

Oxfordshire

HOCKEY ASSOCIATION:

Constitution and Rules 2019

1. Membership

1.1 The Association shall be called the Oxfordshire Hockey Association (the Association) and membership shall be available to hockey clubs, universities, colleges and schools whose grounds are located within the County of Oxfordshire (the County). 1.2 The Association shall be affiliated to the English Hockey National Governing Body under their

rules and to the appropriate Regional Hockey Association. 1.3 The Association shall comprise the Oxfordshire Hockey Umpires Association and all Associations and Clubs which may from time to time affiliate to it directly. All shall inherit and be bound by the Rules of the Association, the appropriate Regional Hockey Association and the English Hockey National Governing Body. 1.4 The organisation of the Association will allow for partially self-governing sections to run Men's,

Women's, Mixed and Junior hockey. 1.5 Each affiliated organisation or club shall be furnished with a copy of the current Constitution and Rules of the Association.

2. Objects

2.1 The objectives of the Association are to promote, encourage and develop hockey, both outdoor and indoor, at all levels in the County. These overall objectives will be achieved by: 2.1.1 positively promoting and publicising hockey in the County; 2.1.2 providing a united voice for hockey in Oxfordshire, 2.1.3 giving appropriate advice and guidance to those clubs and associations which affiliate and to associations of which the Association, is itself, a member; 2.1.4 facilitating the running of representative men's and women's hockey at County Senior, Veteran, U21, Junior (at whatever age-groupings are deemed appropriate) and mini-hockey levels; 2.1.5 providing the environment for and sponsorship of county-based club leagues and tournaments; 2.1.6 encouraging and promoting club development at senior and junior levels including appropriate progression for young players; 2.1.7 encouraging and promoting hockey development in universities, colleges and schools within the County; 2.1.8 encouraging and promoting development at senior and junior levels for hockey coaches and umpires; 2.1.9 ensuring that all hockey played within the county is subject to the disciplinary codes of conduct required by the governing bodies.

3. Child Protection

3.1 The Association recognises that issues of child protection are paramount in sport. It will follow the regulations and guidance of the English Hockey Governing Body. 3.2 The Managing Committee will ensure that relevant policies are on the Association website. 3.3 The association shall appoint or have

access to a suitably qualified Child Welfare with full responsibility to monitor, deal with and take action on any child welfare issue.

4. Equity

4.1 The Association is committed to ensuring equity in its membership, development and operation and adopts the following statement on sports equity; ***“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes easily accessible to everyone in society.”***

Oxfordshire Hockey Association - Constitution & Rules – Vrs 1 June 2005; Vrs 2 July 2019 Page 1 of 6

4.2 The Association will follow the regulations and guidance on “Equity” of the English Hockey Governing Body and the Management Committee will ensure that relevant policies and procedures, which take account of these, are developed, published and implemented. 5. **Officers**

5.1 The Officers of the Association shall be the President, the Hon Secretary and the Hon

Treasurer. 5.2 The Officers of the Association shall retire at the Annual General Meeting but shall be eligible for

re-election. 6. **Management**

Committee

6.1 The Association shall be governed by a Management Committee consisting of the three Officers and up to six additional Committee members (up to five of these shall represent any or all of the men’s, women’s, mixed, indoor and junior sections and all these positions shall be available for nomination and election at the Annual General Meeting). The County Hockey Umpires Association shall be asked to provide a representative as the final (sixth) member of the Management Committee. 6.2 In addition to the six members detailed in 6.1, the Management Committee shall also nominate a person to act as the County delegate to the Regional Hockey Association and shall co-opt such person to the main committee. 6.3 The Committee shall have power to fill any vacancy which may occur, or to co-opt members as

it considers necessary. 6.4 Affiliated Clubs may nominate members to attend any Management Committee meeting. The Managers of the Senior and Under 21 teams may also attend committee meetings. Such attendees will have no voting rights. 6.5 Any member of the Management Committee shall have the right to attend the meetings of any

other sub-committee of the Association. 6.6 Unless and until and insofar as the Association in General Meeting shall otherwise resolve, the

Committee shall: 6.6.1 have full power to determine all questions as to the management of the Association

and the expenditure of its funds. 6.6.2 have power to authorise the payment of expenses for services to the Association. 6.6.3 decide any rules to be adopted by any of its sub-committees and control such

sub-committee’s terms of reference.

