



Underwater Hockey Australia Incorporated (UHA) By-Laws

By-laws History and Status

Revision	Prepared By	Reviewed By	Approved By	Date Approved
1	Colin Hepher/ Simon Talbot	Committee	Committee	12/09/05
2	Simon Talbot			
3	Lena Plambeck	Committee	Simon Talbot	19/10/09
4	Lena Plambeck	Committee	Jane Gilligan	28/02/11
5	Rees Quilford	Committee	Committee	16/11/13
6	Amy Barry- Macaulay & Nick Marytn	Committee	Committee	13/09/14
7	Nick Martyn	UHA incorporation working group.	Committee	31/11/15
8	Rees Quilford	Incorporated feedback from state representatives	Committee	17/06/16

Underwater Hockey Australia Incorporated (UHA) is the peak body of underwater hockey in Australia. It is a commission of the Australian Underwater Federation (AUF) and as such operates under the constitution, rules and guidelines of the AUF. UHA as an incorporated association is also subject to and maintains its own constitution, by-laws and guidelines. This document is designed to work hand in hand with all of the above mentioned to ensure a safe and fair environment for all people involved with underwater hockey in Australia.

1. Voting rights

- 1.1 Voting rights are as per outlined in the UHA constitution.
- 1.2 Voting rights not covered in the constitution are covered in specific sections below.

2. Finance

- 2.1 UHA membership fees will be \$10.00 per associated individual senior member and \$5.00 per associated individual junior member to be reviewed annually at AGM.
 - a) An associated member as outlined in the UHA constitution is a person considered a financial member of the Australian Underwater Federation and any state, territory or local underwater hockey club.
- 2.2 UHA fees are due 1 July of each year.
- 2.3 Budgets will be allocated to sections and programs on a majority agreement by the committee at a committee meeting, these are to be monitored and reported to the committee monthly by the treasurer.
- 2.4 The financial accounts of UHA are to be subject to annual financial audit and the UHA Financial Controller shall forward the relevant auditor's reports to any State Underwater Hockey Commission Chairperson on request.
- 2.5 UHA financial reporting shall be from 1 July to 30 June of the following year.

3. Meetings

- 3.1 The UHA Annual General Meeting (AGM) shall be held at an appropriate time as outlined in the UHA constitution, and at least two months prior to the AUF federal AGM.
- 3.2 The venue and location for the UHA AGM shall be as nominated by the UHA executive. Costs to be born by UHA are venue hire, reasonable economy travel and accommodation of the current committee and secretarial services. Members shall cover all costs incurred by their delegates.
- 3.3 All motions to be considered at the AGM shall be called for by the Executive Director at least 60 days before such meetings. Submissions must be received by the Executive Director 30 days prior to the meeting.

- 3.4 Should any motion be brought that was not properly notified (as described at Item 3.3 above), that motion may be vetoed by any member.
- 3.5 Decisions voted on and approved at any UHA AGM shall be in force upon conclusion of the meeting. Any decisions pertaining to National Championships shall not affect the current National Championship, unless all members vote in favour of the change/s.
- 3.6 All UHA Committee position holders and members shall provide a report (as per item 16.1 below), in writing, to the Executive Director 2 weeks prior to the AGM. The secretary will then circulate to the committee and members. These are to be reviewed at the AGM.

4. Records and Documentation

- 4.1 The control and up-keep of all UHA documentation such as By-Laws, guidelines, position descriptions, forms and records are the responsibility of the UHA committee and its officers and should be made publicly accessible.

5. Appointments and Elections

- 5.1 The Executive Committee of UHA shall comprise the Executive Director, Treasurer, Secretary, Tournament Director and Development Director.
- 5.2 The Executive committee as it sees fit will oversee and appoint officers to assist in achieving the goals and plans of UHA. These roles will be elected by the committee and must have clear position descriptions and timeframes, and be advertised to members for application 1 month prior to election in a minutes meeting of the committee.
- 5.3 Appointment to UHA committee positions will be for a period of not more than two years without re-election, and positions will be filled in alternate years according to the following schedule. Voting occurs as per the Constitution.

