

# University of Canberra Hockey Club By-Laws

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Rev #	Date	Changes
1.0	17 October 95	Constitution ratified at Special Meeting held 17 October 1995 to amalgamate the University of Canberra Womens and Mens Clubs.

## **1 Standing Orders for Meeting Procedure**

1.1 These rules are the Standing Orders for the University of Canberra Hockey Club and are made under Section 10.4 and 10.5 of the Constitution and shall be known as the Standing Orders.

1.2 These Standing Orders shall apply to all General Meetings and Board Meetings of the Club.

1.3 The Chairperson of the meeting shall be the President, or in the absence of the President, a Vice-President elected by the meeting. In the absence of the President and either Vice-President the meeting shall elect a chairperson from the members present.

### **1.4 Definitions**

1.4.1 In these By-Laws, unless the contrary intention appears:

1.4.1.1 all majorities will be simple majorities;

1.4.1.2 the definitions adopted in the Club's Constitution will be accepted;

1.4.1.3 in matters not covered by the Standing Orders, the Chairperson shall give a ruling;

1.4.1.4 the Chairperson's ruling shall be subject to dissent.

### **1.5 Quorum and Time**

1.5.1 Where there is a quorum, a meeting shall commence promptly at the time set out in the notice of the meeting.

1.5.2 If a quorum is not present within forty five minutes of the time appointed for the meeting, the meeting shall lapse and the business for the meeting shall be placed on the agenda of the next meeting.

1.5.3 If a meeting lapses, the meeting shall stand adjourned to a time and place to be fixed by the Chairperson.

1.5.4 A meeting shall terminate not later than two hours from its commencement, except where an extension or extensions of time are agreed by the meeting.

1.5.5 A member may move for an extension of time provided that such an extension does not exceed one half hour.

1.5.6 In the case of a second or further extension of time the proposal must be determined by a two-thirds majority of those members present.

1.5.7 Not more than thirty minutes shall be allowed for the discussion of any subject, and when such time has expired, unless extended by the consent of the meeting, the motion shall be put without delay or further amendment.

### **1.6 Notice of Motion**

1.6.1 the date and Agenda including any notice of motion of any General Meeting shall be advertised in the journal of the Club and on the official Union notice board at least seven days before the date of the meeting.

1.6.2 Any member may at a meeting give written notice of a motion, for the purpose of placing an item of business on the agenda for the next meeting. The Chairperson shall not allow discussion on this notice of motion at the meeting which the notice is given.

1.6.3 A notice of motion shall take precedence according to the order in which it is received in relation to other notices, unless otherwise ordered by the meeting which considers the motion.

### **1.7 Agenda and Subject**

1.7.1 The meeting shall proceed through the order of business as detailed in the Agenda, unless otherwise determined by a majority of members at the meeting.

1.7.2 At the discretion of the Chairperson an item of "Other Business" may be included as the last business item of the agenda. Any item of business to be raised under Other Business in the meeting by a member must be submitted to the Chairperson. Any items submitted for Other Business and not considered at that meeting shall be transferred to the agenda of the next meeting.

### **1.8 Right to Speak**

1.8.1 Unless otherwise resolved by the meeting, each member shall have the right to speak:

1.8.1.1 once on any motion;

1.8.1.2 once on any amendment;

1.8.1.3 in reply to the motion, if the proposer of a motion.

1.8.1.4 no further discussion or amendment shall be allowed after the proposer has replied.

- 1.8.2 A member desiring to speak shall rise or raise their hand indicating they wish to speak. If two or more members rise at the same time, the Chairperson shall call upon the member whom appeared to be first to rise.
- 1.8.3 No member shall interrupt another except to raise a point of order or to move that the speaker no longer be heard.
- 1.8.4 Any member may at any time make a personal explanation although there may be no question before the chair, or if that member has already spoken to a motion, to explain some material part of that speech which has been misquoted or misunderstood, but in any such case that member shall not introduce any new matter or interrupt any member addressing the chair, or speak for more than three minutes.
- 1.8.5 The proposer of a motion shall be allowed seven minutes to introduce the motion and five minutes to reply to the debate. Other speakers shall be allowed five minutes. The meeting may by resolution allow an extension of time for the speaker to continue.
- 1.8.6 A member may at any time move that 'the motion now be put'. This gag motion shall be submitted by the Chairperson to the vote without discussion, and if passed, the Chairperson shall put the motion under discussion to the vote without further debate, except that the mover of the motion may exercise their right of reply.
- 1.8.7 A member may at any time move that 'the speaker no longer be heard'. The motion shall be submitted by the Chairperson to the vote without discussion, immediately. A two-thirds majority of members voting on this motion is required to pass the motion. This motion shall lapse at the completion of debate on the substantive motion that this gag motion was put.