7. Disciplinary

7.1 The Management Committee shall appoint a Disciplinary Officer and Deputy in accordance with the English Hockey National Governing Body Disciplinary Code. 7.2 All affiliated members of the Association will adopt the current disciplinary procedures as laid down from time to time by the English Hockey National Governing Body.

8. Management Committee Meetings

8.1 The Management Committee shall meet on at least three occasions in each year. 8.2 A meeting of the Management Committee may be called at any time in any of the following

ways, subject to fourteen days notice. 8.2.1 by order of the Committee: 8.2.2 at the discretion of the President, Hon Secretary or Hon Treasurer: 8.2.3 on receipt of a requisition, signed by the Hon Secretaries of at least two affiliated

Clubs and/or Associations, on the instruction of such affiliated organisation. 8.3

At all Management Committee meetings four shall form a quorum. 9. **Emergency Committee**

9.1 In exceptional circumstances, decisions that would normally be taken by the Management Committee may be made by an Emergency Committee. This will normally consist of the President, Hon Secretary and Hon Treasurer, but if only one or two of these are available, the Emergency Committee shall be made up to three by the inclusion of such other officers of the Association as may be available at the time. Any decisions made by the Emergency Committee shall be reported and endorsed at the next full Committee meeting. 10. **Annual General Meeting**

10.1 The Annual General Meeting of the Association shall be held not later than 1 July each year.

11. **Extraordinary General Meeting**

11.1 The Management Committee may call an Extraordinary General Meeting at any time for any special purpose.

11.2 An Extraordinary General Meeting must be called immediately upon the requisition in writing to the Hon Secretary by two affiliated clubs or a sub-committee. Such requisition shall state the purpose for which the meeting is required.

11.3 No business shall be transacted at an Extraordinary General Meeting other than that specified in the notice of such meeting or incidental thereto.

12. **Notice of General Meetings**

12.1 At least fourteen days' notice of the Annual General Meeting or an Extraordinary General Meeting, shall be given in writing or by email to each member of the Committee and to the Hon Secretaries of each affiliated club or Association and to all VicePresidents specifying the place, the day and the hour of the meeting and the nature of the business. 12.2 Nominations for officers, duly proposed and seconded, shall be delivered to the Hon Secretary not less than seven days prior to the date of the Annual General Meeting. Nominations will only be accepted at the Annual General Meeting if the Hon Secretary receives no nominations for particular posts by the due date. 13.

Proceedings at Annual General Meetings

13.1 Chairman – the President of the Association shall preside as Chairman at every General Meeting. If for any meeting he/she is not present within fifteen minutes after the time appointed for holding the meeting, or if he/she is unwilling to act as Chairman, those present and entitled to vote shall choose one of their number to be Chairman. 13.2 Representation:

13.2.1 Each affiliated County Club shall be entitled to send not more than three representatives to any General Meeting with each representative having one vote. 13.2.2 Other affiliated Associations shall each be entitled to send one representative with each having one vote. 13.2.3 Affiliated schools in the County shall each be entitled to send one representative with each having one vote. 13.2.4 The Officers and Management Committee of the Association shall

each have one

vote. 13.2.5 Other organisations and associations which may from time to time affiliate directly shall be entitled to send one representative to any such meeting but shall have no vote. 13.3 Quorum – no business shall be transacted at any General Meeting unless a quorum is present

at the time the meeting is opened. Four persons entitled to vote shall form a quorum. 13.4 The Annual General Meeting must conduct the following business:

13.4.1 Adoption of the Annual Report provided by the Management Committee. 13.4.2 Adoption of the Statement of Accounts for the preceding financial year ended on 30th

April as submitted by the Hon Treasurer. 13.4.3 Election of Officers for ensuing year. 13.4.4 Appointment of a suitably qualified person to inspect the accounts. 13.4.5 Setting the affiliation fee to be paid to the County Hockey Association in the forthcoming season by affiliated Associations and Clubs based on the recommendations made by the Hon. Treasurer. 13.4.6 Decide on any resolutions properly submitted to the Hon Secretary in advance of the

meeting. 13.5 Voting – each representative under 13.2 above and the Officers and Management Committee of the Association shall be entitled to vote at a General Meeting. With the exception of amendment or alteration to the rules, all decisions taken at General Meetings shall be reached by a **majority of votes** given by ballot or by show of hands as directed by the Chairman of the meeting. In the event of an equality of votes, the Chairman shall have a second or casting vote. 13.6 No new rule shall be made nor an existing rule amended or rescinded except at an Annual General Meeting or Extraordinary General Meeting of which due notice, accompanied by particulars of the proposed rule or alteration or amendment, shall have been given, and unless **approved by at least two-thirds of those present**, entitled to vote and voting at such meeting.

