

## ‘Sussex Hockey Association’

### THE CONSTITUTION

(2<sup>nd</sup> July 2001)

Clause, Subject & Reference No.	Provisions
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#### I. Title

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| 1.1 | The Association shall be called the Sussex Hockey Association (hereinafter referred to as The Association), and shall be the governing body for all hockey in the County of Sussex, played to the Rules of The Game authorised by the Hockey Rules Board and the International Hockey Federation, or to such other rules as approved from time to time by England Hockey. |
| 1.2 | The County of Sussex shall embrace both East Sussex and West Sussex and any unitary bodies established within the County boundaries.  |

#### 2. Aims & objects

Within the County of Sussex, the aims and objects shall be to:

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| 2.1 | Promote, develop and encourage hockey (outdoor, indoor and for separate and mixed genders), for adults, young people and children in Clubs, Universities, Colleges and Schools, at all levels up to and including County representation. |
| 2.2 | Arrange and co-ordinate such leagues and competitions as may be desired in addition to those leagues and competitions approved and arranged by an association of higher authority.   |
| 2.3 | Together with any approved Umpires’ Association assist in the organising of umpiring and umpires’ education/coaching and maintain and improve standards of umpiring.   |
| 2.4 | Organise coaching and coach education and maintain and improve standards of playing and coaching.  |
| 2.5 | Work with the English Sports Council, East and West Sussex Sports Councils and any other relevant body in the interests of hockey within the County of Sussex.   |
| 2.6 | Honour and co-operate with such other aims and objects of the England Hockey constitution as maybe relevant within the County of Sussex.   |

#### 3. Membership

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| 3.1   | Full membership of The Association shall be available to any Club, University, College or School, which recognises the over-riding authority of England Hockey and whose ground/clubhouse is within the boundaries of Sussex. |
| 3.1.1 | If a member (under 3.1) moves to a ground/address within the boundaries of another England Hockey affiliated County, it may continue to affiliate through this Association.   |
| 3.1.2 | No member will be accepted unless its name clearly distinguishes it from another member already affiliated.   |
| 3.1.3 | No member shall change its name, nor incorporate any part of the name of a sponsor in its title, without permission of the Management Committee and subject to the over-riding authority of England Hockey.                   |
| 3.1.4 | Subject to the approval of The Association and of England Hockey, a member maybe allowed to affiliate through any other County Association.   |

##### **Affiliation**

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| 3.2 | Affiliated membership shall be granted to the Sussex County Hockey Umpires’ Association and to such other constitutional Associations or organisations as The Association shall approve in General Meeting. |
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##### **Associate Membership**

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| 3.3   | Associate membership of Association may be accorded to persons, who have rendered service to hockey within Sussex, whether in a playing or an official administrative capacity within their own member organisation.   |
| 3.3.1 | Nomination for Associate membership shall be submitted by the Hon. Secretary of the organisation of which the nominee is a member, to the Hon. Secretary of The Association, or to the Hon. Secretary (Associate Members) for consideration by the Management Committee. |

- 3.3.2 The number of Associate members maybe limited at the discretion of The Association in the General Meeting.
- 3.3.3 Life Associate Membership may be offered at the discretion of the Management Committee as determined at an Annual General Meeting of the Association.
- 3.3.4 Donations as maybe received from Associate members shall be used at the discretion of the Management Committee.