### 1.9 Motions and Amendments

- 1.9.1 All motions:
  - 1.9.1.1 shall be proposed and seconded by members;
  - 1.9.1.2 may be amended or withdrawn by the proposer with the consent of the seconder;
  - 1.9.1.3 may be withdrawn by the proposer without the consent of the seconder, but the seconder has the primary option to move the motion again;
  - 1.9.1.4 may be adjourned to another meeting.
- 1.9.2 If required by the Chairperson the proposer of a motion or amendment shall submit it in writing.
- 1.9.3 A motion shall lapse if none of its proposers or seconders are present at the meeting.
- 1.9.4 A motion or amendment shall lapse if it doesn't receive a seconder.
- 1.9.5 A motion or amendment may be foreshadowed. A foreshadowed motion or amendment shall be considered when the previous motion or amendment has been decided.
- 1.9.6 No motion passed by a meeting may be amended or rescinded at that meeting except for purely procedural motions.
- 1.9.7 The Chairperson shall not accept an amendment to a motion which in the opinion of the Chairperson directly negates or is not relevant to the substance of the original motion.
- 1.9.8 Any member may move an amendment provided that no further amendments may be placed until the previous amendments have been resolved.

### 1.10 Points of Order

- 1.10.1 A point of order may be raised in regard to any irregularity in the proceedings.
- 1.10.2 Any member during a debate may raise a point of order, where upon the speaker called to order shall sit down and cease speaking. The member raising the point of order shall state concisely within two minutes, the point of order. When the Chairperson gives a ruling on a point of order, without further discussion, and subject to the chair's ruling, the member speaking when the point of order was raised shall continue speaking.

### 1.11 Voting

- 1.11.1 A motion shall be decided on the voices for and against the motion. The Chairperson shall declare the motion carried or lost and in the absence of a show of hands the Chairperson's declaration shall be recorded in the minutes.
- 1.11.2 Any two members may call for a show of hands. The Chairperson shall call for a show of hands and declare the motion carried or lost and in the absence of a division the Chairperson's declaration shall be recorded in the minutes.
- 1.11.3 The Chairperson may call for a division. In the event of a division members in favour of the motion shall move to one side of the room at the direction of the Chairperson and members against the motion shall move to the other side of the room. The Chairperson's declaration shall be recorded in the minutes, which shall be final and conclusive.

- 1.11.4 At the direction of the meeting, or at the Chairperson's discretion, the Chairperson shall appoint a returning officer to count the votes at the show of hands.
- 1.11.5 A member may have recorded in the minutes the fact that they votes for or against or abstained from voting on any motion.
- 1.11.6 Voting by proxy shall not be permitted.

#### **1.12 Rights of the Chairperson**

- 1.12.1 When the Chairperson rises during a debate any member standing or speaking shall sit down and remain silent and the Chairperson shall be heard without interruption.
- 1.12.2 The Chairperson may direct any member to leave the meeting or to remain silent until specifically called upon to speak.
- 1.12.3 The Chairperson may terminate the discussion if two members in succession have, in the opinion of the Chairperson, spoken on one side of an amendment or motion and no member wishes to speak against it.
- 1.12.4 In the event of a tied vote on any question or motion the Chairperson shall have casting vote. As a guide the Chairperson should normally use that casting vote in favour of the status quo.

#### **1.13 Dissent**

- 1.13.1 In the event of a procedural motion being moved dissenting from the Chairperson's ruling, the member dissenting may state concisely within two minutes the reason for the dissent, the Chairperson may then state concisely within two minutes the reasons for the ruling, and then the procedural motion shall be put to the vote immediately.