Oxfordshire Hockey Association - Constitution & Rules – Vrs 1 June 2005; Vrs 2 July 2019 Page 3 of 6

13.7 Attendance – Clubs that send a representative to the Annual General Meeting will be given a discount of 25% of their affiliation fees for the following season (or such other discount as is resolved at the Annual General Meeting). 13.8 Emergency provision of Officers

13.8.1 If at the Annual General Meeting, no nominations are received for all or any of the three elected Officers of the Association, affiliated clubs will be required to fill those positions by a random draw, as detailed below: 13.8.1.1. Such random draw shall take place at the same Annual General Meeting and shall be carried out by the outgoing President and Secretary or, in their absence or incapacity, by two delegates agreed by those attending the meeting 13.8.1.2. To ensure an outcome which is balanced across all sizes of club, the draw will include one entry for each affiliated club who is not already named on the committee. . 13.8.1.3. No club will be required to fill more than one of the elected Officer positions on

the incoming committee 13.8.1.4. Any club to which an outgoing officer is affiliated will be excluded from the draw

procedure. 13.8.2 Any club failing to comply with the results of 13.8.1 above may have disciplinary action

taken against it as allowed under Rule 2.1.

14. Regulations

14.1 The Management Committee may make local regulations for the control of the game and its administration so long as they are fully consistent with these rules and are subordinate at all times to the rules and regulations of the English Hockey National Governing Body, the appropriate Regional Hockey Association and their Committees. 14.2 Such local regulations, whether issued by the Committee, the English Hockey National Governing Body or the

Regional Hockey Association shall, after due notice has been given, be adhered to by all person's subject to these rules. 14.3 Notice of the introduction of such regulations shall be communicated to all affiliated clubs and associations in writing at least twenty-one days before the date of implementation and this notification shall be deemed to be due notice under this rule. 15. **Finance**

15.1 The Association Treasurer shall maintain budget and accounts on behalf of the OHA and shall allow any Management Committee Officer to scrutinise these on demand.

15.2 All accounts are to be maintained in the name of the association and all cheques drawn on the account(s) are to be signed by two signatories and all electronic payments authorised by two people. The signatories or electronic payment authorisers shall be appointed by the Management Committee. 15.3 The Association Treasurer will prepare for the coming season a budget based upon the information supplied by the Management Committee, who will amend, if appropriate, and approve said budget. As such the Management is solely responsible for agreeing or otherwise all the financial commitments and expenditure of the association. It may delegate specifically the authority to initiate all payments within the agreed budget to association treasurer, but any payments outside the budget must be referred to the Management Committee before payment. 16. **Annual Accounts**

16.1 The Association Treasurer shall keep a record of the financial transactions of the Association and produce an inspected revenue account and balance sheet made up to 31st August each year. A draft copy of this will be circulated with the Notice of the Annual General Meeting. 17. **Audit of Accounts**

17.1 A suitably qualified person book keeper appointed by the members at the previous Annual General Meeting Shall Audit the accounts

18. **Minutes**

18.1 The Hon Secretary shall record all resolutions and proceedings of all meetings. 18.2 Such minutes shall, upon questions put and notes taken thereon at the subsequent quorate meeting, be signed by the Chairman and when signed by the Chairman shall be conclusive evidence of the correctness of the entries and that the meeting to which the minutes referred was duly convened and held.