Year 1 (even):

Treasurer
Tournament Director
Development Director

Year 2 (odd):

Executive Director
Secretary

6. National Underwater Hockey Competitions

- 6.1 The duration of the round robin is restricted by a maximum 3 games per team per day. The duration of the winner's and loser's finals round is restricted to a maximum of 2 games per team per day.

6.2 National Championships shall be hosted by each State in turn, in the following rotational cycle:

- Western Australia
- Victoria
- Queensland
- South Australia
- Tasmania
- ACT/New South Wales

6.2.1 Should a State decline to host a National Championships in 'their' year, they will forfeit their turn and hosting rights will automatically go to the next State in the rotation list above – with the rotation continuing as listed for subsequent years.

6.2.2 In case of exceptional circumstances (approved by the committee), a State may be permitted to swap its Nationals hosting year with another State, by mutual agreement.

6.3 The competition format shall follow the draw outlined in the UHA Guidelines on Organising a National Underwater Hockey Tournament.

6.4 Prior to National Competitions at least two briefings or meetings will be held and those will include a Referees meeting and a Captains/Managers meeting.

6.5 The Tournament Director is primarily responsible for:

- Providing guidance to the host state.
- Provide guidance on the suitability of the venue and budget estimate for the National Championships.
- Liaising with all state representatives to ensure state teams meet the requirements of these By-Laws.

Other responsibilities of the Tournament Director are outlined in the UHA Guidelines on Organising a National Underwater Hockey Tournament document.

6.5.1 Should the position of Tournament Director be vacant the UHA committee will appoint a suitable advisor.

6.6 Each player competing in a National UWH competition shall pay a Capitation Fee of \$35.00 and at Referee Levy of \$85. This shall be collected by the host State, and forwarded to the UHA Treasurer within 30 days of the completion of the competition.

6.7 A Deed of Gifts will be awarded to the most competitive State across all categories of underwater hockey competition and the National Title decided by the highest aggregate points, as per the following:

- Minimum of 3 official State Teams
- 1st place 8 points
- 2nd place 7 points
- 3rd place 6 points
- 4th place 5 points
- 5th place 4 points
- 6th place 3 points
- 7th place 2 points
- 8th place 1 point

In the event of equal points a count back by highest rankings will be used.

7. Host State

- 7.1 The Host State is to provide accommodation and the airfare for the UHA Refereeing Officer or their nominee to attend National Championships.
- 7.2 The UHA Refereeing Officer or nominee is responsible for organising the refereeing throughout the tournament at the National Championships.
- 7.3 The Host State is to supply all Timekeepers and Scorers required for the tournament.
- 7.4 The Host State is to ensure a scoring device, with characters at least 100mm in size, is available for each court.
- 7.5 The Host State is to ensure sounding devices are effective electric or mechanical devices (non hand-powered), and must have a back up device immediately available for each game in progress - which may be hand held.
- 7.6 The host state is to ensure underwater hockey grand finals are recorded and a copy is presented to the relevant competing grand final teams.
- 7.7 The Host State is to provide accommodation and the airfare for the UHA Executive Director and Tournament Director. In the event these positions are players 50% of this cost is covered where reasonable.

8. Refereeing

- 8.1 Any individual nominating or being nominated by their State to referee games at an Australian National Championships competition must meet at least the following requirements:
- 8.1.1 Successful completion of a L1 Referees course, with all course details provided to the UHA Refereeing Officer;

- 8.1.2 Hold listing as an 'Active' Referee (see Item 8.2 below) on the Australian Referee database maintained by the Refereeing Officer, or be able to gain such listing (in the case of 'lapsed' Referees), or show proof of equivalency (e.g. International Referees).
- 8.2 All Australian Referees wishing to remain listed on the Australian Referee database as 'Active', must provide the information at 8.2.1 below to the UHA Refereeing Officer on an annual basis (with a reminder to be sent out by the UHA Refereeing Officer at least two months prior to the UHA AGM, and reply due date to be one month prior to the UHA AGM):
- 8.2.1 The number of games refereed during the preceding twelve months, and the standard of these games (as judged by their State Chief Referee);
- 8.3 All players must contribute towards the cost of providing non-playing referees via the referee levy outlined in 6.6.
- 8.3.1 The Refereeing Officer shall manage the selection of and budget for providing the non-playing Referees as per the UHA Guidelines on Organising a National Underwater Hockey Tournament.

