

# DEVON HOCKEY ASSOCIATION



# CONSTITUTION

**April 2017**

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## 1. TITLE

The Association shall be called the Devon Hockey Association ("The Association"). Subject to the rules of **England Hockey** ("EH") and the West Hockey Association ("The West") to which it is affiliated it shall be the governing body for all hockey played within its boundaries as defined below played to the Rules of the Game authorised by the Hockey Rules Board and the International Hockey Federation or such other rules as are approved from time to time by **England Hockey**.

## 2. AIMS AND OBJECTIVES

These shall be to:-

- 2.1 Promote, develop and encourage all hockey (outdoor, indoor and mixed) for adults, young people and children in schools and clubs;
- 2.2 Arrange such competitions as may be approved by the Executive Committee of the Association;
- 2.2 Select and train squads of players to represent the Association;
- 2.3 Organise coaching and maintain and improve standards of coaching and playing;
- 2.4 Arrange representative and other matches;
- 2.5 Maintain and improve the standard of umpiring;
- 2.6 Raise funds by any means approved by the Executive Committee of the Association;
- 2.7 Foster friendship between all those interested in the game of hockey.
- 2.8 To achieve the other advantages and benefits usually associated with in Association of this nature.

## 3. BOUNDARIES

The boundaries of the Association shall be the boundaries of the County of Devon (including Torbay and Plymouth) plus any club close to this boundary that has historically been a member of either the DHC Men's or Women's Associations prior to the formation of the Association.

## 4. MEMBERSHIP

- 4.1 Full membership shall be by affiliation and shall be open to all clubs and schools (Members) playing hockey under Rules referred to in clause 1 above and within the boundaries defined by clause 3 above.
- 4.2 Applications for affiliation by clubs and schools who qualify under clause 4.1 may be made to the Hon Secretary of the Association who shall report the matter to the next Executive Committee and the payment by that club and school of the affiliation and subscription fee currently in existence.
- 4.3 All members of the Association are responsible for ensuring that all contact details are kept accurate and current on the Devon HA Website, either by

themselves or by contacting the DHA Hon. Secretary if access is not available.

## 5. GENERAL MEETINGS

### 5.1 ANNUAL GENERAL MEETING

- 5.1.2 The Annual General Meeting shall be held in May annually on a date prior to the West AGM and at a venue decided by the Executive Committee.
- 5.1.2 Notice of the Annual General Meeting together with:-
- a. Business to be transacted:-
  - b. Presentation of reports and accounts by officers;
  - c. Approval of accounts;
  - d. Appointment of Independent Examiner;
  - e. Election of officers and members of the Executive Committee;
  - f. Approval of competition rules for the coming season.
  - g. The determination of affiliation fees and subscriptions for the following season;
  - h. Any other business at the discretion of the chair of the meeting.
- 5.1.4 No clause of the Constitution shall be amended, nor shall any resolution passed at a previous General Meeting be rescinded save by a resolution, notice of which shall be given on the agenda, carried by the affirmative vote of at least two thirds of those present entitled to vote and voting.
- 5.1.5 Written notice of any proposed alterations to the Constitution shall be received by the Executive Committee no later than 1st March prior to the Annual General Meeting and shall be accompanied by the names of the proposer and seconder.
- 5.1.6 Subject to the provisions of clauses 5.1.4 and 5.1.10 all business at the Annual General Meeting shall be transacted by a simple majority of those entitled to vote and voting and all motions and nominations shall be proposed and seconded by persons entitled to vote and present at the meeting.
- 5.1.7 The incumbent Chair of the Association shall be in the chair. In his or her absence the Vice-Chair shall take the chair or in their absence the meeting shall elect a member of the Executive Committee to chair the meeting.
- 5.1.8 The following, if present at the meeting shall be entitled to vote:-
- a. the officers of the Association and members of the Executive Committee;
  - b. one representative from each affiliated club and school (clubs/schools may send several representatives to the meeting).
  - c. no Executive Committee member may vote as a club/school representative
  - d. the Chair of the meeting shall also have a casting vote

- 5.1.9 Honorary Vice-Presidents, if present at the meeting shall not be entitled to vote.
- 5.1.10 Quorum - Half the membership rounded down, present and entitled to vote shall form a quorum.
- 5.1.11 Clubs not represented at the Annual General Meeting will be liable to a fine set annually by a previous Annual General Meeting.

