

**PAN AMERICAN
HOCKEY
FEDERATION**

**GENERAL
REGULATIONS**

Approved with effect from **August 07, 2019**



**GENERAL REGULATIONS OF THE
PAN AMERICAN HOCKEY FEDERATION**

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1. INTRODUCTION

- 1.1. These *General Regulations* are issued by the *Board of Directors* in accordance with the *Statutes*. They are intended to supplement the *Statutes* and the other *Regulations* issued by the *Board of Directors*, in order to ensure the efficient and effective governance, regulation and administration of the sport of *Hockey within the Pan American Hockey Federation (or by its official initials PAHF)*. They form part of the *Regulations* of the *PAHF*, and as such are binding on all *National Associations*, all *members of Members*, all *Athletes* and *Athlete Support Personnel*, and all other entities and individuals (including umpires, tournament officials and team officials) participating in any way in activities controlled and/or sanctioned by the *PAHF* or any *National Associations*.
- 1.2. These *General Regulations* shall come into effect on **August 07, 2019** (the "*Effective Date*") and shall continue in effect (as amended from time to time by the *Board of Directors*) until repealed by the *Board of Directors* or *Congress*. The *Bye-Laws* and any other texts issued prior to the *Effective Date* that cover the same subject-matter as the *General Regulations* are superseded as from the *Effective Date* by these *General Regulations*.
- 1.3. Words and phrases appearing in these *General Regulations* in italicised text are defined terms. They have the meaning set out in Appendix 1 to these *General Regulations*.

2. MEMBERS

- 2.1. The *Managing Director* shall maintain a register recording the names of all *Members*, together with such other details relating to such *Members* as *Congress* or the *Board of Directors* may require from time to time.
- 2.2. The *Managing Director* shall make the register of *Members* available for inspection on request by any *Member* or any member of the *Board of Directors*.

3. CONGRESS

3.1. Chair of meetings of Congress

- 3.1.1. The chairman of meetings shall be the *President (the Chair)*, save that:
 - 3.1.1.1. the *President* may ask the *Congress* to appoint another person to act as *Chair* for all or part of the meeting; and
 - 3.1.1.2. in the *President's* absence, the *Managing Director* shall open the *Congress* and ask the delegates to appoint a member of the *Board of Directors* (other than the *Managing Director*) to act as *Chair*.
- 3.1.2. The *Chair* shall determine any matter of procedure to be followed at the meeting that is not addressed in the *Statutes* or the *Regulations*, and shall be responsible for the production of minutes of the meeting to act as an official record of the meeting.

3.2. Business

- 3.2.1. The business of an ordinary meeting of the *Congress* shall include:
 - 3.2.1.1. the *President's* address;
 - 3.2.1.2. receipt of the report of the *Board of Directors* on its activities since the last meeting of *Congress*;
 - 3.2.1.3. approval of the audited financial statements of the *PAHF*;
 - 3.2.1.4. consideration of applications for membership of the *PAHF* and/or for transfer of membership of the *PAHF*;
 - 3.2.1.5. consideration of proposals to suspend or expel *Members*;
 - 3.2.1.6. consideration of proposals for alteration of the *Statutes*;

- 3.2.1.7. election of members of the *Board of Directors*;
- 3.2.1.8. fixing of subscriptions;
- 3.2.1.9. appointment of an active auditing firm having a representation in the USA to audit the accounts of the *PAHF* for the ensuing two (2) years and;
- 3.2.1.10. any other business of which proper notice has been given in accordance with the *Statutes*.

3.2.2. The order of business may be changed by the *Chair* either before or during the meeting.

3.3. Alterations to the Statutes

- 3.3.1. The *Board of Directors* and/or any *Member* may propose alterations to the *Statutes* at any meeting of *Congress*, provided that a proposal by a *Member* to alter the *Statutes* has reached the *Managing Director* not later than ninety (90) calendar days before the date fixed for the meeting. The *Board of Directors* shall be entitled to review any such proposal, in consultation with the proposer, before communicating the proposal to *Congress*.
- 3.3.2. The *Managing Director* shall communicate any such proposal to alter these *Statutes* to the *Members* when summoning the meeting of the *Congress*.
- 3.3.3. A proposal to alter these *Statutes* may be withdrawn at any time, provided that:
 - 3.3.3.1. a proposal made by a *Member* can only be withdrawn either (1) in writing by a duly authorised representative of the *Member* or (2) during the meeting of *Congress*, by the President of that *Member* or (if absent) the head of the delegation of that *member* present at the meeting.

