

**Underwater Hockey New Zealand
COMMITTEE OPERATION HANDBOOK
Version ??
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Please note:

This document should be read in conjunction with the UWHNZ Competitions Manual, and the UWHNZ High Performance Handbook, which are available on the Underwater Hockey New Zealand website (www.underwaterhockey.org.nz). Copies can also be requested from Chair@underwaterhockey.org.nz. References to the relevant sections of these documents are contained in this Handbook.



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1 THE STRUCTURE OF UNDERWATER HOCKEY NEW ZEALAND

1.1 Relationship between UWHNZ and NZUA

Underwater Hockey New Zealand (UWHNZ) is a self-governing branch of the New Zealand Underwater Association (NZUA) that manages and administers underwater hockey in New Zealand.

1.1.1 Powers granted by NZU

UWHNZ has delegated authority from the NZUA Executive Board, under clause 6 of NZUA's Rules to manage and administer the sport as they see fit:

- 6.3 *The Executive Board may delegate authority to each Branch or sub-committee as it sees fit. These Branches or sub-committees are responsible to the Executive board and must endeavour to the best of their abilities to promote policies and follow procedures laid down by the Executive board.*
- 6.4 *Each Branch or sub-committee will retain its own bank accounts in accordance with the written direction of the Executive board and be responsible for its own budgeting and fund-raising. Its financial year shall be the same as that of the Association and the Branch or sub-committee treasurer shall be responsible to the Association Treasurer and shall provide him with a set of accounts for auditing and presentation to the Annual General Meeting in accordance with this Constitution.*
- 6.5 *Each Branch or sub-committee will hold its own Annual General Meeting at a time convenient to itself but prior to the Association Annual General Meeting at which it will elect its officers as set out below and consider appropriate matters relating to Branch or sub-committee operations and/or remits for presentation to the Association Annual General Meeting. Each Branch or sub-committee will set its own procedures for such meetings and for the committee meetings required by it.*
- 6.6 *At each Annual General Meeting the Chairman of each Branch or sub-committee, or his/her nominee, will present a report of the years activities. It shall include officers elected to run the Branch of sub-committee for the ensuing year. This report must be submitted in writing by registered mail to the Association's Executive Board or person nominated by the Executive Board not later than sixty (60) days prior to the Annual General Meeting to allow its circulation.*

...



- 6.8 *At its annual meeting an election will take place of the Branch Committee which will consist of a Chairman and not more than six (6) members covering the following portfolios: Secretary, Treasurer/Fund-raising; Schools Hockey/Coaching; Refereeing/Competitions; Publicity or other portfolios as decided by the Underwater Hockey AGM.*

UWHNZ has independence from the NZUA Executive Board to act in a manner they see appropriate to manage the sports effectively, so long as they adhere to policy and procedures laid down by the NZUA Executive Board.

The NZUA Executive Board has resolved that this delegated power includes the power to enter into agreements, execute documents in the name of NZUA and bind NZUA to external audits and reviews relating to charity funding applications.

The full NZUA Constitution is appended to this document.

1.1.2 Right of Appeal

Any constituent club shall have a right of appeal to NZUA concerning any directions or rulings of UWHNZ.

1.1.3 Financial

UWHNZ prepares separate financial reports and holds its own bank accounts (see NZUA Rule 6.4). The financial reports of UWHNZ form part of NZUA's financial reporting.

1.2 Powers and Duties of UWHNZ

As set out in the UWHNZ Bylaws, Underwater Hockey New Zealand has the following powers and duties:

- a. Subject first to the provisions of the New Zealand Underwater Association Constitution and rulings of the NZUA, and secondly to the provisions of the Underwater Hockey New Zealand (*UWHNZ*) Bylaws, Underwater Hockey New Zealand shall be responsible for the conduct and administration of Underwater Hockey in New Zealand in so far as the activity affects New Zealand Underwater;
- b. Underwater Hockey New Zealand shall classify all Tournaments and Tours by Teams both within New Zealand and overseas and shall settle any dispute arising therefrom;
- c. Underwater Hockey New Zealand shall deal with other matters and carry out such objects concerning the sport of Underwater Hockey as it deems fit;



- d. Underwater Hockey New Zealand shall have the power to impose special or general levies on all teams and/or players and shall be empowered to collect any levies imposed by New Zealand Underwater;
- e. Underwater Hockey New Zealand shall be empowered to adopt additional bylaws subject to these bylaws and subject to the NZUA Constitution for the control of Tournaments or Tours or for regulating any other aspect of UWHNZ's affairs;
- f. Any constituent club shall have a right of appeal to NZU concerning any directions or rulings of UWHNZ;
- g. No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or any associated person of any income, benefit, or advantage whatsoever; and
- h. Any such income paid shall be reasonable and relative to that which would be paid in arms-length transaction (being open market value). The provision and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

1.3 The UWHNZ Executive and the UWHNZ Committee

Within UWHNZ there are two sub-branches – the UWHNZ Executive (*the Executive*) and the UWHNZ Committee (*the Committee*).

The Executive consists of the Chairman, the Secretary and the Treasurer.

The Committee consists of the Executive and the current Portfolio Holders from the following nine (9) portfolio positions:

- a. Competitions Co-ordinator
- b. High Performance Co-ordinator
- c. Coaching Development Officer
- d. Referees Development Officer
- e. Schools Development Officer
- f. Universities Development Officer
- g. Masters Development Officer
- h. Womens Development Officer
- i. Publicity Officer

Members of the Executive may also hold a portfolio.



If a portfolio is vacant, the essential tasks that would be performed by that Portfolio Holder shall be distributed among the Committee members.

1.3.1 Relationship between the Executive and the Committee

The role of the Executive is to ensure the organisation's performance is scrutinised and kept on track. In this role the Executive specifies what the organisation is to achieve, and the Portfolio Holders (UWHNZ Committee), guided by the Executive, determine the actions required to reach the goals of UWHNZ.



