



To: National Associations

For
Information: PAHF Board
Members of the PAHF Committees

NOTICE OF ORDINARY CONGRESS

27th September 2013

Mendoza, Argentina

Ladies and Gentlemen,

I wish to inform you that the PAHF will hold its Ordinary Congress at the Sheraton Hotel, Mendoza, Argentina on Friday, 27 September 2013 commencing at 09:00 am.

May I bring the following to your attention:

1. Congress

- 1.1 The Agenda of the Congress is attached. **(Appendix1)**
- 1.2 Each National Association (NA) may have up to 3 delegates in attendance. One delegate must be the Head of Delegation to be named at the opening of the Congress. The Head of Delegation must be a citizen of the country of the NA that he/she represents.
- 1.3 A registration form is attached. Please complete the form and return it to the PAHF before **17th September 2013. (Appendix2)**
- 1.4 Candidates for election or re-election to any position of the PAHF Board must be nominated by his/her own NA and must be a citizen of that country.
- 1.5 Nominations are called for the following positions:
 - President
 - Treasurer
 - 4 ordinary members of the PAHF Board, of whom 1 must be female

Nominations, which close at 17:00 hours (**USA Pacific Standard Time**) on Friday, 16 August 2013 must be sent to the PAHF at Secretary@Panamhockey.org and PAHF@lauramac.com.ar

1.7 Attached are the following:

- a list of outgoing members of the Board for information. (**Appendix3**)
- A form that must be completed for each candidate and forwarded with his/her nomination. Nominations. (**Appendix4**)

1.8 Any proposals for alterations to the PAHF Statutes must also be sent to the PAHF Secretary at before **Saturday, 10 August 2013**.

2. Forum- National Association Governance

This year the Forum is focussed on the development of good governance within National Associations. As a broad topic it comprises of varied sessions in the key areas strategic plans, development of structure, and event participation. We are hoping to have senior representatives from the FIH make presentations at the Forum.

The Forum will be held on Friday, 27th September 2013.

Further information will be circulated in the course of the coming months.

3. Appointment of Committees

3.1 Nominations are called for members of the PAHF Committees

3.2 Nominations, which **close at 17:00 hours (USA Pacific Standard Time) on Friday 16 August 2013** must be sent to the PAHF (**Appendix5**)

3.3 A list of outgoing members is attached. (**Appendix6**)

3.4 Please note the following provisions of the Bye-laws in relation to nominations:

- Nominations must be sent to the PAHF as advised
- NA's are asked to clearly indicate any candidate they consider able / suitable to chair a PAHF Committee.
- Nominations must include a brief statement of the nominee's suitability for the position.

- Each NA must give to the PAHF an undertaking to financially support its nominee(s), so he/she can attend meetings of the Committee to which he/she is appointed.
- The Board shall appoint the members of the Committees from the nominations received after screening each nomination and consulting the PAHF President, Secretary, Treasurer and the Chairpersons of the respective Committee to ensure that the nominees are suitable for the Committee to which they have appointed.

4. General Information

4.1 Hotel reservations:

Attached is a hotel reservation form for your attention. **(Appendix 7)**

Note: all hotel reservations should be thru PAHF to get the special rates.

With kind regards,
Yours sincerely,

Aaron Sher
PAHF Hon. Secretary General

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**ALL NOMINATIONS AND CORRESPONDENCE MUST BE SENT TO**

**[secretary@panamhockey.org](mailto:secretary@panamhockey.org) AND [PAHF@lauramac.com.ar](mailto:PAHF@lauramac.com.ar)**

| ~ Summary of Critical Dates ~            |                                                                                             |
|------------------------------------------|---------------------------------------------------------------------------------------------|
| Tuesday, 17 <sup>th</sup> September 2013 | Last date for Congress registration forms                                                   |
| Friday, 30 <sup>th</sup> August 2013     | Last date for hotel reservation forms                                                       |
| Saturday, 10 <sup>th</sup> August 2013   | Last date for proposals of alterations to the Statutes.                                     |
| Friday, 16 <sup>th</sup> August 2013     | Closing date of nominations for President, Treasurer and Ordinary members of the PAHF Board |
| Friday, 16 <sup>th</sup> August 2013     | Nominations for members of PAHF Committee close                                             |