3.4. Elections

- 3.4.1. Elections at *Congress* shall be dealt with in the following order:
 - 3.4.1.1. *President*;
 - 3.4.1.2. Treasurer
 - 3.4.1.3. Ordinary members; and
- 3.4.2. any other elections. A summary/CV of each candidate seeking election shall be circulated to all delegates by the *PAHF* as part of the *Congress* papers provided that it is received no later than **45 calendar days** before *Congress*.
- 3.4.3. **Each candidate for the position of *President* is entitled to produce a 4x4 page manifesto which shall be circulated to all delegates as part of the *Congress* papers if received in time.**
- 3.4.4. Each candidate for the position of *President* and *ordinary Board Member* is entitled to make a presentation up to a maximum of **five minutes** long to *Congress* (without visual or electronic aids, unless specifically authorised by the *Board of Directors*). Any such electronic aids (if permitted) must be provided to the *PAHF* at least seven (7) days prior to the election day).
- 3.4.5. Each *Member* present at *Congress* shall be entitled to cast a vote for each vacancy and the candidate(s) who receive(s) an *Absolute Majority* shall be elected.
- 3.4.6. If any vacancy still remains after the first ballot, there shall be a second and subsequent ballots until all vacancies have been filled. **In each such ballot the number of remaining candidates shall be reduced by removing those candidates receiving the least number of votes** so that there are no more than twice the number of candidates as there are remaining vacancies.

3.5. Registration for Congress

- 3.5.1. Delegates (including the Head of Delegation) must register for *Congress* no later than thirty (30)

days prior to *Congress* day. Request to register within one (1) day days of *Congress* day will only be accepted in exceptional circumstances and with the approval of the *Managing Director*.

4. THE BOARD OF DIRECTORS

4.1. Duties

4.1.1. The primary duties of the *Board of Directors* are to:

4.1.1.1. manage, control and direct the affairs of the *PAHF*;

4.1.1.2. make, amend, add, rescind, and replace *Regulations*;

4.1.1.3. manage and monitor the activities of the *Managing Director*;

4.1.1.4. consider applications for membership of the *PAHF*;

4.1.1.5. receive and review reports from the *Committees/panels*;

4.1.1.6. ratify the statutes of the *PAHF*;

4.1.1.7. recognise and enforce suspensions and disqualifications of clubs or individuals declared by *Members* and ensure that such suspensions and disqualifications are recognized and enforced by all other *Members*; and

4.1.1.8. notify *Members* of all relevant *FIH and PAHF business*, including any decisions of *Congress* or the *Board of Directors*.

4.2. Meetings

4.2.1. Ordinarily, the *President* shall chair meetings of the *Board of Directors*, but the *President* may ask members present at a meeting to appoint a substitute to chair all or part of a meeting in his place. In the absence of the *President*, the *Managing Director* shall open the meeting and request the members present to appoint one of their number (other than the *Managing Director*) to chair the meeting.

4.2.2. The chair of the meeting of the *Board of Directors* shall determine any matter of procedure to be followed at the meeting that is not addressed in the *Statutes* or the *Regulations*, and shall be responsible for the production of minutes of the meeting to act as an official record of the meeting.

4.2.3. The business of the *Board of Directors* is confidential to the *PAHF*. *Members* of the *Board of Directors* must not disclose to any third party any details of that business (including any details of discussions that take place at *Board of Directors* meetings) without the prior permission of the *President*. An official communiqué will be issued by the *PAHF* following each meeting of the *Board of Directors*.

4.3. Alterations to the *Regulations*

4.3.1. To be considered at a meeting of the *Board of Directors*, a proposal by a *Member* to amend, add to or rescind any part of the *Regulations* must reach the *Managing Director* not later than thirty (30) calendar days before the date fixed for that meeting.

4.3.2. A proposal to amend, add to or rescind any part of the *Regulations* may be withdrawn in writing at any time prior to the meeting.