## 5.2 SPECIAL GENERAL MEETING

- 5.2.1 The Executive Committee shall convene a Special General Meeting at any time:
- a. at the request of the Executive Committee;
  - b. upon receiving a request signed by an officer from each of at least five affiliated clubs/schools.
- 5.2.2 A meeting called under 5.2.1 b) shall be held within six weeks of the receipt of the requisition.
- 5.2.3 Fourteen days notice of a Special General Meeting and of all resolutions to be proposed thereat shall be given as prescribed by clause 5.1.2. No other business shall be transacted.
- 5.2.4 The provisions of clause 5.1.4 and clauses 5.1.6 to 5.1.10 shall apply to a Special General Meeting.

### ***Notices and Members' Addresses***

*Any notice these rules require to be given or sent to a member is deemed to have been duly given or sent on the next working day after it is posted if sent by prepaid post to the address of the member's representative appearing in the Association Website.*

*Every member must immediately give to the Hon. Secretary written notice of any change in the address for service.*

## 6. DISSOLUTION

A resolution to dissolve the Association shall be put to a General Meeting and shall be passed only by the affirmative vote of at least three-quarters of those entitled to vote and voting. If it so decides, the Executive Committee shall have power to order a postal ballot to be concluded on a prescribed date prior to the General Meeting.

If the resolution is carried, the Executive Committee shall realise the assets of the Association and shall make provision for the Association's liabilities. The remaining assets at the date of dissolution shall be distributed to affiliated clubs and schools in such manner as shall be determined by a General Meeting or, if such a meeting so decides, by the Executive Committee.

## 7. OFFICERS AND OFFICIALS

- 7.1 The Officers shall be the Chair, Vice-Chair, the Honorary Secretary, and the Honorary Treasurer.
- 7.2 The Officials shall be the representatives of Devon Umpires' and standing sub-committee chairs or nominated person as recognised in clause 9
- 7.3 Officers shall be elected at an Annual General Meeting, shall take office at the end of that meeting and shall hold office until the conclusion of the next following Annual General Meeting.
- 7.4 Officers shall be eligible for re-election
- 7.5 Nominations for Officers and Officials may be made by the Executive Committee or an affiliated club and school. Nominations shall be submitted prior to the Annual General Meeting, Officials will then be ratified during the Annual General Meeting
- 7.6 If an Officer or Official does not complete the term of appointment, the Executive Committee shall fill the vacancy until the next Annual General Meeting.
- 7.7 Should a position remain vacant following an Annual General Meeting, the Executive Committee shall fill the vacancy until the next Annual General Meeting.

## 8. FINANCE

- 8.1 The assets of the Association shall be vested in the Hon. Treasurer who shall apply and deal with them in such manner as, in relation to an asset with a value exceeding £5000 a General Meeting or, in relation to any assets of a lower value, the Executive Committee, shall from time to time, direct. The income of the Association shall be derived from the affiliation fees and subscriptions of members and subject to the approval of the Executive Committee, from any other appropriate source. Such income shall be used for the furtherance of the aims and objectives of the Association as defined in Clause 2 and for such other purposes as a General Meeting or the Executive Committee may determine.
- 8.2 Affiliation fees shall be determined by the Annual General Meeting. Fees shall be forwarded annually to the Hon. Treasurer and be paid by a date set by the Annual General Meeting.
- 8.3 The Hon. Treasurer may be required to act as agent for EH and the West in the collection of various fees.

## 9. THE EXECUTIVE COMMITTEE

Subject to the over-riding powers of a General Meeting, an Executive Committee shall govern the Association. The Executive Committee may however, delegate to a Committee or to an appointed person, such powers as it may think fit.

### 9.1 MEMBERSHIP

9.1.1 The following roles exist within DHA:

a) President

- may attend any meetings of the Association
- offer assistance in an advisory capacity when necessary to other executive members
- act as official representative of the Association to outside persons or agencies

The Executive Committee shall consist of and may delegate to the standing sub-committees

b) Chair

- who shall be the Chair at committee meetings
- act as official representative of the Association to outside persons or agencies

c) Vice-Chair

- who shall be the County's West Council representative

d) Hon. Secretary (Administrator)

- responsible for general secretarial tasks and minutes
- responsible for County Website and publicity
- responsible for overseeing all senior county competitions organised by the association.

e) Hon. Treasurer

- responsible for the finances of the association

- f) Disciplinary Administrator sits on the DHUA and reports to the DHA committee
  - who will be responsible for administrating EH's code of discipline ("The Code") within the County
  - and be the representative on the West Disciplinary Committee
- g) One Nominated Men's League representatives
  - who shall represent the county on the West Men's league sub-committee
- h) One nominated representative from Ladies League
- j) One nominated representative from Devon Umpires' Association \*
- k) Welfare Officer sits within the Schools and Youth sub-committee
- l) Chair or representative from the Schools and Youth Sub-Committee
- m) Chair or representative from the Coaching Sub-Committee

\*These Associations are responsible for nominating one representative onto the West Performance Committee and the West Umpiring sub-committee respectively.