9 State Teams

- 9.1 Each State may select players for their State teams from amongst those people affiliated through any State UWH Association – provided the player/s also meet the requirements of Items 9.3 or 9.4 below.
- 9.2 All team members of the individual State UWH teams are to be nominated as part of this official State team prior to the expiry of registration.
- 9.3 Players from NSW and ACT may be considered as being from one State, and may play for points (including championship points).
- 9.3.1 If a vote is required on a matter relating to the division in which such a combined team is playing, ACT and NSW may only have one combined vote.
- 9.4 Individuals representing a State in underwater hockey must be:
- (a) residents of that State for at least six months in the twelve months prior to the competition; or
 - (b) former residents of that State where they previously resided in the State for 12 consecutive months or more; or
 - (c) permitted by the Selections Working Group to play in a State Team in accordance with 9.5 below.
- 9.5 The committee will grant permission for non-resident individuals to play in State Teams in the following circumstances:

- 9.5.1 Where a State Team has **less than ten** State level players that State team will be permitted to include a maximum of two non-resident players; or
- 9.5.2 Where the committee considers that inclusion of non-resident player(s) in a State Team would:
- (a) benefit the competition as a whole; and
 - (b) encourage development of players; and
 - (c) maintain the integrity of the sport; and
 - (d) ensure fairness and equity within the competition and the promotion of the sport in Australia.
- 9.7 The role of the committee is to objectively and fairly make decisions in relation to non-resident players in accordance with the criteria set out at 9.5 above and decision made by a majority vote.
- 9.8 The committee and State Teams making an application under 9.5 must act in accordance with the following process:
- (a) State Teams must apply to the committee via the secretary for permission for non-resident players to play in State Teams no later than 31 October or the date that marks three months to the start of the Nationals competition, whichever comes first;
 - (b) If the due date for applications under 9.7 (a) is a weekend, applications are due on the next business day;
 - (c) State Teams must use Form 1 attached at Schedule 1 to apply for permission for non-resident players to represent the State at a competition;
 - (d) Application forms must be submitted by State Team coaches and are to be emailed to the UHA Secretary on or before the due date;
 - (e) The committee will inform State Teams, and publish via the UHA website, in relation to all decisions made in accordance with 9.5 on or before 1 November.
- NOTE:** State level players would include those players that meet the selection criteria for inclusion in squads, or those that have recently played National and/or international competitions, or those who have played in the said State Team in previous years.*
- 9.9 Any team not meeting the State Team requirements stated in 9.1-9.4 are ineligible to obtain points towards the Champion State award and cannot win an Australian UWH National Championship trophy or medal. Upon agreement of all States fielding a team in the affected division, however, these teams may be eligible to play in the finals series. In this case, the highest placed State Teams at the end of the competition will be awarded the Australian UWH National Championship medals and trophies.
- 9.10 A state may field two teams in any one division and each team is eligible to compete for points and to play in the finals series.
- 9.6.1 Each team is eligible to be awarded Championship trophies and medals.