19. **Submissions to Committee**

19.1 Any affiliated Association or Club may bring any matter before the Committee. Such matters and submissions should be notified in writing to the Hon Secretary at least seven days before the Management Committee meeting at which the matter is to be discussed 20. **Travelling Expenses**

20.1 All travelling expenses to be claimed from the Association must be approved by the Treasurer. 20.2 Except with the consent of the Management Committee, no player or other member or official of a team playing in any match, nor any member of the Association attending an authorised meeting, may receive expenses in excess of second-class rail fare or the approved car mileage as set by the Inland Revenue. 21. **Breach of the Rules**

21.1 If any affiliated Association, Club, player, official or member is accused of any misconduct or breach of rules, the Committee shall have the power to convene a meeting to consider a resolution to order the offending Association, Club, player, official or member to be removed from the Association, suspended for a stated period or dealt with in such manner as the Committee shall think fit. 21.2 Such meeting shall be held not less than 21 days after notice has been given to the accused Association, Club, player, official or member, who shall at such meeting and before the passing of such resolution have the opportunity of giving orally or in writing any explanation that it or he/she may think fit. 21.3 Any Club or player playing with or against the offending club or player after such removal or during such time of suspension shall be dealt with in such a manner as the Committee think fit. The Committee shall ensure that any such decision is notified as

appropriate. 21.4 The Association, Club, player, official or member so dealt with under this rule may appeal to the appropriate Regional Hockey Association in the first place and thereafter to the English Hockey Governing Body. In the case of such appeal the appellant will be required to deposit a sum of money, as may be determined from time to time by the appropriate Regional Hockey Association or by the English Hockey Governing Body. This amount shall be returned in the event of an appeal being successful, but the body hearing the appeal may, at its discretion, return all or part of the amount if the appeal is unsuccessful. 21.5 Monies owed to the Oxfordshire Hockey Association for a period of more than two months from date of invoice will warrant a 10% surcharge.

22. Colours

22.1 The playing colours of the Association shall be royal blue shirts, navy shorts/skirts, royal blue socks with red shirts as an alternative. 22.2 Players who have represented the County at senior or youth level at either outdoor or indoor hockey in an inter county tournament shall be entitled to wear a badge as approved by the Committee of the Association. In addition, County colours may be awarded by the Committee as considered appropriate. 23. **Team Managers**

23.1 The Committee shall make the final appointment of team managers and coaches.

23.1.1 The Team Managers shall be responsible for all matches played under the sponsorship of the Association. 23.1.2 The Team Managers shall have power to delegate the management of any match as

he/she thinks fit with approval of OHA Management Committee. 23.2 Before taking effect, all such appointments shall be approved by the full Management Committee of the Association who are responsible for ensuring that all those appointed are properly qualified and suitable for the positions they are to hold. 23.3 The Management Committee shall insist that all Lead coaches representing OHA hold a current Hockey National Governing Body coaching qualification, attended Safeguarding and Child Protection training, hold a current first aid qualification, had enhanced Disclosure and Barring Service checks completed and hold Public Liability Insurance and first aid qualification. All assistant coaches should have enhanced Disclosure and Barring service checks completed. 23.4 It is the responsibility for all Lead Coaches to comply with all in 23.3 24. **Cessation of Affiliation**

24.1 No affiliated Association or Club which from any cause has ceased to be affiliated to the Association, nor any person claiming under such affiliated Association or Club, shall have any right, title, interest or claim in, to or upon the Association or any of its assets.

Oxfordshire Hockey Association - Constitution & Rules – Vrs 1 June 2005; Vrs 2 July 2019 Page 5 of 6

25. Winding up of the Association

25.1 If the Oxfordshire Hockey Association is wound up, its funds should be paid and distributed to members of the Oxfordshire Hockey Association on a pro rata basis, based on the previous year's affiliation fees. 25.2 Before payment of funds to any other body, the sum identified in the Accounts or by the Hon.

Treasurer as belonging to the schools shall be paid to an appropriate school's organisation. 25.3 The Hon. Treasurer shall be empowered to make the payments on the winding up of the Association or its becoming defunct on his/her own authority. 25.4 The actions set out in 25.1, 25.2 and 25.3 shall be completed within 60 days of a resolution to wind up the Association.

**Adopted at the General Meeting of Oxfordshire Hockey
Association held on 17th May 2019**

Review date of OHA constitution May 2024

**John Dykes President Oxfordshire Hockey
Association**

**Lorna McCulloch – Outgoing Secretary
Carolyn Barrett – Incoming Secretary
Oxfordshire Hockey Association**