2 STRATEGIC DIRECTION OF UNDERWATER HOCKEY NEW ZEALAND

2.1 *Mission Statement*

To be the recognised World Leader in Underwater Hockey.

2.2 *Vision*

To be seen, by all those involved in the sport of Underwater Hockey, as the organisation that leads the initiatives to preserve, promote, develop, support and co-ordinate underwater hockey in New Zealand and internationally.

2.3 *Current Strategic Objectives*

Six strategic objectives have been developed to achieve UWHNZ's Mission Statement and Vision. These objectives are:

- a. Be recognised as a High Performance Sport by Sport and Recreation New Zealand (SPARC);
- b. Achieve an annual growth rate in membership to enable New Zealand to be the recognised World Leader in Underwater Hockey;
- c. Maintain World Leader status for Junior Underwater Hockey;
- d. Become the recognised World Leader for Referees and Referee development;
- e. Become the recognised World Leader for Coaches and Coaching development;
and
- f. Maintain Top 3 placings at World Championships, in all grades

For further detail, refer to the current strategic plan.



3 OPERATION OF THE UWHNZ COMMITTEE

3.1 *Specific Responsibilities*

The Committee shall be responsible for:

- a. developing and maintaining strategies and initiatives in the Portfolio areas, with a view to achieving the current strategic objectives;
- b. co-ordination of UWHNZ Sanctioned Tournaments, including any International Tournaments which may be held in New Zealand;
- c. sponsoring sports research at a national level;
- d. establishing and maintaining a standard of refereeing nationally;
- e. establishing and maintaining a database of all members of UWHNZ; and
- f. allocation of teams to grades at major tournaments, in accordance with the ability of the players in the teams.

3.2 *Requirements of Committee Members*

The role of a Committee member is to establish, maintain, monitor and evaluate policies for the direction and activities of UWHNZ to the achievement of the mission statement of Underwater Hockey New Zealand.

Each Committee Member shall:

- a. prepare for and attend the regular Committee meetings each year;
- b. submit a report of Portfolio activities to every Committee meeting, 14 days before the scheduled meeting date;
- c. prepare for and attend the UWHNZ Annual General Meeting;
- d. be familiar with the current strategic plan, particularly the areas relevant to the Member's Portfolio, in order to align Portfolio initiatives and action plans to the strategic plan;
- e. continue implementation of action plans in place and develop those plans as required;
- f. provide quarterly progress reports to the Secretary of UWHNZ; and
- g. support the work of UWHNZ by representing it to members.



3.3 Frequency of Meetings

The Committee should meet physically at least twice every twelve (12) months. At least one of those meetings must be a specific meeting, not during a tournament.

3.4 Methods of Communication

The Committee shall use conference phone calls and email to facilitate discussion and resolve issues.

As far as is practicable, all matters to be resolved by UWHNZ and all issues relevant to underwater hockey at a national level shall be fully discussed by the UWHNZ Committee before a decision is reached.

In the following circumstances, discussion and communication between the Committee is required:

- a. where an official UWHNZ response is required;
- b. where agreements are entered into by UWHNZ;
- c. where correspondence is distributed which expresses the opinions and policies of UWHNZ; and
- d. changes to any existing UWHNZ documents or policies.

3.5 Committee Standing Orders

3.5.1 Meeting Chair

Each Committee meeting will be chaired by the Chairperson of UWHNZ. If the Chairperson is not present, then the Treasurer will act as Chair.

3.5.2 Voting Rights

Each Committee member has one vote. If necessary, the Chairperson has an additional, casting vote.

All issues are decided by majority vote, although if there is not general consensus on an issue, the Committee shall consider ways of restating or researching the issue so that a future vote results in general consensus.



3.5.3 Quorum

The quorum for a physical meeting shall be one (1) less than the number of Committee members. It is acceptable for one of the members to be attending by phone for the critical part of the meeting, provided a good speakerphone is used.

The quorum for a telephone conference or email meeting will be one (1) more than half the number of Committee members.

3.5.4 Co-opted Committee Members

If a Committee member voted in at an AGM resigns or is removed, the Committee may co-opt a replacement. A replacement may be appointed by simple majority of the Committee. The replacement will have full voting rights.

3.5.5 Non-voting Committee Members

The Committee may accept non-voting members to provide special functions, or to represent a section of the playing community that is not already represented. Non-voting members may join in discussions, but have no say in the final decisions.

Non-voting members normally fund their own attendance at the meeting (i.e. the section of the community they represent will fund their attendance).

3.6 *Term of Appointment*

Committee Members are appointed for the twelve (12) month period until the next Annual General Meeting.

3.6.1 Removal of Committee Members

Committee Members may be removed for:

- a. bringing UWHNZ or the sport of Underwater Hockey into disrepute; or
- b. inability or refusal to perform the duties required of their position.

Decisions on removal shall only be made after the affected member has been given the reasons for the initiation of the removal procedure, and has been given a full opportunity to present their side of the situation.

The decision to remove a Committee Member shall require the unanimous vote of the Executive, and a two-thirds majority of the Committee (minus the affected Committee Member).

Committee and Executive Members shall vote on the most appropriate outcome. The Committee shall determine if the removal is to take place immediately or after a set period



of time. The length of any probation period and any criteria associated with such period is at the discretion of the Committee.

3.6.2 Resignation

A Committee Member who wishes to resign during their term shall give written notice to the Secretary or Chairperson of UWHNZ at least four (4) weeks prior to the date they wish their resignation to become effective.

The resigning Committee Member shall make reasonable efforts to assist UWHNZ in sourcing possible replacements for their position.



4 OPERATION OF THE UWHNZ EXECUTIVE

4.1 Specific Responsibilities

The Executive shall be responsible for:

- a. coordination of fundraising at a national level which is necessary to support:
 - the UWHNZ High Performance programme;
 - the development of the sport;
 - the administration of the sport;
 - any additional initiatives considered necessary by UWHNZ or the Executive;
- b. appointment of coaches, managers and selectors for New Zealand teams;
- c. liaising with other countries about the timing and format of international events;
- d. the relationship between NZU and UWHNZ

4.2 Frequency of Meetings

The Executive should meet physically at least twice every twelve (12) months. At least one of those meetings must be a specific meeting, not during a tournament.