#### **1.14 Vacation of the Chair**

- 1.14.1 The Chairperson may vacate the Chair to participate in the debate on any particular subject or motion.
- 1.14.2 Prior to vacating the Chair the Chairperson may nominate their successor subject to the approval of the meeting. If the meeting doesn't approve, the successor shall be elected by the meeting.
- 1.14.3 The Chairperson may close the meeting and such closure shall not be subject to dissent.

#### **1.15 Adjournment**

- 1.15.1 The Chairperson may at any time adjourn the meeting which has become disorderly, for a period not exceeding half an hour. Such an adjournment shall not be subject to dissent.
- 1.15.2 Any member may at any time move the adjournment of the meeting. Such a motion shall be considered immediately and put to the vote. A two-thirds majority of members voting shall be required to gain an adjournment. If the adjournment motion is carried the meeting shall stand adjourned to a time and place determined by the meeting.
- 1.15.3 At the resumption of an adjournment the meeting shall continue with the unfinished business of the adjourned meeting.

#### **1.16 Suspension of Standing Orders**

- 1.16.1 No motion to suspend Standing Orders shall be considered unless a matter of urgency. The member proposing the suspension of Standing Orders shall state within three minutes the matter of urgency that requires the suspension. At the discretion of the Chairperson the Chairperson may then put the motion to suspend Standing Orders to the vote. A two-thirds majority of members voting shall be required to gain a suspension of Standing Orders.
- 1.16.2 In any aspect of procedure not covered in these Standing Orders, the Standing Orders of the Union Board of Management shall be considered valid, in the event that such a procedure is not covered there the Standing Orders of the House of Representatives of the Commonwealth of Australia shall be considered valid.

## **2 Board Meetings**

- 2.1 Board Meetings shall be scheduled at least once every month during the playing season and at other times as the Board deems necessary.

### **2.2 General Meetings**

- 2.2.1 A General Meeting shall be held before the commencement of each playing season for the purpose of introducing the Coaches, Board of Management and the tabling of team lists.

## **3 Election Rules**

### **3.1 Nominations**

- 3.1.1 Nominations for the election of office bearers shall be received:
  - 3.1.1.1 by the Chairperson from the members present at the meeting; or

3.1.1.2 in writing by the Secretary prior to or during the meeting.

3.1.2 Nomination must be proposed and seconded by members other than the nominee and provided that the member nominated accepts the nomination.

3.1.3 If the number of nominations does not exceed the number of positions to be filled, the returning officer shall declare the persons nominated to be elected.

### **3.2 Voting Procedure**

3.2.1 Voting at elections shall be:

3.2.1.1 by eligible members present at the meeting;

3.2.1.2 by secret ballot;

3.2.1.3 counted by the Returning Officer.

### **3.3 Returning Officer**

3.3.1 The Chairperson shall, when an election is required, appoint a Returning Officer from persons present at the meeting who are not nominees, proposers or seconders in the election.

3.3.2 The Returning Officer shall refrain from voting in any election that they participate in as Returning Officer.

3.3.3 The Returning Officer shall not disclose or aid in the disclosure in what manner any voter has voted.

### **3.4 Board of Management Elections**

3.4.1 For the position of President, the voter shall write on their piece of paper the name of their preferred nominee. The Returning Officer shall count all the votes and declare the nominee with the highest number of votes elected. In the event of an equal number of votes for the leading nominees the Chairperson shall have a casting vote.

3.4.2 For the position of Vice-President Men the Returning Officer shall only receive ballot papers from members registered in the Men's competition. The Returning Officer shall count all the votes and declare the nominee with the highest number of votes elected. In the event of an equal number of votes for the leading nominees, the Chairperson shall have a casting vote.

3.4.3 For the position of Vice-President Women the Returning Officer shall only receive ballot papers from members registered in the Women's competition. The Returning Officer shall count all the votes and declare the nominee with the highest number of votes elected. In the event of an equal number of votes for the leading nominees, the Chairperson shall have a casting vote.