9.1.2 If the Chair is unable to attend a meeting, the Vice-Chair shall take the Chair. In the absence of both the Chair and Vice-Chair, the voting members shall appoint one of their own number to be in the Chair for that meeting.

## 9.2 VOTING

Each Executive Committee member shall have one vote, even if they hold a number of positions on the Committee, other than the Chair who shall also have a casting vote.

## 9.3 QUORUM

Half of the voting Executive Committee membership rounded down shall form a quorum.

## 9.4 INVITED PERSONS

The Executive Committee may invite any person for all or part of any meeting. Such persons shall not be entitled to vote.

## 9.5 FREQUENCY OF MEETING



The Executive Committee shall meet at least three times in each Association year on dates to be notified to Members.

#### 9.6 AGENDA

Notice of any matter which any member wishes to be included on the Agenda for any meeting, shall be received by the Hon. Secretary at least 10 days before the date of the meeting concerned. The Agenda shall be received at least 7 days before the date of the meeting.

#### 9.7 BUSINESS TO BE TRANSACTED

The Executive Committee shall: -

- a) Prescribe the policies of the Association;
- b) Be responsible for long term plans and budgets;
- c) To oversee hockey development in the county;
- d) Receive and consider reports from the Officers and Officials (standing sub-committee) and take any necessary action;
- e) Take any other action, which it may think fit.

#### 9.8 EMERGENCY DECISIONS

In an emergency, decisions may be made by the officers of the Association (as defined in clause 7.1).

#### 9.9 ARBITRATION PANEL

The Officers shall also act as the arbitration panel in the event of any disputes, other than those arising under clause 13. Any decision made shall be reported in writing to the Executive Committee members within 14 days.

### 10. PLAYING QUALIFICATIONS

- 10.1 To be eligible for a County Squad a player shall be a member of a club or a school affiliated to Devon. Other qualifications shall be in accordance with those laid down in the regulations for the relevant competition.

### 11. DHUA, STANDING SUB-COMMITTEES AND DEVON CLUB FORUM

- 11.1 The DHUA, DHA standing sub-committees and clubs forum shall each nominate one representative onto the Executive Committee.
- a) Devon Umpires' Association
  - b) Devon Schools and Youth
  - c) Devon Coaching
  - d) Devon Club Forum
- 11.2 Voting:- Each Representative shall have one vote.
- 11.3 Reports- Each Representative shall prepare and present reports from their Association to the Executive Committee and the Annual General Meeting.

## 12. CONDUCT

The Code governing the conduct of all players, coaches, managers, umpires and officials and Regulations governing Contracts shall be as prescribed in the Constitution of the EH.

## 13. DISCIPLINARY MEASURES

- 13.1 The Disciplinary Code of EH shall apply.
- 13.2 The Annual General Meeting shall appoint annually a County Disciplinary Administrator and a County Deputy Disciplinary Administrator. The County Disciplinary Administrator or his/her Deputy shall:
- a) Administer the Code;
  - b) If required under the terms of the Code or at the request of the Executive Committee convene a meeting of the Disciplinary Committee;
- 13.3 The Disciplinary Committee shall comprise the County Disciplinary Officer or Deputy and two members appointed by the Executive Committee.

## 14. EXPULSION OF MEMBERS

- 14.1 The Executive Committee may expel any Member who offends against the rules of the Association or whose conduct, in the opinion of the Executive Committee, renders that club unfit for membership of the Association.

- 14.2 Before any Member is expelled, the Hon. Secretary must give the representative of that Member seven days' written notice to attend a meeting of the Executive Committee, and must inform them of the complaints.
- 14.3 No club may be expelled unless:
  - 14.3.1.1 A Member's representative is first given an opportunity of appearing before the Executive Committee and answering complaints made against that club and school;
  - 14.3.1.2 At least two-thirds of the Executive Committee then present vote in favour of that Member's expulsion.

## 15. INDEMNITY

15.1 The Association shall indemnify each of its Officers and officials against any claim which may arise from any action taken with the authority of the Association. For the purposes of this clause an "official" shall be deemed to be a) any member of the Association serving on any committee or sub-committee of the Association; and b) any person appointed by and acting on behalf of the Association.

15.1.1 An appropriate policy of insurance must be put in place by the Hon. Secretary to insure the officers and officials referred to in Clause 15.1 for their actions.