- 9.6.2 Only the top placed team from each state may compete for Championship State Award Points.
 - 9.6.3 Players are not permitted to change teams once the tournament has commenced.
 - 9.6.4 The teams from the same state must play each other first at the start of each round of the round robin series.
- 9.11 Age requirements for players in all divisions shall be as per the current CMAS rules, with the applicable age as the age of the athlete on January 1st of the year of the competition, e.g. a 19 year old may play at nationals in the U19 division if their 19th birthday was after January 1st that year.
- 9.12 Team Colours: Bathers and caps of opposing teams must differ in colour and/or appearance to improve team identification (as determined by the UHA Director of Refereeing).
- 9.12.1 BATHERS: Teams may wear State colours unless these clash with colours approved for another team as determined by the UHA Director of Refereeing in accordance with the UHA Guidelines on Organising a National Underwater Hockey Tournament. Approval can be sought up to 90 days prior to start of competition by the UHA Director of Refereeing. Teams without prior approval may be required to wear vests, obtain new bathers or forfeit games if there is a clash with an opposing team (as determined by the UHA Director of Refereeing).
 - 9.12.2 CAP COLOURS: Caps of State colours may be worn unless otherwise decided by the UHA Director of Refereeing.

10 Australian Teams

- 10.1 For upcoming international tournament, should a Coach not be appointed for any Australian team - then no Australian team shall attend the tournament in that division.
- 10.2 Upon selection into any Australian team, a deposit is to be placed by each Australian team member into the UHA Australian Team account. The amount of any such deposit and the deadline for payment will be determined and publicised by the Australian Team Manager, prior to the selection trials.

- 10.3 Members of an Australian underwater hockey team must make all payments by the dates prescribed by the Australian Team Manager at the initial team meeting after selections. The failure of any individual to meet all specified payment dates will result in their exclusion from the team.
- 10.4 Each Australian team shall share the costs of airfares equally between members of individual teams. This will be based on a 'nominated airfare amount' as determined by the Team Manager in the case of players booking their own flights, using frequent flyer points and/or alternate travel arrangements/routes. The 'nominated airfare amount' is the maximum amount to be shared by the team members.
- 10.5 For international competitions, all travel expenses, accommodation, registration and team uniform costs for the following officials are to be shared equally by all Australian team members:
- Team Manager/s; and
 - Coaches;
- 10.5.1 Where any of the above officials attend an international competition on behalf of the Australian team and DO NOT also play, all Australian team members shall be required to pay a levy to subsidise 100% of their travel, accommodation, registration and uniform costs;
- 10.5.2 Where any of the above officials attend an international competition on behalf of the Australian team and DO also play, all Australian team members shall be required to pay a levy to subsidise 50% of their travel, accommodation, registration and uniform costs.
- 10.6 The cost of pool hire required for Australian teams selection shall be met by those individuals trying out for selection.
- 10.7 Australian team Captains shall be appointed by the selectors following consultation with the Coach. The Australian team Vice Captains are to be selected by the team members.
- 10.8 The entire Australian underwater hockey squad (including players, Referees, and Officials) and UHA officials shall be bound by the AUF and UHA code of behaviour.

11. Australian Team Selectors

- 11.1 UHA shall appoint a selection panel for each Australian team category, prior to the commencement of the National Championships.
- 11.2 Selection panels will consist of the team Coach plus two other selectors chosen by UHA from a pool of suitable nominees (i.e. those people satisfying the selection criteria in 11.4).
- 11.3 The UWH Commission of each State or Territory may nominate up to two

selectors for each Australian team. State delegates should only nominate selectors with the experience to accurately judge the ability of other players in the division in which they intend to select.

- 11.4 Selection criteria: to be a suitable nominee an individual must satisfy one or more of the following criteria:
- Coached a national team;
 - Played in a national team;
 - Supplied a curriculum vitae to the UHA Committee - supporting their nomination.
- 11.5 During Nationals training and competition, selectors should watch as many games involving players trying out for the Australian team as they are able.
- 11.6 It is the responsibility of the National underwater hockey Coach for each team to notify State UWH Commissions, the UHA Executive Director, and the National Director of Coaching, of any further selection criteria they wish to put in place.