3.4.4 For the positions of Board Members, the voter shall write on their piece of paper the five names of their preferred nominees. The Returning Officer shall count all the votes and declare the female nominee with the highest number of votes elected. The Returning Officer shall then declare the male nominee from the remaining nominees, with the highest number of votes, elected. The Returning Officer shall then declare the next three nominees, from the remaining nominees, with the highest number of votes, elected. In the event of an equal number of votes for the nominees the Chairperson shall have a casting vote.

### **3.5 Committee Elections**

3.5.1 The Annual General Meeting shall elect the following officers to Committees of the Club:

3.5.1.1 Treasurer.

3.5.1.2 Recruitment and Development Officer, Equipment Officer, Records Officer and a First Year Committee Member from the Men's competition.

3.5.1.3 Social Coordinator and a First Year Committee Member from the Women's competition.

3.5.1.4 Five Committee members.

3.5.1.5 In the event of elections the returning officer shall disclose the process for and ensure that membership of the Committees has at least twenty five percent membership from male and at least twenty five percent membership from female members.

### **3.6 Vacancies**

3.6.1 Vacancies within the Board of Management between Annual General Meetings shall be filled:

3.6.1.1 by By-Election at a General Meeting; or

3.6.1.2 if the vacancy occurs after the start of the field hockey season, by cooption of a member by the Board of Management.

3.6.2 Members elected or coopted in this manner shall hold office for the remaining period of the member they are replacing.

### **3.7 Election of Life Members**

- 3.7.1 Nominations for life membership must be proposed and seconded by members and referred to the Board. the Board may then table the nomination at the next General meeting.
- 3.7.2 Nominations for life membership should be considered in terms of a member's service, involvement, attitude and contribution to the Club and to the game of hockey.
- 3.7.3 life membership shall be bestowed by a vote receiving a two-third majority of members present at a General Meeting. Voting shall be by secret ballot.

## **4 Duties of Board and Committee Members**

### **4.1 Powers of Committees**

- 4.1.1 Committees constituted within the powers of the Constitution have the power to:
  - 4.1.1.1 coopt any number of members provided that those members coopted do not have voting rights and that they are accepted by the Board.

### **4.2 Secretary**

- 4.2.1 The Secretary, in addition to their duties under these rules shall:
  - 4.2.1.1 record the minutes of the proceedings of all general and Board meetings and keep these minutes into the minute book;
  - 4.2.1.2 keep a record of on-going policies as determined by the Club in general meeting and the Board decisions, and record these in n on-going policy manual;
  - 4.2.1.3 keep the papers and documents of the Cub;
  - 4.2.1.4 record and promptly deal with all correspondence and submit the same to the Board;
  - 4.2.1.5 give all necessary notices of Board and General meetings;
  - 4.2.1.6 post on the notice board in the Union and on the hockey notice board, notices of motion for proposed alterations to the Constitution;
  - 4.2.1.7 forward to the affiliate Associations and the Union all names of office bearers elected by the Club or coopted to a position;
  - 4.2.1.8 distribute copies of the constitution to members of the Club on request;
  - 4.2.1.9 compile the Board's annual report for submission to the Annual General Meeting.

### **4.3 Director of Finance**

- 4.3.1 The Director of Finance, in addition to their duties under these rules shall:
  - 4.3.1.1 convene and chair the Finance Committee;
  - 4.3.1.2 prepare the Club's budget for the year to be presented to and ratified by the Board;
  - 4.3.1.3 assist and coordinate budgets for other committees, as directed by the Board;
  - 4.3.1.4 prepare and maintain financial plans and fund raising targets for the year;
  - 4.3.1.5 prepare financial reports in a way for the Board to understand the financial position of the Club;
  - 4.3.1.6 present to each General Meeting of the Club a reconciled financial statement;
  - 4.3.1.7 coordinate and prepare sponsorship submissions;
  - 4.3.1.8 maintain and action the operational document for the Finance Committee;
  - 4.3.1.9 present any necessary documents and books to the Auditor for the annual audited report.