#### 4.Officers

- 4.1 The Officers of The Association shall act in either an Executive or non-Executive capacity.
- 4.1.1 The Executive Officers of The Association shall be:
  - a) The Chairperson of the Management Committee
  - b)The Honorary Secretary
  - c) The Honorary Treasurer (s)
  - d)The Chairperson of the Junior Development sub-committee
  - e) Other holders of office as The Association in Annual General Meeting shall designate.
- 4.1.2 The non-Executive Officers of The Association shall be:
  - a) The President
  - b) The Life Vice-Presidents
  - c)The Vice Presidents
- 4.2 The officers listed in 4.1.1 and 4.1.2 shall be elected at an Annual General Meeting, and shall hold office until the conclusion of the next following Annual General Meeting.
- 4.2.1 The President having been elected at an Annual General Meeting of The Association shall hold office for not more than three years without submitting to re-election at the next appropriate Annual General Meeting.
- 4.3 Nominations for officers under 4.1.1 and 4.1.2 other than for Life Vice Presidents may be made by the Management Committee, or by any affiliated member.
- 4.3.1 Such nominations, under 4.3, shall be made in writing to the Honorary Secretary of The Association no later than the date prescribed by the Management Committee, and shall include the name, address and consent of the nominee.
- 4.3.2 Life Vice Presidents shall be present or former officers of The Association, who have rendered exceptional service to The Association, or its preceding organisations
- 4.3.2.1 Nominations for Life Vice Presidents, of whom there shall not be more than 15, may be nominated by the Management Committee, only to an Annual General Meeting.
- 4.3.3 Nominees for a Vice Presidency shall have rendered service to The Association.

#### 5.The Management

- 5.1 The day to day affairs of The Association shall be conducted by a Management Committee.
- 5.1.1 The Management Committee shall consist of:
  - a)The Chairperson of the Management Committee
  - b) Other Executive Officers as listed in 4.1.1
  - c)One liaison officer from each of former separate associations to monitor Ladies, Mens and Mixed hockey
  - d) Two representatives of the Sussex County Hockey Umpires Association
  - e)Representative(s) of The Association to higher Associations and other bodies
  - f) The Chairperson, or one representative of each sub-committee
- 5.1.2 The Management Committee may co-opt to any one, or more of its meetings, any person(s) it may deem appropriate. Such co-opted persons shall not have a vote.
- 5.2 The Management Committee shall meet not more than on six occasions between any two Annual General Meetings, at a venue and time at the discretion of that Committee.
- 5.3 If a vacancy occurs among the Executive Officers, the Management Committee shall fill the vacancy for the remainder of The Association's year, subject to the approval of the next General Meeting. Nominations for a vacancy under 5.3 may be made to the Hon. Secretary by an affiliated member, provided only that the consent of the nominee has been obtained.
- 5.4 Subject to 5.1.2, each member of the Management Committee shall have one vote. The Chairperson shall have the casting vote.
- 5.4.1 Upon a vote being taken during a Management Committee meeting, a simple majority of votes shall determine any issue.
- 5.5 A quorum of the Management Committee shall be five persons present and entitled to vote.
- 5.6 The Management Committee shall:
  - I. Delegate such of the activities and operations of The Association, as it deems fit, to sub-committees.

2. Approve the terms of reference for each sub-committee
3. Receive reports from and to consider recommendations made to it by any sub-committee
4. Fill vacancies occurring under 5.3 and/or in a vacancy occurring in the appointment of a representative of The Association, for the remainder of The Associations' year
5. Submit nominations to an Annual General Meeting for the election of The President and Life Vice Presidents
6. Approve or reject nominations for Associate membership, as at 3.3.1
7. Approve the award of County Colours to players of teams representing Sussex upon the recommendation of the Manager or Captain of county teams
8. Approve the award of competition trophies as advised by the organiser of each approved competition
9. Act in the best interests of The Association, as circumstances demand