4.3 Methods of Communication

The Executive shall use conference phone calls and email to facilitate discussion and resolve issues.

As far as is practicable, all matters to be resolved by the Executive shall be fully discussed by the Executive before a decision is reached.

In the following circumstances, discussion and communication between the Executive is required:

- a. where an official Executive response is required;
- b. where agreements are entered into by the Executive;
- c. where correspondence is distributed which expresses the opinions and policies of the UWHNZ Executive; and
- d. changes to any existing Executive documents or policies.



Where appropriate, discussion should also involve the UWHNZ Committee.

4.4 Executive Standing Orders

4.4.1 Meeting Chair

Each Committee meeting will be chaired by the Chairperson of UWHNZ. If the Chairperson is not present, then the Treasurer will act as Chair.

4.4.2 Voting Rights

Each Executive member has one vote. If necessary, the Chairperson has an additional, casting vote.

All issues are decided by majority vote, although if there is not general consensus on an issue, the Executive shall consider ways of restating or researching the issue so that a future vote results in general consensus.

Where appropriate, issues to be decided by vote shall also be discussed with the Committee.

4.4.3 Quorum

The quorum for a physical meeting shall be two (2) members of the Executive, and must include the Chairman. It is acceptable for one of the members to be attending by phone for the critical part of the meeting, provided a good speakerphone is used.

The quorum for a telephone conference or email meeting shall also be two (2) Executive Members.

4.4.4 Co-opted Executive Members

If an Executive Member voted in at an AGM resigns or is removed, the Executive may co-opt a replacement. A replacement must be agreed to by two-thirds of the Committee (including the remaining Executive Members). The replacement will have full voting rights.

4.5 Term of Appointment

Executive Members are appointed for the twelve (12) month period until the next Annual General Meeting.

4.5.1 Removal of Executive Members

Executive Members may be removed for:



-
- a. bringing UWHNZ or the sport of Underwater Hockey into disrepute; or
 - b. inability to perform the duties required of their position.

Decisions on removal shall only be made after the affected member has been given the reasons for the initiation of the removal procedure, and has been given a full opportunity to present their side of the situation.

The decision to remove an Executive Member shall require the unanimous vote of the other two Executive Members, and a two-thirds majority of the Committee.

Committee and Executive Members shall vote on the most appropriate outcome. The Committee shall determine if the removal is to take place immediately or after a set period of time. The length of any probation period and any criteria associated with such period is at the discretion of the Committee.

4.5.2 Resignation

An Executive Member who wishes to resign during their term shall give written notice to the Secretary or Chairperson of UWHNZ at least four (4) weeks prior to the date they wish their resignation to become effective.

The resigning Executive Member shall make reasonable efforts to assist UWHNZ in sourcing possible replacements for their position.



5 JOB DESCRIPTIONS OF OFFICIALS

5.1 Chairperson

5.1.1 Purpose

The primary aim of the Chairperson shall be to work with Committee Members to create and maintain three year development plans, covering the areas of Communication and Management, Coaching Development, Referee Development, High Performance, Primary Schools, Secondary Schools, Tertiary Development, and Club Development.

Development plans should be created with a view to fulfilling the requirements of the Mission Statement (see 3.2).

5.1.2 Key Tasks and Duties

The Chairperson shall have the following responsibilities:

- a. provide leadership, guidance and assistance to the Committee where appropriate;
- b. maintain and update the Strategic Plan;
- c. facilitate each committee member's goals and plans for underwater hockey in New Zealand, with a view to fulfilling the requirements in the Mission Statement.
- d. establish accountability;
- e. ensure that work is evenly distributed amongst the Committee Members;
- f. ensure that each Committee meeting is constructive and deals with issues that concern the Committee as a body;
- g. liaise with NZU;
- h. liaise with overseas underwater hockey bodies;
- i. communicate with all stakeholders on a regular basis; and
- j. implement and continually review the sports disciplinary procedures to ensure enjoyment of all members.

5.1.3 Accountability Measures

The performance of the Chairperson shall be measured against the following criteria:



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- a. the Committee is provided with leadership to enable the fulfilment of the strategic plan;
 - b. the ability of each committee member to work independently of the main group; and
 - c. committee meetings are run effectively.

5.2 Secretary

5.2.1 Purpose

The primary aim of the Secretary shall be to facilitate communication between members of the Committee, the Executive, and general members of UWHNZ. The Secretary shall also facilitate communication and maintain UWHNZ's relationships outside the organisation.

In addition, the Secretary shall update and maintain the player database.

5.2.2 Key Tasks and Duties

The Secretary shall have the following responsibilities:

- a. collect incoming mail and distribute it to the appropriate Committee Members;
- b. write and distribute agendas of the Committee meetings, as instructed by the Chairperson;
- c. take the minutes at each Committee meeting, and distribute them to the Committee Members;
- d. write letters as decided at the Committee meetings or at other times.
- e. approve the transfer of players between clubs;
- f. maintain a database of all players. Deal with disputes and changes, to keep the database as accurate as possible. Amend the player gradings on recommendation from Competitions Co-ordinator after Sanctioned Tournaments;
- g. coordinate and authorise funding applications; and
- h. receive and distribute quarterly progress reports from Portfolio Holders.

5.2.3 Accountability Measures

The performance of the Secretary shall be measured against the following criteria:

- a. all Committee meetings start on time, with all members prepared;



- b. minutes distributed to all members within seven days of the meeting; and
- c. an accurate player database is maintained.