### **4.4 Treasurer**

- 4.4.1 The Treasurer, in addition to their duties under these rules shall:
  - 4.4.1.1 issue a receipt for all moneys paid to the Club;
  - 4.4.1.2 pay into the Club bank account all moneys received;
  - 4.4.1.3 be responsible for the collection of moneys on behalf of the Club.
  - 4.4.1.4 prepare a bank reconciliation on receipt of every bank statement
  - 4.4.1.5 present to each Board meeting a report with all accounts with requisition and/or orders;
  - 4.4.1.6 maintain a file containing copies of requisitions, orders, petty cash vouchers and other essential documents;

- 4.4.1.7 in consultation with the Records Officer provide the Records Officer with information on financial status of members;
- 4.4.1.8 maintain a cash book and debtors ledger.

#### **4.5 Teams and Coaching Director**

- 4.5.1 The Teams and Coaching Director, in addition to their duties under these rules shall:
  - 4.5.1.1 convene and chair the Teams and Coaching Committee;
  - 4.5.1.2 when required, provide a report to the Board on the activities of the Teams and Coaching Committee;
  - 4.5.1.3 coordinate and manage grading trials at the beginning of each season;
  - 4.5.1.4 liaise with and advise coaches of their role and functions;
  - 4.5.1.5 communicate with the Associations to ensure the registration of teams and players in the appropriate competitions;
  - 4.5.1.6 in consultation with the Director of finance develop and maintain a budget for the Committee through the year;
  - 4.5.1.7 coordinate and effect bookings for training venues and times through the appropriate bodies;
  - 4.5.1.8 coordinate the selection of coaches for teams in the Club;
  - 4.5.1.9 maintain and action the operational document for the Teams & Coaching Committee;
  - 4.5.1.10 promote to the members, participation in the University games;
  - 4.5.1.11 provide reports to the Board on selections of teams and coaching staff.

#### **4.6 Records Officer**

- 4.6.1 The Records Officer, in addition to their duties under these rules shall:
  - 4.6.1.1 in consultation with team managers and the Director of Finance maintain a list of current members;
  - 4.6.1.2 maintain a database of members details for identifying and communicating with members;
  - 4.6.1.3 when requested by the Director of Finance or the Board, provide a membership report on all or selected details of the members;
  - 4.6.1.4 provide timely reports to Committee of the Club on membership;
  - 4.6.1.5 keep archive records of the Club;
  - 4.6.1.6 keep relevant and historical data on Club events and activities, including newspaper reports, year books, photos and minutes;
  - 4.6.1.7 keep a record of all award and trophy winners for the season and all previous seasons.

#### **4.7 Equipment Officer**

- 4.7.1 The Equipment Officer, in addition to their duties under these rules shall:
  - 4.7.1.1 ensure that uniforms are available for all teams to wear as approved by the affiliated Associations;
  - 4.7.1.2 ensure that all Club property is maintained;
  - 4.7.1.3 maintain an inventory of all property for the inclusion in the Annual report and keep a detailed list of the condition and location of such property;
  - 4.7.1.4 distribute match balls and training equipment to coaches, team managers and goalkeepers;
  - 4.7.1.5 collect all Club and Union property at the end of each playing season and store it in a secure place;
  - 4.7.1.6 recommend to the Teams & Coaching Committee when property needs to be replaced or newly purchased;
  - 4.7.1.7 perform an equipment stock take before the end of each playing season;
  - 4.7.1.8 organise the trophies for presentation night.

#### **4.8 Public Relations Director**

- 4.8.1 The Public Relations Director, in addition to their duties under these rules shall:
  - 4.8.1.1 convene and chair the Public Relations Committee;

- 4.8.1.2 in consultation with the Director of Finance, prepare a budget for the Public Relations Committee for the year;
- 4.8.1.3 coordinate the regular publication of the Club journal;
- 4.8.1.4 publicise Club activities and publish any information in the Club Journal as directed by the Board;
- 4.8.1.5 coordinate the publication of the Club's Year Book
- 4.8.1.6 when required, provide a report to the Board on the activities of the Public Relations Committee;
- 4.8.1.7 maintain and action the operational document for the Public Relations Committee;
- 4.8.1.8 present written reports to the Board when so required.

#### **4.9 Vice-President**

- 4.9.1 The Vice-President, in addition to their duties under these rules and the Constitution shall:
  - 4.9.1.1 if a member of the Teams & Coaching Committee, coordinate and liaise with team managers;
  - 4.9.1.2 if a member of the Umpiring Committee, coordinate the promotion and development of Umpiring in the Club.

