
Constitution

1. **Title.**

The Association shall be known as the Kent Hockey Association, hereinafter referred to as 'The Association'. It shall be a Component Body of EH, and shall be subject in all respects to the Constitution of that Association and to the Constitutions of the South and East Regional Hockey Associations.
2. **Area of jurisdiction.**

The area of jurisdiction of the Association, hereinafter referred to as 'Kent', shall be the overall area administered at the date of this Constitution by the Kent County Council and the Medway Towns Council, together with the London Boroughs of Bexley, Bromley, Greenwich and Lewisham.
3. **Membership.**
 - 3.1 Membership of the Association shall be by affiliation, as follows:
 - 3.1.1 Clubs, including those who play only Mixed Hockey. (The term 'Club' shall be deemed to include all establishments for full-time education at which hockey is played, other than schools)

All Clubs affiliated to EH and to the Kent County Hockey Association or the Kent Women's Hockey Association at the date of this Constitution shall automatically be affiliated to the Association.

Any hockey club affiliating to the EH after the date of this Constitution and whose clubhouse is within Kent (Clause 2) shall affiliate to the Association. Any club from outside Kent shall only affiliate to the Association with the prior approval of the EH.
 - 3.1.2 Schools. All schools in Kent that affiliate to EH shall also affiliate to the Association.
 - 3.1.3 Any Association - e.g. Umpiring Association - formed to promote the Aims and Objects of the Association (Clause 4) and whose Constitution has been approved by the Management Committee of the Association shall affiliate to the Association,
 - 3.2 Applications for affiliation shall be considered and approved by the Management Committee, subject to subsequent ratification by an Annual General Meeting.
 - 3.3 Individual members of organisations under Section 3.1 shall be deemed to be bound by the provisions of this Constitution.
 - 3.4 Individuals who have made a significant contribution to any aspect of hockey in Kent may be elected to be Honorary Life Vice-Presidents of the Association. All Vice-Presidents and Past Presidents of the Kent County Hockey Association or the Kent Women's Hockey Association at the date of this Constitution shall automatically become such Vice-Presidents. Further nominations shall be made by the President and ratified at an Annual General Meeting.
4. **Aims & Objectives.**

These shall be:

 - 4.1 To represent and promote the interests of the Members at Regional and National levels of the EH.
 - 4.2 To manage and promote all aspects of hockey in Kent that fall within the Association's competence under the overall EH structure.
 - 4.3 To provide representatives to the Committees and Councils of the South and East Region Hockey Associations and to such other bodies as may from time to time be required.
5. **Requirements of Good Practice.**
 - 5.1 **Sports Equity**

It shall be the policy of the Association to embrace the principles of Sport Equity as defined by Sport England and to encourage its members to do so.
 - 5.2 **Child Protection**

The Association shall ensure that Members are aware of the requirements laid down in the EH Document on Child Protection and Good Practice in the Care of Children, and that these are met in all activities under the control of the Association.
 - 5.3 All Officials of players aged 18 and below **must** hold a clear CRB Certificate
6. **Officers.**
 - 6.1 The officers of the Association shall be:
 - President
 - Vice-President, Men
 - Vice-President, Women
 - Honorary Secretary
 - Honorary Treasurer

These shall be elected annually at the Annual General Meeting and shall hold office from the conclusion of that meeting to the conclusion of the next such meeting. All officers shall be eligible for re-election. The