5.3 Treasurer

5.3.1 Key Tasks and Duties

The Treasurer shall have the following responsibilities:

- a. to keep the association solvent;
- b. prepare a set of accounts at the end of the financial year (28 February);
- c. provide NZU with two-monthly accounts, so that GST can be accounted for;
- d. prepare a budget for the next financial year, to be approved by the Committee;
- e. pay all bills before they come due, without over-reaching UWHNZ's resources;
- f. collect Membership Levies;
- g. invoice host clubs for Tournament Levies, and 50% of the Tournament profit where applicable (Sanctioned Tournaments only); and
- h. manage funds in medium and long term investments, to ensure the best return.

5.3.2 Accountability Measures

The performance of the Treasurer shall be measured against the following criteria:

- a. a yearly excess of income over expenditure;
- b. a minimum of bad debts written off;
- c. tournament levies are received within one (1) month of all Sanctioned Tournaments; and
- d. no more than \$5000 is in the cheque account at any time (the rest being in higher earning accounts).



5.4 Competitions Co-ordinator

5.4.1 Purpose

The purpose of this position shall be to coordinate the UWHNZ competitions calendar and to oversee all Sanctioned Tournaments, in order to ensure each Tournament is run smoothly and efficiently.

5.4.2 Key Tasks and Duties

The Competitions Co-ordinator shall have the following responsibilities:

- a. plan the tournament and training/academy camp programme 24-40 months in advance (in conjunction with the High Performance Co-ordinator where appropriate);
- b. promote tournament attendance to all clubs by providing a yearly wall planner to all members of UWHNZ, with the key dates identified;
- c. maintain the Competitions Manual by identifying problems at competitions, and putting in place measures to ensure smoother running of Tournaments;
- d. allocate teams to grades for major competitions, based on the player gradings stored in the current player database;
- e. advise the Secretary of changes to player gradings after Sanctioned Tournaments;
- f. book pool time for all UWHNZ Sanctioned Tournaments;
- g. appoint a Host Club/Association (*the Host*) for each UWHNZ Sanctioned Tournament, and liaise with the Host to oversee the running of the Tournament;
- h. approve the budget for Sanctioned Tournaments, as submitted to UWHNZ by the Host;
- i. check all team entry forms for all Sanctioned Tournaments, to ensure that all players are financial members of UWHNZ and meet the Tournament eligibility criteria;
- j. track the location and condition of trophies for major competitions; and
- k. promote all UWHNZ Sanctioned Tournaments.

5.4.3 Accountability Measures

The performance of the Competitions Co-ordinator shall be measured against the following criteria:



- a. major tournaments run successfully, with maximum enjoyment and minimum complaint from the participants, organisers, pool staff and public;
- b. the Competitions Manual is kept up to date; and
- c. Wall Planners are distributed to clubs yearly before March.

5.5 High Performance Co-ordinator

5.5.1 Purpose

The purpose of this position shall be to develop and maintain UWHNZ's High Performance Programme, endeavouring to provide a structure which allows New Zealand Representative Teams to be successful in International Tournaments.

Note that there is a view to develop this position as a full time employee in the future.

5.5.2 Key Tasks and Duties

The High Performance Co-ordinator shall have the following responsibilities:

- a. co-ordinate all funding and sponsorship activities on behalf of New Zealand Representative Teams (with support from the Secretary);
- b. monitor the activities of coaches and managers of New Zealand Teams;
- c. maintain the High Performance Handbook by identifying problems and putting in place measures to ensure the smoother running of the High Performance Programme;
- d. co-ordinate the appointment process for New Zealand Team Coaches, Managers and Selectors, in conjunction with the Coaching Development Co-ordinator;
- e. provide support and assistance to New Zealand Team Coaches and Managers;
- f. providing a Quarterly Report to Drug Free Sport and naming of athlete drug testing pool
- g. assistance, along with Chairperson, with the athlete drug testing programme and drug testing awareness presentations to all New Zealand squads;
- h. official contact point for International Tournament organisers;
- i. setting of the regional representative date and venue with Competitions Co-ordinator, after consultation with the appointed coaches;
- j. regularly review and update the amateur player, coach, manager and referee representative contracts and code of conducts;



- k. coordinate the feedback process after International Events; and
- l. maintain a calendar of all academies and training camps for the individual New Zealand teams and check that these dates are included on the UWHNZ website.

Refer to the UWHNZ High Performance Handbook for more information.

5.5.3 Accountability Measures

The performance of the High Performance Co-ordinator shall be measured against the following criteria:

- a. coaches and managers of New Zealand Representative Teams feel they have adequate support from UWHNZ (as assessed in feedback after the International Event);
- b. the High Performance Manual is kept up to date;
- c. Drug Free Sport New Zealand reports are submitted on time;
- d. athletes in the drug testing pool are kept well informed of their obligations; and
- e. funding and sponsorship initiatives are undertaken to endeavour to minimise the costs of international competition.

5.6 Coaching Development Co-ordinator

5.6.1 Purpose

The aim of this position shall be to develop initiatives to improve and promote New Zealand's coaching and coaching development structure. The key aim shall be to increase the quantity and quality of New Zealand's coaches, in order to become the recognised world leader in this area.

5.6.2 Key Tasks and Duties

The Coaching Development Co-ordinator shall have the following responsibilities:

- a. develop a coaches development framework
- b. develop Mini Underwater Hockey Coaches course for secondary school students
- c. develop UWHNZ Coaching Level 1 Course
- d. develop UWHNZ Coaching Level 2 Course



- e. develop/update and maintain NCEA Level 1,2 and 3 Assessment Framework for Secondary Schools
- f. maintain the New Zealand Team coach/selector appointment process and candidate requirements, and update as required, with input from the High Performance Co-ordinator; and
- g. co-ordinate the appointment process for New Zealand Team Coaches, Managers and Selectors, in conjunction with the High Performance Co-ordinator.

Refer to the UWHNZ High Performance Handbook for more information.

5.6.3 Accountability Measures

The performance of the Coaching Development Co-ordinator shall be measured against the following criteria:

- a. there are sufficient coaches of adequate level for each major tournament;
- b. at least one UWHNZ Coaching Level 1 Course is run in each island each year;
- c. at least one UWHNZ Coaching Level 2 Course is run each year; and
- d. the number of club members with an UWHNZ Coaching Qualification continues to increase.