## 6. General Meeting

- 6.1 The Annual General Meeting of The Association shall be held no later than 30<sup>th</sup> June in any calendar year.
- 6.1.1 The Annual General Meeting shall be the governing body of The Association, subject only to the over-riding authority of England Hockey.
- 6.2 An Extraordinary General Meeting shall be convened at anytime by order of the Management Committee, or following the receipt by the Hon. Secretary of a request to hold such meeting, signed by not less than two officers, or by not less than four affiliated member clubs.
- 6.2.2 No business shall be transacted at an Extraordinary General Meeting other than that specified in the notice convening the meeting or incidental thereto.
- 6.3 Ordinary General Meetings shall be held not more than three times between two Annual General Meetings.
- 6.4 Attendance at any General Meeting shall be open to: The President and all Officers of The Association, not more than two representatives of each member Club and affiliated organisation, together with the Associate Members, of whom not more than three may vote and such other persons as the Management Committee may invite.
- 6.4.1 Failure by Member Clubs to send any representatives to the Annual General Meeting shall render themselves liable to a financial penalty, which the Management Committee may impose.
- 6.4.2 The amount of financial penalty in 6.4.1 shall be determined by The Association at an Annual General Meeting.
- 6.5 The agenda for any General Meeting shall be prepared by the Management Committee and shall be issued to all members not less than 14 days prior to the meeting.
- 6.5.1 Notice of any matter, which any member wishes to be included in the agenda, must be received in writing, by the Hon. Secretary not less than 28 days prior to the Meeting.
- 6.6 General Meetings shall be chaired by the President.
- 6.6.1 In the absence of the President, the voting members present shall appoint one of their number to be the chairperson.
- 6.7 Nominations for elections or appointments to be made at any General Meeting shall have the consent of the nominee.
- 6.8 Voting on any matter at a General Meeting shall be decided by a simple majority of votes.
- 6.8.1 Voting on the settling of the level of affiliation fees and other charges to Member Clubs shall be determined by a simple majority of Club representatives present and voting.
- 6.8.2 In the event of an equality of votes cast, the Chairperson of the Meeting shall have the casting vote.
- 6.9 No business shall be transacted at any General Meeting unless a quorum is present at the time scheduled for the meeting to commence.
- 6.9.1 Representation from five Member Clubs and not less than two Officers, all of whom are entitled to vote, shall form a quorum.

## 7. Terms of Reference

- 7.1 The Annual General Meeting shall:
  - a) Consider long term plans, policies and budgets of The Association submitted to it by, or through, the Management Committee.
  - b) Receive Annual Accounts and the Report of the Hon. Treasurer.
  - c) Receive such other Reports, as the Management Committee shall prescribe.
  - d) Consider and determine any resolutions for which proper notice has been given in accordance with the provisions of 6.5 and 6.5.1.
  - e) Award and present such Colours, trophies as may be appropriate.
  - f) Conduct the election of Officers for the ensuing year.
  - g) Make such appointments of persons to represent The Association, as shall be necessary.
  - h) Approve the level of affiliation fees for the ensuing year.
  - i) Approve level of non-attendance fines, as provided by 6.4.1 and 6.4.2, for ensuing year.
  - j) Appoint trustees, as and when necessary.

- k) Appoint an Accounts Examiner.
- l) Conduct such other business, as the Chairperson shall allow.
- 7.2 Business to be considered by Extraordinary General meetings shall be confined to the provisions of 6.2.2.
- 7.3 Ordinary General Meetings shall:

- a) Receive reports as tabled by the Management Committee.
- b) Consider regulations for any competitions arranged by The Association or amendment thereto.
- c) Approve level of competition entry fees.
- d) Consider any matter for which notice has been given under the provisions of 6.5.1.
- e) Give direction to the Management Committee as the Meeting deems to be in the best interests of The Association.
- f) Conduct such other business, as the Chairperson shall allow.

## 8.Finance

- 8.1 The assets and funds of The Association shall be controlled by the Hon. Treasurer, or that officers approved assistant(s), who shall apply such assets and funds in such manner as the Management Committee, or a General Meeting shall direct.
- 8.2 The income of The Association shall be derived from affiliation fees, competition entry fees, subscriptions, financial penalties and by other means as approved by, or through the Management Committee and provided, only, that such funds shall be for the furtherance of the aims and objects of The Association.
- 8.3 So far as is practical, the funds of The Association shall be used equally, or in such proportions, for mens', womens' and mixed gender activities, separately, as the Management Committee shall direct.
- 8.4 The Association may, at the discretion of a General Meeting, appoint up to three persons who shall act jointly, as trustees of all, or a part, of its funds and assets.
- 8.4.1 The assets and funds, for which trustees have been appointed, shall be vested in those persons.

