



**CORNWALL**  
HOCKEY ASSOCIATION

# CONSTITUTION

Updated May 2013

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## **Cornwall Hockey Association**

### **1. TITLE**

The Association shall be called the Cornwall Hockey Association (CHA). Subject to the rules of England Hockey Board (EHB) and the West Hockey Association (West HA) 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 (FIH) or such other rules as are approved from time to time by EHB.

### **2. AIMS AND OBJECTIVES**

These shall be to;

- a. Promote, develop and encourage all hockey (outdoor, indoor and mixed) for adults and children in schools and clubs;
- b. Organise such competitions as may be approved by the Committee of the CHA;
- c. Maintain and improve standards of umpiring;
- d. Maintain and improve standards of coaching and playing;
- e. Support clubs and schools seeking to improve playing facilities;
- f. Select and train squads of players to represent CHA at arranged representative and other matches;
- g. Raise funds by any means approved by the Committee of the CHA;
- h. Support clubs and schools seeking to improve hockey playing facilities.

### **3. BOUNDARIES**

The boundaries of the CHA shall be the administrative County of Cornwall (including the Isles of Scilly).

### **4. MEMBERSHIP**

- a. Full membership shall be by affiliation and shall be open to all clubs and schools playing hockey under the Rules referred to in Clause 1 above and within the boundaries defined by Clause 3 above.
- b. Applications for affiliation by clubs who qualify under Clause 4a may be made to the Secretary of the CHA who shall report the matter to the Committee at their next meeting.
- c. All clubs and schools shall pay an annual affiliation, determined at the AGM, to the Treasurer by 30<sup>th</sup> September each year.
- d. All members of the CHA are responsible for ensuring that all their contact details are kept accurate and current on the Cornwall HA website by contacting the CHA Secretary.
- e. The Committee may nominate as Honorary Life Members at the Annual General past Officers and Officials of the Association and any other person who has rendered conspicuous service to Hockey.
- f. Honorary Life Members of the CCWHA and CCHA will be invited to be Honorary Life members of the CHA.

## **5. OFFICERS AND OFFICIALS**

- a. The affairs of the CHA shall be managed by the Committee except for matters reserved for the CHA in an AGM.
- b. The Officers shall be the President, Chair, Vice Chair, Secretary and Treasurer.
- c. The Officials shall be the representatives of the Standing Committees as defined in Clause 8 and individual positions as recognised in Clause 7.
- d. The other Officials shall be the Disciplinary Officer, Competitions Organiser, Men's League Representative, Ladies League Representative, Men's Senior and U21 Representative.
- e. The Officers and Officials shall be elected at the Annual General Meeting, shall take office at the end of the meeting and shall hold office until the conclusion of the next following Annual General meeting.
- f. The Officers and Officials shall be eligible for re-election.
- g. If an Officer or Official does not complete the term of appointment, the Committee shall fill the vacancy until the next Annual General Meeting.
- h. Should a position remain vacant following the Annual General Meeting, the Committee shall fill the vacancy until the next Annual General Meeting.

## **6. FINANCE**

- a. The assets of the CHA shall be vested in the Treasurer who shall apply and deal with them under the direction of the CHA Committee. The income of the CHA shall be derived from the affiliation fees of members and subject to approval of the Committee from any other appropriate source. Such income shall be used for the furtherance of the aims and objectives of the CHA as defined in Clause 2 and for such other purposes as a General Meeting or the Committee determine.
- b. Affiliation fees shall be determined by the Annual General Meeting and these shall become due by the 30<sup>th</sup> September in each year.
- c. The Treasurer shall impose a fine at the rate of £5 per team and increasing by 100% after 14 day until such time as all fines have been paid in full.
- d. The Treasurer may be required to act as agent for the West Hockey Association in the collection of fees due to them and shall forward these to their respective Honorary Treasurer by the set due date.
- e. All cheques drawn on accounts held by the CHA shall be signed by any two of three nominated signatures.

## **7. THE COMMITTEE**

Subject to the overriding powers of a General Meeting the affairs of the CHA shall be governed by the Committee. The Committee may however, delegate to a Standing Committee or to an appointed person, such powers as it may be fit.

- a. The Committee shall consist of;

President

Shall be the Chair at General Meetings

Chair

Shall be the Chair at Committee Meetings

Represent the County at the West HA or delegate the responsibility to a CHA Committee member

Vice Chair

Who shall deputise in the absence of the Chair

Secretary

Responsible for general administrative tasks and minutes

Point of contact for EHB, West HA and other bodies

Responsible for publicity

Treasurer

Responsible for the finances of the association

Disciplinary Officer

Responsible for administering the EHB Code within the County

Representative on the West Disciplinary Committee

Competitions Administrator

Responsible for overseeing all County competitions organised by the CHA

Men's League Representative

Represent the County at the Men's league meetings

Women's League Representative

Represent the County at the Women's league meetings

Men's Senior & U21 team Representative

Responsible for reporting on Men's County squads

Schools & Youth Representative

Responsible for reporting to Committee on School & Youth matters

Represent the County at the West Performance Committee

Umpiring Representative

Responsible for reporting to Committee on Umpiring matters

Represent the County at the West Umpires Committee

Club Forum Representative

The Chair of the CHA will report to Committee on Club Forum matters

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

c. Matters for the agenda must be notified to the Secretary at least 10 days before the Committee meeting. The agenda shall be received at least 7 days before the date of the meeting.

d. If the Chair is unable to attend a meeting the Vice Chair shall take the Chair. In the absence of the Vice Chair the voting members present shall appoint one of their members to be in the Chair for the meeting.

e. Each Committee member shall have one vote even if attending in more than one capacity. Decisions shall be made by simple majority. In the event of a split vote the Chair shall have the casting vote.