5.7 Referees Development Co-ordinator

5.7.1 Purpose

The aim of this position shall be to develop initiatives to improve and promote New Zealand's refereeing and referee development structure. The key aim shall be to increase the quantity and quality of New Zealand's referees, in order to become the recognised world leader in this area.

5.7.2 Key Tasks and Duties

The Referees Development Co-ordinator shall have the following responsibilities:

- a. develop a referee's development framework;
- b. maintain a register of referees nationwide;
- c. co-ordinate and promote refereeing courses nationwide;
- d. develop a network of regional referees development officers;



- e. work with the regional development officers to promote and run Level 1, Level 2, and Junior Underwater Hockey Refereeing courses;
- f. assist in the allocation of referees for UWHNZ Sanctioned Tournaments;
- g. act as a contact for discussions about rules issues and interpretation;
- h. maintain a volunteer referee pool for International tournaments of 6-10 Level 3 Referees and a budget for these referees to attend as New Zealand's representative referees;
- i. develop Referee appointment process for international tournaments;
- j. work with the Secretary to submit funding applications to assist UWHNZ cover International referees expenses;
- k. arrange quotes for producing referee course materials, and submit funding applications for these materials, in conjunction with the Secretary; and
- l. liaise with club members to assist in the development of the technical aspects of refereeing underwater hockey.

5.7.3 Accountability Measures

The performance of the Referees Development Co-ordinator shall be measured against the following criteria:

- a. there are sufficient referees of adequate level for each major tournament;
- b. at least one Level 1 course is run in each island each year;
- c. at least one Level 2 course is run each year; and
- d. the number of club members with Referee Level 1 qualification increases to 60% of registered club members.

5.8 Schools Development Co-ordinator

5.8.1 Purpose

The purpose of the position shall be to coordinate the development of Secondary Schools Underwater Hockey. The key aims are to look out for the interests of school and junior players, and to promote schools Underwater Hockey at a national level.

5.8.2 Key Tasks and Duties

The Schools Development Co-ordinator shall have the following responsibilities:



- a. produce schools underwater hockey budget for funding of objectives;
- b. promote Underwater Hockey to Primary Schools via Mini Underwater Hockey and Secondary Schools via the secondary school qualifying tournaments and local leagues;
- c. establish and maintain a close network of local schools coordinators, for both secondary school and Mini Underwater Hockey programmes;
- d. maintain a contact list of schools and coordinators;
- e. decide venue and dates of schools tournaments with input from Competitions Co-ordinator and NZ Secondary School Sports Council;
- f. produce an estimate of schools tournament budgets and provide team entry fee cost;
- g. develop initiatives to increase the number of teams attending schools nationals;
- h. provide a tournament report for NZ Secondary Schools Sports Council;
- i. assist in the development of resources and supply support for local Schools Underwater Hockey Coordinators;
- j. assist in the creation of promotional posters for upcoming school tournaments;
- k. assist the development and implementation of Mini Underwater Hockey programmes;
- l. maintain the New Zealand Secondary Schools Underwater Hockey Championships (NZSS UWHC) as a large scale Flagship event; and
- m. develop Secondary School Underwater Hockey in all areas that have underwater hockey clubs.

In addition, the Schools Development Officer is required to act as Competition Co-ordinator for New Zealand Secondary Schools Championships (Schools Nationals). This involves the following duties:

- a. appointing a host club/association (*the Host*) for the Tournament;
- b. liaise with Host club running the tournaments;
- c. draft up Schools Nationals Entry Packs, copy and supply these to Zone Qualifying Hosts prior to the qualifying tournaments;
- d. check registration of team players;
- e. appoint a Host Club/Association for School Zone Qualifying Tournaments; and
- f. promote the tournaments.



5.8.3 Accountability Measures

The performance of the Schools Development Coordinator shall be measured against the following criteria:

- a. successful Schools Nationals and Qualifying Events;
- b. underwater hockey continues to grow at a school level; and
- c. the number of participating students in secondary schools continues to increase, to allow a fourth qualifying tournament to be established.

5.9 Universities Development Officer

5.9.1 Purpose

The purpose of this position is to facilitate the growth of club membership, by retaining school leavers in the sport, and by recruiting new tertiary members.

5.9.2 Key Tasks and Duties

The Universities Development Co-ordinator shall have the following responsibilities:

- a. develop initiatives to retain all school leavers and to get these players into University Teams and clubs
- b. develop initiatives to promote university students into coaching, refereeing and administration, particularly the coaching of schools teams;
- c. liaise with University Sport New Zealand to co-ordinate University Games;
- d. promote University Games participation;
- e. establish and maintain a network of development officers at each University;
- f. work with the university development officers to recruit players to underwater hockey; and
- g. establish and maintain a database of university players throughout the country.

5.9.3 Accountability Measures

The performance of the Universities Development Co-ordinator shall be measured against the following criteria:

- a. all school leavers are provided with the necessary information on underwater hockey at a university and club level;



- b. the number of affiliated tertiary players continues to increase; and
- c. participation in University Games continues to increase.

5.10 Masters Development Co-ordinator

5.10.1 Purpose

The purpose of the position shall be to coordinate the development of Masters' Underwater Hockey, and to encourage Masters age players into alternative avenues of participation.

5.10.2 Key Tasks and Duties

The Masters Development Co-ordinator shall have the following responsibilities:

- a. produce Masters' underwater hockey budget for funding of objectives;
- b. establish and maintain a close network of regional Masters' development officers;
- c. maintain a contact list of regional development officers;
- d. promote UWHNZ Sanctioned Tournaments to Masters players;
- e. promote refereeing, coaching and administration training courses to Masters players;
- f. develop initiatives to promote and encourage Masters players into administration, coaching and refereeing as an avenue of participation;
- g. promote Masters Games to UWHNZ Members;
- h. develop initiatives to increase the number of registered Masters players; and
- i. develop initiatives to increase the number of registered female Masters players.