#### **4.10 Recruitment & Development Officer**

- 4.10.1 The Recruitment & Development Officer, in addition to their duties under these rules and the Constitution shall:
  - 4.10.1.1 advise the Board on the strategic direction of recruitment of players in the Club;
  - 4.10.1.2 liaise with the Association on development programs;
  - 4.10.1.3 be responsible for coordinating and promoting members in the Club for election to positions in the Club.

#### **4.11 Social Coordinator**

- 4.11.1 The Social Coordinator, in addition to their duties under these rules shall:
  - 4.11.1.1 develop and promote the social calendar for the Club;
  - 4.11.1.2 coordinate and plan the presentation night at the end of the season;
  - 4.11.1.3 coordinate social functions for the Club.

#### **4.12 Umpiring Director**

- 4.12.1 The Umpiring Director, in addition to their duties under these rules shall:
  - 4.12.1.1 convene and chair the Umpiring Committee;
  - 4.12.1.2 in consultation with the Director of Finance, prepare a budget for the Umpiring Committee for the year;
  - 4.12.1.3 authorise and arrange for the payment of umpires on their completion of their umpiring duties;
  - 4.12.1.4 coordinate the nomination of Club umpires to the Associations;
  - 4.12.1.5 coordinate umpiring appointments for Club umpires;
  - 4.12.1.6 coordinate the dissemination of relevant information to umpires, particularly in regards to updates of rules and interpretations;
  - 4.12.1.7 in consultation with the Records Officer, provide the Records Officer with information on umpires in the Club;
  - 4.12.1.8 present written reports to the Board when so required.

#### **4.13 Team Captains**

- 4.13.1 The team Captains, in addition to their duties under these rules shall:

#### **4.14 Team Managers**

- 4.14.1 The Team Managers, in addition to their duties under these rules shall:

#### **4.15 Coaches**

- 4.15.1 The Coaches, in addition to their duties under these rules shall:



## **5 Selection Committee**

- 5.1 The Selection Committee shall be made up of the Head Coaches and the Teams & Coaching Director in consultation with the appropriate team coach.

## **6 Constitution Review Committee**

## **7 Appeals Tribunal**

- 7.1 The Appeals Committee shall be made up of three impartial members from: President, Vice-President Men, Vice-President Women, two Club members nominated by the Board.

## **8 Discipline Rules**

## **9 Financial Procedures**

## **10 Payment of Fees Schedule**

## **11 Trophies**

### **11.1 Men's Competition**

- 11.1.1 President-s Cup - Best Player in a finals series
- 11.1.2 Club Most Improved
- 11.1.3 Shooting Star - most goals scored in the season
- 11.1.4 Brick Shithouse - best performing goalkeeper
- 11.1.5 Iron Man - most number of games in one season
- 11.1.6 Best & Fairest 1st grade
- 11.1.7 Most Improved 1st grade
- 11.1.8 Best & Fairest 2nd grade
- 11.1.9 Most Improved 2nd grade
- 11.1.10 Best & Fairest 3rd grade
- 11.1.11 Most Improved 3rd grade
- 11.1.12 Best & Fairest 4th grade
- 11.1.13 Most Improved 4th grade
- 11.1.14 Best & Fairest 5th grade
- 11.1.15 Most Improved 5th grade
- 11.1.16 Best & Fairest 6th grade
- 11.1.17 Most Improved 6th grade