4.4. Granting of Awards

The *Congress* or the *Board of Directors* may honour *Members* or individuals within or outside the *PAHF* who have given long and/or outstanding service to the *PAHF* or to the sport of *Hockey*, by conferring one or more awards on them. **The *Board of Directors* will issue a written document, which will be made available on the *PAHF* website, setting out its policy in relation to the granting of awards.**

5. COMMITTEES

- 5.1. *Committees* may be created by the *Board of Directors* for the purpose of advising the *Congress*, the *Board of Directors* and/or the *President*, as the case may be. They may be standing or ad hoc *Committees/panels* but in each case the *Board of Directors* shall establish their terms of reference, decide upon their membership, and dissolve them when it considers their mandate to be completed.
- 5.2. No meeting of any *Committee/panel* may be held without the prior agreement of the *Managing Director*.
- 5.3. The *President* can attend any *Committee/Panel* meeting but does not have the right to vote.
- 5.4. *The Ordinary Members, in addition to the functions that establish in these statutes and other regulations, may be part of one Committee/panel on behalf of the Board of Directors.*
- 5.5. The chairs of the *Committees/panels* are responsible to and report to the *Board of Directors* through the *Managing Director* on all deliberations and discussions that take place at meetings of their respective *Committees/panels* and shall be responsible for the production of minutes of each such meeting to act as an official record of the meeting.
- 5.6. The business of *Committees/panels* is confidential to the *PAHF*. Members of *Committees/panels* must not disclose to any third party any details of *Committee/panel* business (including any details of discussions that take place at *Committee/panel* meetings) without the prior permission of the *Managing Director*.

6. LANGUAGE AND NOTICES

- 6.1. The official languages of the *PAHF* are Spanish and English. In the case of divergence between the Spanish and English texts of any *PAHF* document, the English text shall prevail.
- 6.2. Correspondence with the *PAHF* must be in Spanish or English. No correspondence of any kind will be deemed official or valid if in another language, save that with the prior approval from *the Board of Directors* and under special circumstances other languages may be used in non-official documents. Notices and other communication required to be given in writing by or to the *PAHF* may be given by any one of the following means: (a) pre-paid mail; (b) facsimile transmission; or (c) email or other form of electronic communication where receipt can be verified.

7. FINANCES

- 7.1. The financial year of the *PAHF* shall begin on 1 January and end on 31 December each year. The *Board of Directors* is responsible for managing the finances of the *PAHF* in a prudent manner that ensures the *PAHF* can continue to work towards fulfilling its objects.

7.2. Subscriptions:

7.2.1. The *PAHF* shall receive subscriptions from *Members* in accordance with the scale effective 2015-2017 which was approved by the *Board of Directors* and adopted by *Congress in 2017*.¹

7.2.2. Subscriptions must be paid before 31 March of the year concerned.

7.2.3. Although subscriptions are payable in USD or Euros currency, the *Board of Directors* may permit them to be paid in another currency and in such case may fix the rate of exchange.

7.2.4. The *PAHF* has the right to charge interest on any subscription or other amount owed by a *Member*, calculated from the due date until the date of receipt of payment, at the rate of [4%] per annum above the base rate then in force of the *PAHF*'s bank (or, if such rate is not available, the nearest equivalent rate of another clearing bank nominated by the *PAHF*).

7.2.5. Payment of the annual subscription must be accompanied by a declaration of the number of *members* in each category of membership of the *Member* as at 1 January of the current year,

¹ Effective August 2017 at Lancaster Congress

accompanied by a certification signed by the President and Secretary of the *Member*, certifying the accuracy of the information.

- 7.3. The *PAHF* is the sole owner of:
- 7.3.1. the media and marketing rights and all other commercial rights relating to the events that it organises, as well as such other events as are specified by the *Board of Directors*;
 - 7.3.2. all intellectual property rights in the name “The Pan American Hockey Federation” and the abbreviation “*PAHF*”, and in the *PAHF* logo and any other marks developed by or on behalf of the *PAHF*; and
 - 7.3.3. the right to organise “national” and “continental” championships and all other events purporting to be “national” and/or continental” events or to determine “national” or “continental” champions of *Hockey*.
- 7.4. The *PAHF* may exercise or authorise others to exercise some or all of such rights. No *Member* may exploit or authorise others to exploit such rights without the approval of the *PAHF*.
- 7.5. The *PAHF* may accept gifts and bequests and seek all other resources enabling it to fulfil its objects. It may also claim payment in respect of rights for organisation, participation, supervision or otherwise of events, seminars, courses or other activities as determined by the *Board of Directors*.