5.10.3 Accountability Measures

The performance of the Masters Development Co-ordinator shall be measured against the following criteria:

- a. the number of affiliated Masters players continues to increase;
- b. Masters grades in Sanctioned Tournaments are well supported; and
- c. New Zealand can field both Mens and Womens Masters Teams for International Tournaments.



5.11 Womens Development Co-ordinator

5.11.1 Purpose

The purpose of the position shall be to put in place measures to ensure the growth of Women's Underwater Hockey in New Zealand, including promotion and education.

The key aim of this position is to increase the participation of women in all areas of underwater hockey, including playing, coaching, refereeing and administration roles.

5.11.2 Key Tasks and Duties

The Women's Development Co-ordinator shall have the following responsibilities:

- a. produce women's underwater hockey budget for funding of objectives;
- b. develop initiatives to increase the number of women playing in New Zealand;
- c. develop initiatives to increase the number of women involved in coaching, refereeing and administration (with input from Coaching Development and Referees Development Co-ordinators where appropriate);
- d. establish and maintain a network of regional women's development officers;
- e. work with the regional development officers to establish women's grades in all the main uwh centres;
- f. establish a database of female players throughout the country;
- g. promote participation in women's grades in all UWHNZ Sanctioned tournaments, with input from the regional development officers;
- h. work with Universities Development Co-ordinator to increase the retention of girls from schools, to at least the retention level of boys; and
- i. act as a central communications point for female players.

5.11.3 Accountability Measures

The performance of the Women's Development Co-ordinator shall be measured against the following criteria:

- a. women's grades in UWHNZ Sanctioned Tournaments are well supported, with play at a high level;
- b. the presence of women's leagues in at least the four main underwater hockey centres (Auckland, Wellington, Christchurch and Dunedin);



- c. the total number of female players increases at the same rate (at least) as the increase in male players, as recorded in the player database; and
- d. female membership numbers increase to at least a 50:50 ratio of total UWHNZ membership.

5.12 Publicity Officer

5.12.1 Purpose

The purpose of this position shall be to promote the sport of underwater hockey, including the activities and results of the New Zealand Teams. The key aim is to increase the profile of underwater hockey in New Zealand by increase the exposure of New Zealanders to the sport.

5.12.2 Key Tasks and Duties

The Publicity Officer shall have the following responsibilities:

- a. maintain a calendar of regional and national sports awards, to be posted on the UWHNZ website and circulated to all clubs;
- b. nominate New Zealand Representative Teams and eligible individuals for the Halberg Awards (in conjunction with the High Performance Co-ordinator);
- c. nominate teams and individuals for any other applicable national awards;
- d. organise publicity for major tournaments, especially Schools Nationals, Regionals, and International Tournaments; and
- e. co-ordinate press releases for New Zealand Representative Team announcements, including selection, competition details and team results (in conjunction with the High Performance Co-ordinator).

5.12.3 Accountability Measures

The performance of the Publicity Officer shall be measured against the following criteria:

- a. the profile of underwater hockey in New Zealand continues to rise;
- b. all major achievements of New Zealand Representative Teams are recognised by the media;
- c. all significant events held in New Zealand are well publicised; and
- d. teams and individuals are nominated for all applicable national awards.



6 ANNUAL GENERAL MEETING (AGM)

6.1 Purpose

The primary purposes of the AGM shall be to:

- a. approve the minutes of the previous year's AGM;
- b. receive reports from the Chairman and Portfolio Holders on activities over the previous twelve months;
- c. receive a report from the Treasurer and approve the annual accounts;
- d. elect Executive Committee members for the next twelve months;
- e. discuss alterations to the way that Underwater Hockey is run at a national level, by proposing and voting on remits; and
- f. deal with other relevant business.

The meeting shall be chaired by the current Chairman of UWHNZ, regardless of whether that person is standing for re-election as Chairman. If the Chairman is unable to attend, the Treasurer will chair the AGM.

6.2 Timing

The AGM is to be held at a time and location as decided by the Executive.

6.3 Preparation

The following material shall be prepared and distributed to clubs at least **three (3) weeks** prior to the AGM:

- a. minutes of the previous AGM;
- b. written reports from all portfolio holders;
- c. a list of all remits;
- d. a list of all those standing for election (and re-election);
- e. the most current accounts of UWHNZ; and
- f. any additional information deemed necessary by UWHNZ.



6.3.1 Portfolio Reports

Each portfolio holder shall prepare a written report on their activities over the past twelve months. This report should include:

- a. all developments relevant to the portfolio;
- b. a description of any initiatives introduced by the portfolio holder, and discussion on the success or otherwise of those initiatives;
- c. a summary of progress made towards the objectives of the portfolio/portfolio holder;
- d. recommendations for the future, both immediate (i.e. within the next twelve months) and long-term (i.e. within the next two to five years);
- e. any information requested by the Chair of UWHNZ; and
- f. any additional information considered relevant or necessary by the portfolio holder.

This shall be returned to the Secretary at least **four (4) weeks** prior to the AGM.

6.4 Quorum

At least half of the clubs affiliated to Underwater Hockey New Zealand must have a delegate present at the AGM for the meeting to proceed.

6.5 Voting Rights

Each club present at the meeting has one vote per fully affiliated club member of UWHNZ, as determined six weeks prior to the AGM. Written proxy votes are permitted for a club that is unable to attend the AGM.

If necessary, the meeting chairperson has a casting vote.

6.6 Election of Officials

6.6.1 Nomination

The nomination form (appended) will be distributed to all clubs by UWHNZ, and will be advertised on the UWHNZ website at least **six (6) weeks** prior to the AGM.

Completed nomination forms will be due no later than **one (1) month** prior to the AGM.



6.6.2 Election Process

Each person standing for election shall have the chance to address the delegates present at the AGM prior to voting taking place.