### **11.2 Women's Competition**

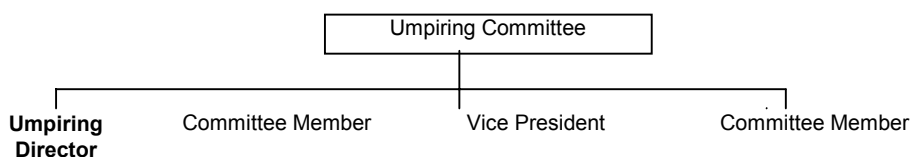
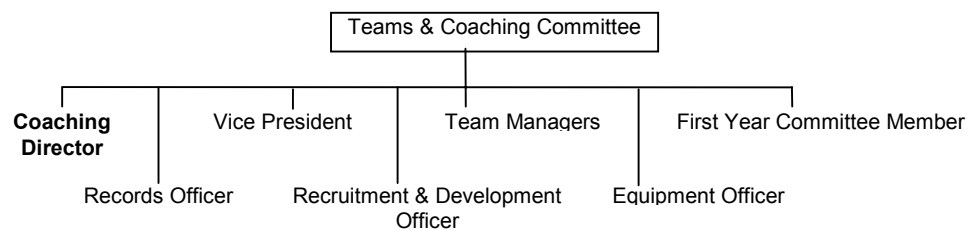
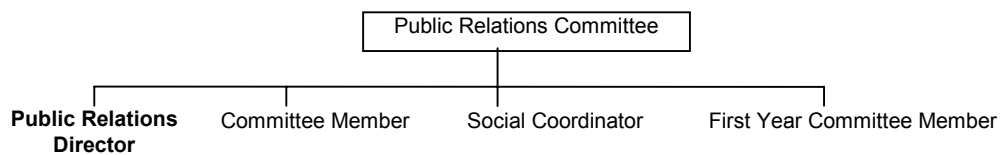
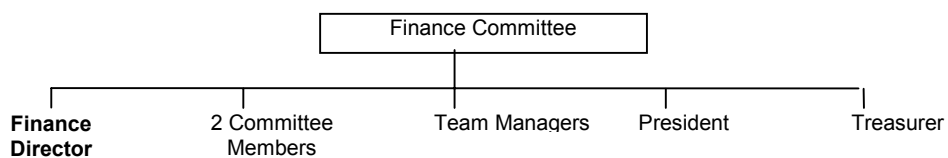
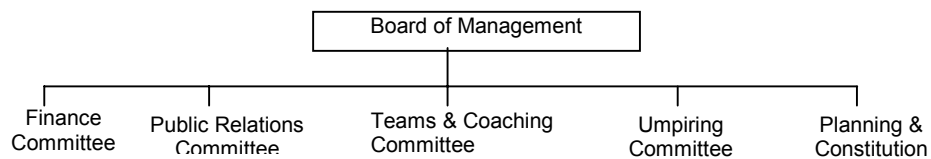
- 11.2.1 Best Finals Player
- 11.2.2 Shooting Star - most goals in the season
- 11.2.3 Best 1st Year student
- 11.2.4 Spectators Award
- 11.2.5 Highest Scoring Goalie
- 11.2.6 Most Valuable Umpire
- 11.2.7 Best & Fairest 1st grade
- 11.2.8 Most Improved 1st grade
- 11.2.9 Best & Fairest 2nd grade
- 11.2.10 Most Improved 2nd grade
- 11.2.11 Best & Fairest 3rd grade
- 11.2.12 Most Improved 3rd grade

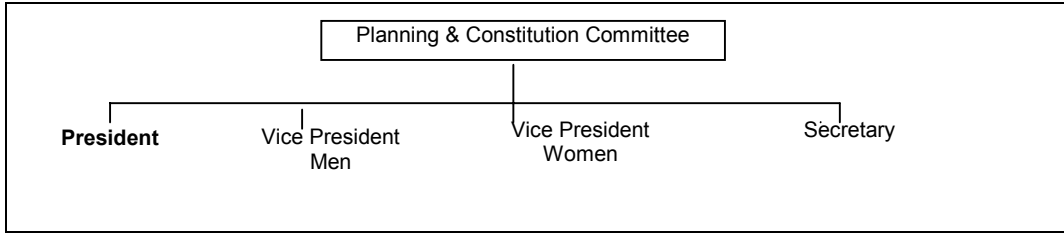
- 11.2.13 Best & Fairest 4th grade
- 11.2.14 Most Improved 4th grade
- 11.2.15 Best & Fairest 5th grade
- 11.2.16 Most Improved 5th grade
- 11.2.17 Best & Fairest 6th grade
- 11.2.18 Most Improved 6th grade
- 11.2.19 Best & Fairest 7th grade
- 11.2.20 Most Improved 7th grade

**11.3 Club**

- 11.3.1 Best Club Person

**12 Organisation Charts**





**13 Code of Conduct for Players**