f. In the event of the incapacity of a representative of any of the Standing Committees, that Standing Committee may nominate a deputy who shall be entitled to vote.

g. Five members shall form a quorum

h. The Committee may invite any person to any particular meeting or part thereof. Invited members shall not be entitled to vote.

i. Business to be transacted – the Committee shall;

Prescribe the Policies of the Association

Be responsible for long term plans and budgets

To oversee hockey development in the County

Receive and consider reports from the Officers and Officials and take any necessary action

Take any other action, which it may think fit

j. Ratifying the Terms of Reference for the Standing Committees and the decisions from Standing Committees.

k. In an emergency, decisions may be made by the Officers of the Committee (as defined in Clause 5).

l. The Officers shall also act as the arbitration panel in the event of any disputes, other than those arising under Clause 11. Any decision made shall be reported in writing to the Committee members within 14 days.

## **8. STANDING COMMITTEES**

The following Standing Committees shall each nominate one representative onto the CHA Committee: -

Schools & Youth

Umpiring

Club Forum

Disciplinary

b. The function, composition and operation of each standing committee shall be according to its terms of reference.

c. The Appointed Representative of each standing committee shall be elected or endorsed at the Annual General Meeting of the CHA and shall be eligible for re-election.

d. Other members of the Standing Committees shall be appointed by Appointed Representative.

e. Each Appointed Representative shall prepare and present reports from their Standing Committee to the CHA Committee and the Annual General Meeting.

f. The Cornwall Umpires Committee shall appoint one representative to the West Umpiring Committee.

g. The Cornwall Schools & Youth Committee shall appoint one representative to the West Performance Committee.

## **9. PLAYING QUALIFICATIONS**

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

## **10. CONDUCT**

All members including players, coaches, managers, umpires and officials will abide by the England Hockey Board Respect Code of Ethics & Behaviour and the England Hockey Board Safeguarding & Protecting Young People in Hockey policy.

The Committee will appoint a County Welfare Officer annually at the Annual General Meeting.

## **11. DISCIPLINARY MEASURES**

- a. The Disciplinary Code of England Hockey Board shall apply.
- b. The Annual General meeting shall appoint a County Disciplinary Officer and a Deputy Disciplinary Officer. The Disciplinary Officer or the Deputy shall administer the Code.
- c. If required under the terms of the Code or at the request of the Committee convene a meeting of the Disciplinary Committee.
- d. The Disciplinary Committee shall comprise of the County Disciplinary Officer and / or Deputy and two members of the appointed CHA Committee.

## **12. ANNUAL GENERAL MEETINGS**

The Annual General Meeting;

- a. The Annual General Meeting shall be held in May annually on a date prior to the West HA AGM and at a venue decided by the Committee of the CHA.
- b. Notice of the Annual General Meeting, a copy of the agenda, a list of nominations for the Officers, Officials and Appointed Representatives of the Standing Committees to be elected at the AGM shall be sent to every Officer, Committee member, affiliated Club and School, Honorary Life Members, at least 14 days before the date of such meeting.
- c. A copy of the income and expenditure account and a balance sheet shall be available at the meeting.
- d. Business to be transacted shall be: -  
Presentation of reports and accounts by Officers and Standing Committees  
Approval of Accounts  
Appointment of Auditor  
Election of the Officers and Officials, where applicable, of Standing Committees  
The determination of affiliation fees for the following season  
Any other items of business at the discretion of the Chair of the meeting
- e. 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.
- f. Written notice of any proposed alterations to the Constitution shall be received by the CHA Secretary no later than 1<sup>st</sup> April prior to the AGM and shall be accompanied by the names of the proposer and seconder.
- g. Nominations for the Officers, Officials and Appointed Representatives where applicable of standing committees shall be received by the Honorary Secretary by 1<sup>st</sup> April each year and must be agreed by the nominee. The Chair may take nominations from the floor in the event of no written nominations having been received for any position if that nominee is present.
- h. The incumbent President shall be in the Chair. In his or her absence the Vice President present shall take the chair. If no Vice President is present, the meeting shall elect one of the officers to chair the meeting.
- i. Subject to Clause 9e and Clause 9k 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.

- j. The following, if present at the meeting shall be entitled to vote: -  
The Officers, Appointed Representatives and Officials of the CHA  
Two representatives from each affiliated club  
One representative from each affiliated school  
Each representative shall have one vote only even if attending in more than one capacity  
The Chair of the meeting shall have the casting vote  
Honorary Life Members if present at the meeting shall not be entitled to vote
- k. Eight members present and entitled to vote shall form a quorum.

### **13. EXTRAORDINARY GENERAL MEETING**

- a. The CHA Committee shall convene an Extraordinary General Meeting at any time by the request of the Committee or on receiving a written request signed by or on behalf of the officers of at least than four affiliated clubs.
- b. A meeting called under Clause 10a shall be held within six weeks of the receipt of the requisition.
- c. Fourteen days notice in writing of an Extraordinary General Meeting and of all resolutions to be proposed there at shall be given to every member listed in Clause 9b. No other business shall be transacted.
- Business transacted at an Extraordinary General Meeting shall be on the terms applicable to the Annual General Meeting.

### **14. 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 two-thirds of those entitled to vote and voting. If it so decides, the CHA Committee shall have the power to order a postal ballot to be concluded on a prescribed date prior to the General Meeting.

If the resolution is carried, the CHA 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 in such a manner as shall be determined by a General Meeting or, if such a meeting so decides, by the CHA Committee.

### **15. INDEMNITY**

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

An appropriate policy of insurance must be put in place by the Treasurer to insure the Officers and Officials referred to in Clause 12 for their actions.