Voting shall be determined by hand votes. Numbers for, against, and abstaining shall be recorded. Abstaining from a vote for a position is taken as a vote of no confidence.

6.6.3 Votes Required

Officials shall be elected by a simple majority.

6.6.4 Co-opted Officials

Officials may be co-opted onto the Committee throughout the year, either to fill vacant positions, or to replace officials elected at an AGM who have resigned or have been removed.

6.7 Recommendations to UWHNZ

Recommendations to the UWHNZ Committee are made if there is a simple majority.

6.8 Remits

Remits must be submitted to the Secretary at least six (6) weeks prior to the AGM. Remits require a two-thirds majority to be passed.

6.9 Discussion Process

On any issue, the chairperson will control the discussion in a manner so as to allow as many points of view to be heard, but still making the best use of time. Normally the initiator of the discussion (for example, the proposer of a remit) will speak first. The chairperson will call for speakers from the floor, alternating between speakers against and for the motion. When there are no new speakers for one side or the other, or no new points being raised, the chairperson halts discussion and offers the initiator the right of reply. If necessary, a vote is then taken.

6.10 Minutes

At a minimum, the minutes will include the following:

- a. attendance list of clubs and individuals;
- b. the results of elections;



-
- c. any recommendations made by the AGM;
 - d. any amendments to remits, and whether remits are withdrawn, accepted or rejected; and
 - e. numbers voting for, against, and abstaining for each remit.

Minutes should be prepared by the Secretary of UWHNZ and should be circulated to all clubs within **two (2) months** of the AGM. Minutes shall also be supplied to NZU.



7 FINANCIAL

7.1 Levies

There are two classes of levies for Underwater Hockey players: Membership Levy and Tournament Levies.

The Membership Levy is paid by each player at the start of each financial year. It enables the member to play in all UWHNZ Sanctioned Tournaments, and all International Tournaments which fall in that financial year.

The Tournament Levy is paid by each team participating in a major competition, and is included in the Tournament Entry Fee.

In addition, all Underwater Hockey players are affiliate members of NZU, and pay an affiliation fee at the start of each financial year.

Membership Levies are currently as follows:

Fee	Cost
Club Affiliation Fee (paid to NZU)	\$125 per club entity, or \$100 per club if paid before 31 March 2007
Individual Club Membership	\$50 per player, or \$40 if paid before 15 April 2007
School Membership	\$6 per player
Life Membership	no cost
Non Playing Membership (includes coaches, managers, club administrators and referees operating under UWHNZ guidelines)	\$12 per person

Tournament Levies are currently as follows:

Fee	Cost
Club Teams	\$50 per team
School Teams - Qualifying	\$120 per team
School Teams - NZSSSUWHC	\$30 per team

7.2 Funding

7.2.1 Responsibilities of the Portfolio Holder

If a portfolio holder requires funding for one of their objectives, they are required to do the following:

- a. choose the charity/trust/foundation to be applied to (after checking with the Secretary as to the timing of any other applications to that same charity);
- b. source the application form;



- c. source two or three quotes as required for each item that funding is sought for (quotes must be made out to Underwater Hockey New Zealand);
- d. complete the application form, listing the Secretary as the main contact person, and the Chairman as the secondary contact person (if required);
- e. write the covering letter; and
- f. provide any additional supporting information required (not including that which will be supplied by the Secretary – see below).

The completed application form, quotes, covering letter and additional information shall then be sent to the Secretary.

The Portfolio Holder must retain copies of:

- a. all quotes;
- b. the completed application form;
- c. the covering letter; and
- d. all receipts (once funds have been received).

7.2.2 Responsibilities of the Secretary

Once all the required information is received from the Portfolio Holder, the Secretary shall sign the letter, the application form, and the Executive shall pass the necessary resolution.

The Secretary shall attach the standard supporting information (NZU Information and Rules, UWHNZ and NZU financial statements, UWHNZ Bylaws, UWHNZ AGM Minutes) and will send the application.

The Secretary must retain copies of the signed resolution, the signed covering letter, and any signed pages of the application form. If minutes are required in addition to the resolution, the Secretary shall keep a copy of these also.

If the necessary information has not been provided by the Portfolio Holder, the Secretary shall request the remaining information from that person. The Secretary is not required to take action to complete the funding application until all necessary information has been supplied by the Portfolio Holder.

7.3 Budget and Accounts

The latest UWHNZ Budget and the most recent Financial Statements of UWHNZ can be viewed on the UWHNZ website (www.underwaterhockey.org.nz), or can be requested from the Treasurer of UWHNZ.



8 NATIONAL IDENTITY

The following items are reserved for use by the UWHNZ Executive and Committee. Any use of these must be approved by UWHNZ.

- a. the phrase "Underwater Hockey New Zealand" and any abbreviation;
- b. the phrase "Underwater Hockey New Zealand Executive/Committee" and any abbreviation;
- c. the phrases "Silver Fins-New Zealand Women's Underwater Hockey Team", "Black Fins- New Zealand Open Underwater Hockey Team", "New Zealand Underwater Hockey Team", "New Zealand UXX (Open or Women's) Underwater Hockey Team", "New Zealand Underwater Hockey Squad" and any abbreviations;
- d. the logo used for the 1992 World Championships, and any variant; and
- e. the drawings in the manual "Introduction to Underwater Hockey".

Copyright as claimed for any material generated by the Underwater Hockey Committee, such as Coaching Manuals, promotional material, and so on.

8.1 1992 World Championship Logo



The two underwater hockey players logo was developed for the 1992 World Championships held in Wellington by the UWHNZ organising committee.