8. ENVIRONMENTAL POLICY

- 8.1. In the course of the *PAHF*'s operations, where applicable, practical and within resource constraints, The *PAHF* will endeavor to improve environmental performance by:
- 8.1.1. conserving energy, water, and other natural resources, particularly those which are scarce or non-renewable, while still providing a safe and comfortable operating environment;
 - 8.1.2. reducing waste through re-use and recycling and by using refurbished and recycled products and materials where such alternatives are economical and suitable; raising awareness about any of its activities which result in undesirable discharges and emissions to air, land and water and assessing what actions are necessary to reduce pollution or the risk of pollution;
 - 8.1.3. encouraging the phasing out of ozone-depleting substances and minimizing the release of greenhouse gases and other substances damaging to health and the environment;
 - 8.1.4. meeting all relevant, current and foreseen statutory regulations and official codes of practice;
 - 8.1.5. communicating diligently on environmental issues including educating and motivating *Members*, partners, staff, and other relevant stakeholders to encourage them to support the *PAHF*'s environmental efforts;
 - 8.1.6. encouraging manufacturers, suppliers and contractors through *PAHF* contracts and other means to improve or develop environmentally preferable goods and services at competitive prices;
 - 8.1.7. ensuring that buildings occupied by *PAHF* are designed, constructed and operated to optimise their environmental performance;
 - 8.1.8. demonstrating that environmental issues are considered when making decisions and when planning and developing policy, programmes and projects;
- 8.2. The policy statement is underpinned by the actions of constituent *PAHF Committees/panels*, *Members*, and partners. *Members* of these bodies and *PAHF* staff have a key role to play in implementing this policy.
- 8.3. The *Board of Directors* shall be responsible for monitoring progress in relation to this Environmental Policy.

APPENDIX 1: DEFINITIONS AND INTERPRETATION

A.1 In these *General Regulations*, the following words and expressions have the meanings set out opposite them:

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|----------------------------------|---|
| <i>Absolute Majority</i> | More than ½ of those present in the room at all time of the vote and entitled to vote, (including any abstentions or blanked or spoiled votes). |
| <i>Managing Director,</i> | The Managing Director or equivalent of the <i>PAHF</i> . |
| <i>Chair</i> | As defined in Article 3.1.1. |
| <i>Committee/Panel</i> | Any committee, sub-committee, working party, panel or board (other than the <i>Board of Directors</i> and the <i>Judicial Commission</i>) appointed to exercise any function or perform any role for or on behalf of the <i>PAHF</i> . |
| <i>Congress</i> | The <i>Members</i> of the <i>PAHF</i> in general meeting. |
| <i>Effective Date</i> | As defined in Article 1.2. |
| <i>Event</i> | Any <i>Hockey</i> tournament or competition or match. |
| <i>Board of Directors</i> | The <i>Board of Directors</i> of the <i>PAHF</i> . |
| <i>FIH</i> | The International Hockey Federation. |
| <i>General Regulations</i> | These General Regulations of the <i>PAHF</i> . |
| <i>Hockey</i> | The game of <i>Hockey</i> , including both field and indoor <i>Hockey</i> and other derivatives of the game as decided from time to time by the <i>FIH Executive Board</i> . |
| <i>International Event</i> | A duly sanctioned match or event contested by national representative teams. |
| <i>Member</i> | A <i>National Association</i> that has been admitted as a member of the <i>FIH</i> . |
| <i>National Association / NA</i> | A national governing body of <i>Hockey</i> . |
| <i>PAHF</i> | <i>Pan American Hockey Federation</i> |
| <i>President</i> | The President of the <i>PAHF</i> . |
| <i>Regulations</i> | Any codes, rules or regulations made by or on behalf of the <i>PAHF</i> in accordance with the <i>Statutes</i> , including all amendments thereto and re-enactments thereof. |
| <i>Statutes</i> | The <i>Statutes</i> of the <i>PAHF</i> . |

A.2 These *General Regulations* shall be interpreted and applied in the manner most consistent with the purposes of the *PAHF* set out at Article 2.1 of these *Statutes*.

A.3 In these *General Regulations*:

A.3.1 All uses of the masculine gender in these *General Regulations* shall be deemed to encompass references to both genders.

A.3.2 Any term used in the singular encompasses the plural, and vice versa.

A.3.3 Save where the context requires otherwise, the word 'including' is used without limitation, i.e., it means 'including (but not limited to).'

A.4 If any Article or provision of these *General Regulations* is held to be invalid, unenforceable or illegal for any reason, it shall be deemed to be deleted and the *General Regulations* shall otherwise remain in full force and effect.