## 9.Affiliation Fees

- 9.1 Each affiliated Club shall pay an annual affiliation fee to The Association, the amount of which shall be determined by an Annual General Meeting and shall be due on 1<sup>st</sup> September, in each calendar year.
- 9.1.1 Affiliation fees due to The Association shall be remitted to the Hon. Treasurer not later than 1<sup>st</sup> November, in each calendar year.
- 9.2 The Hon. Treasurer shall report to the Management Committee each Club in arrears with the payment of its affiliation fee, where that fee remains unpaid after 31<sup>st</sup> October in any calendar year.
- 9.2.1 The Management Committee shall have the power to impose a loading of 25% of any fee, which remains unpaid as in 9.2.
- 9.2.2 Where an affiliation fee remains unpaid at 31<sup>st</sup> December, the Management Committee shall have the power to impose a loading of 50% of the outstanding fee(s).
- 9.2.3 Where an affiliation fee continues to remain unpaid after 3<sup>rd</sup> December, the Management Committee may refer the matter to the Discipline and Conciliation Committee and such failure of payment shall be regarded as a breach of Rule 12.2.1.

## 10.Sub-committees

- 10.1 The Association shall, through its Management Committee, or at the direction of a General Meeting, appoint sub-committees of not less than three persons, each, who shall be responsible to the Management Committee, for specific activities for which the sub-committees were created.

Sub-committees shall be appointed for the following purposes:

- Junior Development
- Competitions
- Selection (for County Representative Squads)
- Disciplinary & Conciliation
- Others, as shall be deemed necessary.

The Chairperson(s), Hon. Secretary and Hon. Treasurer(s) shall be ex-officio all sub-committees.

The President and Hon. County Disciplinary Administrator shall be ex-officio the Management Committee

- 10.2 The Junior Development sub-committee shall:  
Recommend to the Management Committee such changes in policies, procedures and appointments, as it deems necessary, and administer and organise the Junior Development Programme as prescribed by England Hockey.
- 10.3 The competition sub-committee shall:
- .1 Manage, monitor and arrange such competitions [Cups, Leagues, and Tournaments] as a General Meeting may approve.
  - .2 Co-ordinate with the Hon.Treasurer, the level of fees of entry to be raised for each and every competition.
  - .3 Liase with the SCHUA in the umpiring of approved competitions.
  - .4 Recommend to the Management Committee amendments to any Competitions Rules and Regulations.
  - .5 Recommend to the Management Committee the raising and level of fines for non-compliance with The Association's approved Competition Rules and Regulations.
  - .6 Maintain a Register of Trophies, their holders, locations and dates of award and return.
  - .7 Report to the Management Committee and to a General Meeting the progress of each competition.

## 11.County Representation

- 11.1 The Association shall field squads of players, who shall represent The County at any level of competition and arranged under the authority of England Hockey.
- 11.2 The Association shall decide, in General Meeting, which England Hockey or Regional level of competition representative squads may be entered.
- 11.1.1 The Association may field a representative team at the request of a Member Club, who wishes to celebrate some specific event.
- 11.1.2 All County squads shall conform to the regulations governing the competition into which they are entered.
- 11.2 The Association shall decide in General Meeting, the Colours in which their representative teams shall play, including the provision of an alternative strip.
- 11.3 A General Meeting may appoint or direct the Management Committee to appoint a Manager, Coach and Captain for each and every representative squad.
- 11.3.1 A General Meeting may appoint or direct the Management Committee to appoint, one or more persons as Selectors, who may act, collectively as a Selection sub-committee. The Selection sub-committee shall comprise such Managers, Coaches, Captains and Selectors as may be relevant.
- 11.4 The award of County Colours for players who have represented The Association at under-21, Senior 1<sup>st</sup> XI and Veteran level shall be subject to the approval of the Management Committee from representations made to it by the Selection sub-committee.
- 11.4.1 No player shall receive an award unless they shall have played in at least three matches at anyone level.
- 11.4.2 The award of Colours shall take the form of a badge, or such other trophies or insignia as The Association shall decide in the General meeting.
- 11.5 Qualification for selection to represent The Association shall be in accordance with the Rules and Regulations of the England Hockey or Region.