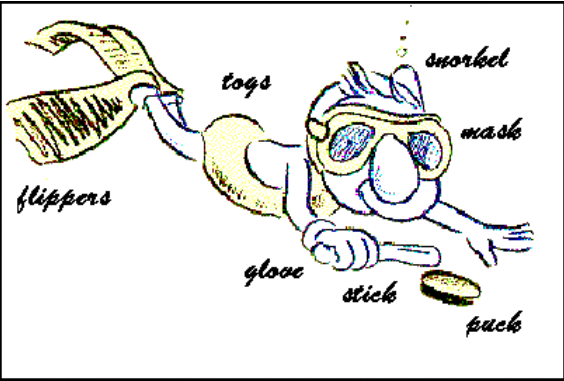
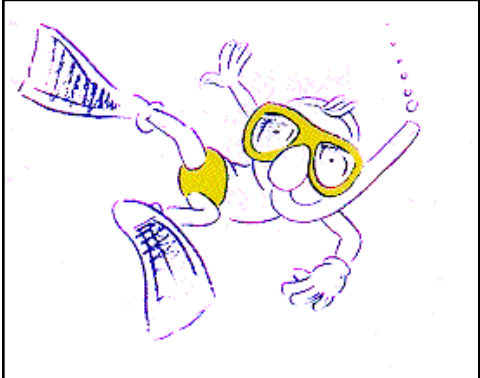
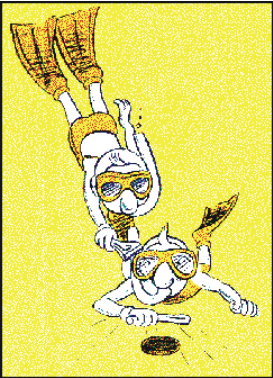
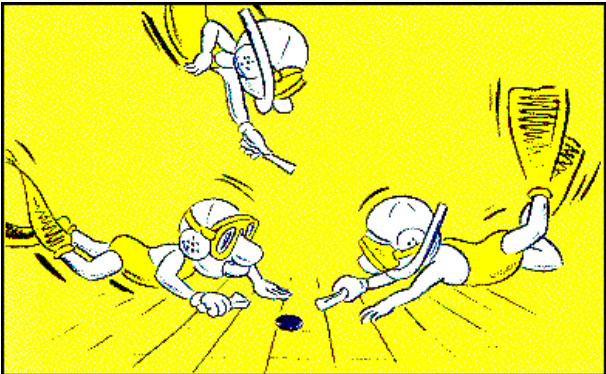
The logo ownership has been transferred to Underwater Hockey New Zealand for use on letterhead and is also used on all official Underwater Hockey New Zealand Documents.

All Underwater Hockey NZ sanctioned tournaments are also entitled to use the logo on all official tournament documentation with the approval of UWHNZ

8.2 Underwater Hockey Character Series

The underwater hockey characters series were created with assistance of the then Hillary Commission (New Zealand Government Agency for Sport and Recreation now SPARC) for Underwater Hockey New Zealand in 1995 for the Introduction to Underwater Hockey manual.

These series of pictures are not to be reproduced without the express approval of Underwater Hockey New Zealand.





APPENDIX



NZU HARASSMENT FREE SPORT POLICY

1. Policy Statement

New Zealand Underwater and affiliated clubs are committed to providing a harassment-free environment where all people involved in affiliated underwater sports and clubs are treated with respect and dignity and can contribute and participate to their full potential.

This benefits New Zealand Underwater, affiliated clubs, members, athletes/players, the coaches and officials,

As a New Zealand Underwater Club we will do our best to prevent harassment by:

- Ensuring that this policy is drawn to the attention of all employees, affiliated club members coaches, officials, parents, and athletes/players;
- Responding promptly, appropriately and fairly to any complaints that are brought to our attention;
- Appointing and training appropriate Harassment Contact People who can be approached for information and advice; and
- Regularly reviewing our policy, procedure and practices.

2. Who the Policy and Procedures Cover

The Policy and Procedures cover all:

- Affiliated Clubs
- Athletes/players
- Administrators and officials
- Coaches; and
- Anyone who is employed by or represents New Zealand Underwater or a New Zealand Underwater Club, whether paid or unpaid

3. What the Policy and Procedures Cover

The Policy and Procedures cover all situations connected with NZU affiliated clubs including

- Coaching and training
- Competition
- Travel
- Social events and
- Meetings or conferences

4. Definitions

4.1 Harassment is any unwelcome comment, conduct or gesture directed towards an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive, and is either repeated or of such a significant nature, that it adversely affects someone's performance, contribution or sports environment.

4.2 Harassment may be focused on an individual's or group's race, colour, gender, physical characteristics, sexual orientation, disability or any other distinguishing characteristic.

4.3 Sexual harassment is any unwelcome behaviour of a sexual nature.



4.4 In most cases, harassment (including sexual harassment) is an attempt by one person to inappropriately exert power over another person. Harassment ranges from mild conduct such as gestures or comments to conduct which may be physical, forceful and violent.

The above behaviours are described in more detail in procedures – please contact the office if you want a copy.

5. Responsibilities

As a Club of New Zealand Underwater we will be responsible for taking all reasonable steps to prevent harassment in our club and for ensuring our policy and procedures are well known through out the club. This means we will take all reasonable steps to ensure that everyone in the club understands:

- What harassment means
- That it is against the law
- That it will not be tolerated
- That complaints will be dealt with through identified procedures. These will provide both formal and informal mechanisms.

6. Legal Liability

Harassment is a form of discrimination. Sexual and racial harassment is illegal under the Human Rights Act 1993 for both paid and unpaid employees. Sexual harassment is specifically included in the Employment Contracts Act 1991, which covers paid employees. High-level harassment such as rape or assault is also a criminal offence.

Under the Human Rights Act and the Employment Contracts Act, it is generally the employer who is held liable for harassment. New Zealand Underwater and Affiliated Clubs are implementing this policy to prevent complaints occurring and hence to act as a responsible employer for our paid and unpaid employees (club members).

The Executive Board of (insert club name) _____ accepts that the elimination of harassment leads to a more stable, productive and successful club (organisation).

I endorse the 1999 Harassment-Free Policy

_____ signature

_____ President

_____ date

_____ witness name

_____ witness signature

_____ date