the following people present:
 - The Offender(s)
 - The Person making the Report
 - Any Witness
 - The Captain of the Offender's Team
 - The Provincial Underwater Hockey Chief Referee
 - Two Members of the Committee
 - v) Members upon hearing all relevant details shall decide upon what action, if any, shall be taken.

6) RECOGNISED MEMBERS

- a) The ORCA recognises any person willing to travel to the club as possible Members
- b) The ORCA Players representative should report to the Committee on a regular basis and is responsible for forwarding membership applications and Member details on to the Secretary.
- c) The ORCA Players Representative is responsible for and must ensure that all players playing at the Club are registered members or: On becoming recognised by the ORCA club agree to be wholly responsible for ensuring their players are paid members at all times.

7) CLUB TEAMS

- a) **General**
 - i) All players trialling for club team selection must be current financial members of the ORCA.
 - ii) All registered members intending to trial for a club team selection must pay a deposit to the player's representative prior to entering the pool for trial.
 - iii) Failure to pay a deposit as required or to make appropriate arrangements in writing with the club team manager, will result in the registered member's non-selection.
 - iv) The player's representative will determine the deposit amount required to be paid. Registered members must be notified of the deposit amount 28 days prior to the date of the first provincial team trial(s).
 - v) If a registered member is unsuccessful in selection all deposits paid by that registered member shall be refunded to them in full.
 - vi) Trial dates must be on different nights of the week as to accommodate players with other commitments.

vii) Players selected into a club team must wear their awarded club colours at all formal functions as presented to them at the official colours evening. Two derivatives exist:

(1) Players selected into the A side must wear their ORCA blazer (Black) with black pants / skirts and a white collared shirt. Men and Ladies can wear their Lapel Pin for each year they were a member of the team. Men must wear their ORCA tie.

(2) Players selected into the B team must wear pants / skirts with a white collared shirt. Men and Ladies can wear their Lapel Pin for each year they were a member of the team. Men must wear their ORCA tie.

viii) Only players currently selected as part of the team are allowed to wear the formal team colours. Players awarded colours in a previous year that are not currently part of the specified team is not allowed to wear colours of a team ranked higher than the team that they are part of.

ix) An exception to point 7.1.10. will be players awarded National colours. Players that are current members of a national team/squad are allowed to wear their national colours on formal functions in accordance with wishes of the SAUWH Federation.

b) Club Team Selectors

i) A selection panel consisting of at least two (preferably three) people (**the club team selectors**) shall be appointed by the Committee prior to the trials.

ii) The Committee must send out a written request for nominations for provincial team selectors to be appointed prior to the trials at least two (2) months prior to the scheduled date for the South African Interclub Underwater Hockey Championships.

iii) Club team selectors shall endeavour to watch as many games and training sessions prior to the trial(s) as possible.

iv) A coach/selector is not eligible to comment on the selection of a family member, partner or themselves.

v) A selector must be present at all trial games in order to participate in the final selection of a team.

c) Club Team Selection.

i) Club team trial(s) shall be conducted at least four (4) weeks prior to the scheduled team submission date for the South African Interclub Underwater Hockey Championships.

ii) Club team trials are to be organised by the Player's representative in consultation with the Committee and must be advertised at least 28 days prior to the trial date.

iii) Players will only be eligible to trial if they attend at least 10 Member practice sessions prior to trials commencing, unless no other suitable players are available. Attendance will be checked on Member register. (See point 7.4)

iv) The player's representative must set the selection criteria to be followed by the selectors when selecting players at trial for a position in the club team.

v) The player's representative(s) must brief all players trialling

on the selection criteria for a position in the club team prior to the commencement of the trial(s).

vi) A player who is unable to attend the predetermined trial(s) may submit a written application to the ORCA as their nomination for selection on the club team. A player, who is unable to attend the club team trial and has submitted a written application for nomination to the provincial team (the nominee), prior to the trial being held, may be provided with an opportunity to trial at a time mutually agreed upon by the Committee, the provincial team selectors and the nominee.

vii) Except in instances where extended travel either interprovincial or overseas prevents participation, players may not be added to the team list without trial.

viii) The announcement of the club team(s) shall be made by a spokesperson from the selectors within one week of the conclusion of the trial(s)

ix) In the event that the number of people attending the trial(s) is insufficient to select a full squad of 12, then players may be added to the selected team at the discretion of the team in consultation with the Committee and Selectors provided they fulfill the original selection criteria outlined prior to the trial(s).

d) Club Team Officials

i) Nominations for the positions of Club Team Coaches and Selectors shall be called for at least two months prior to scheduled date for the South African Interclub Underwater Hockey Championships and positions shall be decided upon by the Committee 28 days thereafter. Any positions not filled shall be readvertised.

e) Member Responsibility

i) Members must keep a roll-call register to indicate dates that players attended club practices. Failure to present such a register to the selectors will **void the Member's participation in the trials.**

APPENDIX 1

ORCA Code of Behavior

Members shall abide by the spirit and positive values of the game of underwater hockey including those of fair play, respect, tolerance, equity, and the maintenance of a high standard of personal behavior and integrity at any time they are representing ORCA (i.e. during training sessions, game nights, social functions etc.)

- Members must abide by the South African sports drug code.
- Members will not use any form of profanity.
- Members must respect the rights, dignity, and worth of each and every person involved in the sport and will not intimidate, offend, insult or humiliate another player on the grounds of age, religion, sexual orientation, gender, disability (sensory, mental or physical handicap), race, colour, marital or parental status, political ideology, economic disadvantage, and ancestry, national or ethnic origin.
- Members must accept responsibility for their own behavior and performance.
- Members will show respect and courtesy to the referee and match officials, and respond promptly to any rulings, decisions or requests they make whether before, during or after a match.
- Members will not engage in a physical attack, including but not limited to, the laying of a hand upon, pushing, shoving, striking, spitting, or kicking of any official, participant, coach, team representative, or spectator.
- Members will endeavor at all times to be mindful of safety concerns involving themselves and other members during the course of training, competition and non-competitive activities.
- Members will not be guilty of damaging or defacing any ORCA Club sanctioned facilities.
- Members will not use deliberately rough tactics during a game against the body or person of an opposing participant.
- Members shall respect and play within the Laws and regulations that govern the sport of Underwater hockey as set out by the Confédération Mondiale Des Activités Subaquatique (CMAS) or as interpreted by South African underwater Hockey Club (SAUWH) or the Gauteng UWH.

If any party breaches this code of conduct, then such a breach may lead to either temporary or permanent expulsion from the ORCA club, subject to review, to be decided by the ORCA committee.