## 12.Discipline & Conciliation

- 12 Players, officials and members of The Association, its affiliated Clubs, Schools, Colleges and affiliated organisations shall be subject to the Disciplinary Rules and Regulations of England Hockey.
- 12.1 The Association shall appoint, annually, at the Annual General Meeting, a County Disciplinary Administrator.
- 12.1.1 The County Disciplinary Administrator ('CDA') shall deal with the indiscipline of players reported to him/her and shall act in accordance with the Disciplinary Rules and Regulations of England Hockey. The CDA shall report to the Management Committee all cases of indiscipline involving the issue of RED cards, together with details of a player(s) name, Club, nature of indiscipline and the length of the suspension awarded.
- 12.2 Additionally to the provisions of 12, above, all Officers and affiliated members and other officials of The Association are expected to conform to the Constitution and Regulations of The Association.
- 12.2.1 If in the opinion of the Management Committee, the conduct of a person or Club reported to it is considered detrimental to the interests of The Association, such person or Club shall be notified of that opinion and if no satisfactory explanation is forthcoming such person or Club maybe asked to attend a Conciliation & Discipline sub-committee convened for that purpose.
- 12.3 A Conciliation & Discipline sub-committee maybe appointed by the Management Committee to deal with:
- a)Matters raised by the CDA in relation to cases under 12.1 which remain unresolved,

- b) Matters raised by the Management Committee in relation to breach of 12.2.1.
- 12.3.1 The Conciliation & Discipline sub-committee shall consist of:
  - The Chairperson of the Management Committee
  - The Hon. Secretary of The Association
  - The County Disciplinary Administrator (where his/her presence is deemed necessary)
  - Such other person(s) as the Management Committee deems appropriate.
- 12.3.2 Person(s) or a Club requested, in writing, to appear before a Conciliation & Disciplinary sub-committee maybe represented by up to three persons choosing, other than those appointed to that sub-committee.
- 12.3.3 Where under 12.3.2, the alleged offence is found to be proven the Conciliation & Disciplinary Committee may recommend to the Management Committee that appropriate action be taken.
- 12.3.4 Subject to the approval of The Association in General Meeting, the General Meeting may impose a financial penalty or a period of suspension, whichever is deemed appropriate.
- 12.3.5 A decision under 12.3.4 shall be made, in writing to the person or Club so sanctioned.
- 12.3.6 An appeal against the decision made under 12.3.3 maybe lodged with the Southern Counties Hockey Association and in accordance with that Association's disciplinary procedures.
- 12.4 No member Club shall accept, knowingly, any player, as a member of that Club, who is financially default to any other Club within the authority of England Hockey.

### **13. Communication and Data**

- 13.1 The Management Committee may authorise any Officer of The Association, or any person acting under the direction of an Officer, to maintain records relating to the administration of The Association, on a computer, or other electronically stored medium. Approval for the inclusion of any personal data must be obtained from the person concerned prior to any such inclusion.
- 13.2 The Association shall publish printed information of its Constitution, Officers, Clubs League and other competition programme(s) and any other matter, as the Management Committee shall direct.
- 13.3.1 The Association shall circulate annually, to all Officers, Member Clubs, Associate Members, Schools, Colleges and affiliated organisations at least one copy of each publication, as maybe approved.
- 13.3.2 Affiliated Clubs shall receive one copy of each publication for each team fielded by a Club but in no case shall a Club receive less than three copies.

### **14. Amendments to Constitution**

- 14.1 The provisions of the Constitution of The Association maybe amended, deleted or increased by a majority of 75% of those present and entitled to vote in Annual General Meeting or at an Extraordinary General Meeting
- 14.2 Notices of any proposals under 15.1 shall be prepared by Hon. Secretary as directed by the Management Committee, or shall be received in writing by the Hon. Secretary and in accordance with the provisions of 6.5.1.
- 14.3 No amendments for approval shall be contrary to the over-riding authority of England Hockey.

### **15. Winding-up of The Association**

- 15.1 The Association cannot be wound up or have its assets and funds transferred without the approval of 75% of members present and voting at an Extraordinary General Meeting.
- 15.2 In the event of The Association being wound up, all monies, including those arising from the sale of assets and after payment of proper expenses, shall be shared equally amongst affiliated Clubs, Schools and Colleges.
- 15.3 In the event of the formation of a new, reduced and/or continuing Association, whose aims and objects and affiliations are similar to those of The Association. Such funds and assets shall be transferred to the new Association, subject only to all prior liabilities having been discharged.

**Sussex Hockey Association**  
**01 September 2010**