12. Australian Team Selection

- 12.1 The selection criteria are to be published and circulated at least 30 days prior to the selection trials.
- 12.2 Twelve players are to be selected for each team wherever possible, with another two players to be selected as emergencies.
- 12.3 During the selection trials the players are to be identified with a number or letter to indicate their playing positions.
- 12.4 All players trialing for Australian team selection must pay a deposit prior to the selection trials, with the amount of this deposit to be set by the Australian Team Manager. Once a player has been selected, the deposit shall be non-refundable in the event of subsequent withdrawal from the team, unless the player can show good cause (as determined by the UHA Committee).
- 12.5 Australian team selection will be undertaken at the National Championships by a selection panel.
- 12.5.1 A team Coach may wish to propose an alternate team selection process, including date and venue. This proposal must be submitted to State UWH Commissions, the UHA Executive Director, and the National Director of Coaching at least 120 days prior to the start of the National Championships. Upon majority vote in favour of the proposal, the alternate team selection process must be published and circulated at least 90 days prior to the start of the National Championships.
- 12.6 The selection panel may consider written submissions from individuals not

attending the competition. A maximum of two people per Australian team can be selected through written application.

- 12.7 Announcements of National team selection outcomes are to be made to all nominees by the selectors - prior to any public announcement.
- 12.8 The Coach will set the selection criteria to be followed by the team selectors.
- 12.9 A Player trying out for an Australian team is not eligible for the selection panel for that team.
- 12.10 Players nominating for National Junior Underwater Hockey Teams are to provide prior to nominating a signed authority from their parent(s) agreeing to their participation in such team.
- 12.11 Outstanding monies owed to UHA: Australian team members owing money to UHA will be given two weeks grace following receipt of an official notice from the UHA Executive Director or Financial Controller. If such outstanding monies remain unpaid at the expiry of the two weeks, the player concerned will be suspended from competing in any UHA sanctioned underwater hockey competition until such time as they have paid in full.
- 12.12 The chair and financial controller of the committee shall authorize the opening of (up to) 2 bank accounts to be controlled by the Australian Team Manager for managing money for the Australian Underwater Hockey teams.
 - 12.12.1 One shall be a cheque account with two signatures required, who should be the Team Manager and their State's UWH Chairperson, (unless they are the same person); and
 - 12.12.2 The other shall be a credit card facility (or a VISA debit card) for use when teams are at competition.
 - 12.12.3 Individuals authorised to manage such accounts must provide detailed financial statements to be submitted with Managers reports.
- 12.13 An Assistant Team Manager may be appointed to be responsible for junior Australian teams travelling to international competitions.
- 12.14 A travelling Chaperone (who may act as Assistant Manager) shall be appointed on any occasion that one or more Australian Junior teams tour and stay together for international competition (i.e. they are NOT billeted).
 - 12.14.1 Applicants for the position of Chaperone should be able to provide a police check as to their suitability for work with minors.

- 12.14.2 Where a Chaperone attends an international competition on behalf of the Australian team, they must be NON-PLAYING, and all members of any junior Australian teams involved shall be required to pay a levy to cover 100% of the Chaperone's travel and accommodation costs.
- 12.15 After the end of any International competition no refunds to players will be made until ALL outstanding monies owed by any player to the team account have been paid.
- 13. National Coaches**
- 13.1 National Coaches are to be voted for at the UHA AGM.
- 13.2 The prerequisite for selection as an Australian team coach is L2 Sports General. The preferred qualification is Sports specific, but applications will be considered on the merits of the applicants coaching experience, coaching plan and any other relevant attributes. Applications must include team selection criteria.
- 13.2.1 Applications may be considered from those who do not have L2 Sports general, under the following conditions. An applicant must:
- Demonstrate a commitment to undertake the L2 sports general coaching qualification, and provide details of when and how they will complete it;
 - Pay 2/3 of the cost of the trip if in their home state, and 1/2 of the cost if elsewhere, unless the L2 sports general course has been successfully completed prior to competition; Be a non-playing coach.
- 13.2.2 In the case of a two year appointment, should the L2 sports general course not have been completed following the first year's competition, then the coaching position must be reviewed by UHA for reappointment.
- 14. Nominations for Australian Team Officials**
- 14.1 Nominations for the positions of Australian Underwater Hockey Team Manager and Coaches for the ensuing calendar year are to be notified 30 days prior to the UHA AGM.
- 14.2 Appointment of the Australian Underwater Hockey Team Manager and Coaches shall be for a two-year term and these appointments should be implemented to commence for the international tournament preceding the Worlds tournament.
- 14.2.1 Should a Manager or Coach resign before completing their two year term, the UHA Executive shall determine what action is to be taken with regard to replacement/s.

