

# Wiltshire County Hockey Association

## Constitution

### 1. Title

The Association shall be called the Wiltshire County Hockey Association ('the Association') subject to the rules of England Hockey 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 clubs and schools;

2.2 arrange such competitions as may be approved by the Executive Committee of the Association;

2.3 select and train squads of players to represent the Association;

2.4 organise coaching and maintain and improve standards of coaching and playing;

2.5 arrange representative and other matches;

2.6 support clubs and schools seeking to improve playing facilities;

2.7 maintain and improve the standard of umpiring;

2.8 raise funds by any means approved by the Executive Committee;

2.9 foster friendship between all those interested in the game of hockey;

2.10 to give consideration to any matters not specifically set out in this Constitution.

### 3. Boundaries

The Boundaries of the Association shall be;

3.1 for clubs comprising men and women, for mixed clubs and for Schools within the boundaries of the County of Wiltshire.

### 4. Membership

4.1 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, within the boundaries defined by clause 3 above;

4.2 Honorary Life Membership may be conferred on past officers of the Men's Hockey Association or of the Women's Hockey Association or of the County Hockey Association and others who have rendered special services to the said Association by a resolution passed by a simple majority at a

general meeting of the Association. Life members shall have the right to vote at general meeting and shall not be required to pay a subscription'

4.3 Individual Association membership shall be open to past players and officers and others interested in hockey. Such membership shall be authorised by the Executive Committee on application. Such members shall pay a subscription but shall have no voting rights.

## 5. General Meetings

### 5.1 Annual General Meeting

5.1.1 The Annual General Meeting shall be held in each year before the end of May on a date prior to the West AGM and at a venue to be decided by the Executive Committee;

5.1.2 Notice of the Annual General Meeting together with;

(a) a copy of the agenda;

(b) a list of nominations for officers and Executive Committee'

(c) a copy of the Annual Accounts;

shall be sent to members of the Executive Committee, Secretaries of each member club and school 14 days before the date of such meeting;

5.1.3 Business to be transacted;-

(a) presentation of reports and accounts by officers;

(b) approval of accounts;

(c) appointment of an examiner of the accounts;

(d) election of officers and members of the Executive Committee;

(e) determination of affiliation fees and subscriptions for the following season;

(f) 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 the Association be dissolved, 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 and 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 1<sup>st</sup> March prior to the Annual General Meeting and shall be accompanied by the name of the proposer and seconder.

5.1.6 Subject to the provisions of Clauses 5.1.4 and 5.1.8 all business at the Annual General Meeting shall be transacted by a simple majority of those present entitled to vote and voting and all motions and nomination shall be proposed and seconded by persons entitled to vote at the meeting.

5.1.7 The incumbent President of the Association shall be the Chair. In his or her absence the meeting shall elect one of the members of the Executive Committee present 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) Life Members

(c) up to two representatives from each affiliated club with both men's and women's teams;

(d) one representative from each affiliated club with only women or men players or only a mixed team or teams;

(e) one representative from each affiliated school;

No person voting shall cast more than one vote other than the Chair of the meeting who may in addition have a casting vote

5.1.9 Any other member of an affiliated club or an affiliated school or an associated member may attend an Annual General Meeting but shall not be entitled to vote.

5.1.10 Ten persons present and entitled to vote shall form a quorum

5.2 Special General Meeting

5.2.1 The secretary shall convene a Special General Meeting at any time;\_

(a) at the request of the Executive Committee;

(b) under receiving a motion in writing signed by an officer of at least five affiliated clubs or representatives of at least ten affiliated schools'

Every motion in writing shall state clearly the reason for such request

5.2.2 A meeting called under 5.2.1 (b) shall be held within six weeks of the receipt of the motion in writing

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 transferred.

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

## 6. Officers

6.1 The officers of the Association shall be;-

President  
Chair

Secretary  
Treasurer

6.2 The officers and members of the Executive Committee shall be elected at an Annual General Meeting and shall hold office until the conclusion of the next following Annual General Meeting. Except as precluded below they shall be eligible for re-election.

6.3 If an officer does not complete his or her year of office a replacement shall be appointed by the Executive Committee for the remainder of the year.

## 7. Executive Committee

7.1 Subject to the overriding powers of a General Meeting the general business of the Association shall be administered by an Executive Committee which shall be responsible particularly for;-

- (a) the interface between the Association and England Hockey and the West.
- (b) the representation of the Association in dealings with other outside people bodies or organisations.
- (c) preparing an annual budget for the Association.
- (d) supervising the workings of the sub-committees of the Association.

7.2 The membership of the Executive Committee shall be

- (a) the Chair
- (b) the Secretary
- (c) the Treasurer
- (d) the Competitions Co-Ordinator
- (e) the Coaching Co-Ordinator
- (f) the Masters Co-Ordinator
- (g) the Youth Co-Ordinator
- (h) the Umpiring Secretary
- (i) the Disciplinary Administrator
- (j) the West Representative

7.3 If the Chair is absent, his/her place shall be taken by one of the Executive Officers elected to take the chair or that meeting by voting members present

7.4 Each member shall have one vote irrespective of the number of capacities in which attending other than the Chair who shall also have a casting vote. Decisions shall be by simple majority and motions and nominations must be proposed and seconded by those present and entitled to vote.

7.5 Five voting members shall form a quorum.

7.6 The Executive Committee has the power to form Sub-Committees as they perceive necessary.

7.7 The Executive Committee has the power to co-opt any person onto the Committee. They may also invite any person to attend for all or part of a meeting. Such persons shall not be entitled to vote.

7.8 The Executive Committee shall meet at least four times a year on dates to be notified in advance.

## 8. Playing Qualifications

8.1 To be eligible for selection for selection for representative games all players must comply with the qualification standards laid down by England Hockey.

## 9. Finance

9.1 The income of the Association shall be derived from 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 this Constitution and for such other purpose as a General meeting or the Executive Committee may determine.

9.2 Affiliation fees shall be determined by the Annual General Meeting and shall be due on 1<sup>st</sup> September in each year.

9.3 The Income and Expenditure Account and the Balance Sheets shall be made up to 31<sup>st</sup> March in each year and shall be examined. They shall be presented for approval at the Annual General Meeting.

## 10. Conduct

The code governing the conduct of all players, coaches, managers, umpires and officials and regulations governing contracts shall be prescribed in the Constitution of England Hockey.

## 11. Disciplinary Measures

11.1 The EH Code of Discipline and Safeguarding and Child Protection Policies and guidelines shall apply.

11.2 The Disciplinary Administrators of the Association shall be responsible for administering the Code and if required under the terms of the Code or at the request of the Executive Committee convene a meeting of the Disciplinary Committee. Those Officers shall be elected at the Annual General Meeting.

11.3 The Disciplinary Committee shall comprise the Disciplinary Administrators and two members from a panel of six who will be members of the Association's Executive Committee.

#### 12. Indemnity

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 purpose of this clause and 'official' shall be deemed to be any person serving on a committee or sub-committee of the Association or in a coaching and umpiring capacity for or on behalf of the Association.

#### 13. Dissolution

On a resolution being passed by a general Meeting to dissolve the Association the Executive Committee shall realise the assets of the Association and shall make provision for its liabilities. The remaining assets at the date of dissolution shall be distributed in such manner as determined by a General Meeting or if such meeting so decides by the Executive Committee.

#### 14 Matters not covered by the Constitution

The Executive Committee shall have power to act on any matter on which the constitution is silent but action shall be taken at the next General Meeting to ratify the action which has been taken.

May 2003

Amendments Proposed May 2017