15. Australian Rule Changes/Interpretations

All Australian UWH competitions should abide by the most current version of the CMAS International Rules for Underwater Hockey, with the exception of any 'B' Section Rules that may be written to deal with local conditions. The UHA Director of Refereeing should send 'B' Section Rules to competing States for comment at least one month prior to competition. Additionally:

- 15.1 The number of timeouts shall be reduced to one per team per game in courts that are not fully enclosed.
- 15.2 Interpretation of "flicking in danger" rule. A dangerous flick shall be deemed to have occurred and the appropriate time penalty given if:
 - 15.2.1 The puck hits a player's head directly from any flick (i.e. not after being deflected from a stick);
 - 15.2.2 A Referee deems there was some intent to intimidate or harm another player with a flick; or
 - 15.2.3 A Referee deems a flick that may have hit the head was flicked in a careless manner (a warning may be given in this case for a first offence).

Generally flicking in danger shall NOT be deemed to have occurred if a puck hits the body, unless the Referee is convinced that the puck was deliberately flicked at the body to intimidate or hurt a player.

16. Reporting (office bearers, injury reporting, scientific, marketing)

16.1 Delegates are to report using the headings suggested below as a guide. A comment should be offered even if it is to explain why nothing has happened. The list is by no means inclusive so please add to it as you require.

- Outcomes (e.g. appointments, new by-laws)
- Competitions (what, where, when and why) and results
- Refereeing issues
- Coaching
- Courses held
- Junior underwater hockey.
- Publicity, including liaison with government, diving industry etc.
- Pool availability.
- Equipment development and specifications.
- Injury report (including any serious injuries)
- Objectives for next reporting period.

16.2 The UHA 5 year development plan should be reviewed and updated by January 1st of each year by the Executive Committee, and be presented for ratification or amendment at the next UHA general meeting.

17. Bylaw Amendments

17.1 Proposed amendments to UHA bylaws are to be requested 60 days prior to the UHA AGM and must be submitted 30 days prior to the UHA AGM.

17.2 It is the responsibility of the UHA committee to request these proposals, collate replies, and after votes are taken on proposed amendments - to update the by-laws and circulate these to all States for final approval.

SCHEDULE 1 - FORM 1

State Team:

Coach Name:

Coach Contact Details:

Date of Application:

Reason for Application:

(Please answer either question 1 or 2 below)

1. Less than ten State level players (Rule 9.5.1) – YES / NO

OR

2. Benefit the competition and promote development of players and the sport (Rule 9.5.2) – YES / NO

Please provide the following additional information:

3. When were team selections held?
4. List all players that attended selections or submitted postal votes:
5. List the players that were selected in the team and identify if you require additional State Level players (and how many you require) to submit a full complement at Nationals:
6. List all players that attended State Team trials but were not selected and explain why they are not considered State level players?
7. In relation to the players that attended trials but were not selected in the team, please answer the following questions:
 - (a) Have they previously played at a national or international level?
 - (b) Were they previously junior players and/or are they transitioning to the elite level? If yes, would they be eligible or interested in playing in an under 23 age division?
 - (c) Are they also eligible to play in the junior division(s)?
 - (d) Have they previously played in a State Team?
8. If you are applying under rule 9.5.2, please respond to each of the following questions:

- (a) Provide the playing history of each non-resident player; and
- (b) Explain how inclusion of each non-resident player will be of benefit the competition as a whole; and
- (c) Explain how inclusion of each non-resident player will encourage development of players; and
- (d) Explain how inclusion of each non-resident player will maintain the integrity of the sport; and
- (e) Explain how inclusion of each non-resident player will ensure fairness and equity within the competition and the promotion of the sport in Australia.