- President, or, in his/her absence, one of the elected Vice Presidents, shall take the Chair at all meetings of the Association or Management Committee.
- 6.2 Nominations for any office may be made by the Management Committee or by a Member Club (Clause 3.1.1), and shall be received by the Hon. Secretary at least seven days before the Annual General Meeting. All nominations except those made by Management Committee shall be seconded.
- 6.3 Should any Officer not complete his/her term of office, the Management Committee shall appoint a replacement for the remainder of the term.
7. **Management Committee.**
- 7.1 Subject to the over-riding authority of an Annual General Meeting and to the Constitution of EH, the Association shall be governed by a Management Committee comprising:
- The Officers
Four representatives from different Member Clubs, who shall be elected at the Annual General Meeting together with the County Disciplinary Officer, Public Relations and Sponsorship Officer, Chair of Senior Programmes and Competitions Sub Committee, a representative of the Kent Hockey Umpires Association and Chairs of the Boys and Girls Coaching and Youth Development. The Association's representatives on the East and South Region Hockey Association Councils, who shall be appointed at the Annual General Meeting. At its discretion, the Management Committee may invite other individuals to its meetings, but without voting rights.
- 7.2 The Terms of Reference of the Management Committee shall be:
To ratify Committee Chairs and carry out such other tasks as are indicated in this Constitution.
To co-ordinate and supervise the activities of the Standing Committees.
To appoint such representatives as may be required to Regional and EH Committees.
To maintain awareness of the overall policies of EH, to inform Members of these policies and their likely implications, and to use every endeavour to ensure that Members' interests are taken into account when EH policies are decided.
To take any action it sees fit to promote the Aims and Objects of the Association
To keep under review all aspects of the playing of hockey in Kent and make any necessary recommendations to the Management Committee.
- 7.3 Management Committee shall meet at least four times a year on dates to be determined beforehand. Further meetings may be called by the Officers as required.
- 7.4 The quorum for meetings of Management Committee shall be six.
- 7.5 In the event of equality of voting, the Chair shall have a second, casting vote.
8. **General Meetings.**
- 8.1 Annual General Meeting
- 8.1.1 The Annual General Meeting shall be held in the months of May or June.
- 8.1.2 Notice of the Meeting, giving time, date, venue and business to be transacted shall be sent to all Members (Clauses 3.1 and 3.4) at least 21 days before the date of the Meeting.
- 8.1.3 The business to be transacted shall be:
To receive and adopt reports from the Officers and Committees.
To receive and adopt the accounts, and to fix the Affiliation Fees for the coming season.
To consider any Resolutions submitted. Such Resolutions may be submitted by a Member Club, seconded by another Member Club, or by Management Committee, when no seconder is required, and shall be received by the Hon Secretary not less than 28 days before the date of the Meeting.
To elect Officers and Auditors, and to carry out such other tasks as may be required under this Constitution.
At the President's discretion, to discuss any other matter relevant to the Association's Aims and Objects.
- 8.1.4 Voting at the Meeting shall be as follows:
Each Affiliated Club - one voting representative.
Each Affiliated School - one voting representative
Each Affiliated Association as under Clause 3.1.3 - one voting representative
Officers - one vote each.
In the event of equality of *votes*, the Chair shall have a second, casting vote. There shall be no proxy votes.
- 8.1.5 Clubs, Schools and Associations may send additional representatives who may speak but shall not vote.
- 8.1.6 Honorary Life Vice-Presidents may attend and speak but shall not vote.
- 8.2 Extraordinary General Meetings
- 8.2.1 An Extraordinary General Meeting may be called at any time by the Management Committee or on receipt of a Requisition signed by responsible Officers of 25 Member Clubs (Clause 3.1.1); such requisition shall state clearly the business to be transacted.
- 8.2.2 Notice, attendance and voting at the Meeting shall be as for an Annual General Meeting, Clauses 8.1.2, 8.1.4, 8.1.5 and 8.1.6.
- 8.2.3 No other business shall be transacted beyond that for which the meeting was called.
9. **Committees.**
The following shall be Sub-Committees of the Management Committee: **Senior Programmes and Competitions**, Coaching and Youth Development.

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Comment [B1]: At this stage it refers to a senior programmes and competitions SC but subsequently this seems to change to an umpiring Sub-Committee with no further mention.

These Sub-Committees shall meet at least twice a year. The Chairs of each Sub-Committee shall be appointed by the Management Committee. The Chairs of each Sub-Committee shall then appoint their own Sub-Committee members, subject to any requirements laid down in the Constitution and to final Management approval.

The President may attend any Committee meeting ex officio.

The Association's representatives on the Regional Councils shall attend any Committee meeting at the request of the Chair.

9.1 Umpiring Sub-Committee

9.2 For the first year, the Sub-Committee shall comprise:

One representative from each of the County Umpiring Associations

9.2.1 The Terms of Reference of the Sub-Committee shall be:

To foster good relations between Umpiring Associations and Member Clubs and Schools. To ensure that Clubs and Schools are aware of the provisions of the Disciplinary Code, the way that this is operated and their responsibilities under it. In conjunction with the Umpiring Associations, to improve the standard of umpiring in Clubs by coaching courses, watchings etc. To encourage players to take up umpiring and to join the Umpiring Associations.

9.3 Coaching and Youth Development Sub-Committee

9.3.1 For the first year, the Sub-Committee shall comprise representatives from the present KCHA schools and Youth Association and from the present KWHA Schools, Youth and Development Committee.

9.3.2 The Terms of Reference of the Committee shall be:

To co-ordinate the activities of the Member Schools and Youth sections of Clubs

To encourage all hockey-playing schools in Kent to affiliate to the Association

To select representative sides as required.

To encourage and develop all aspects of junior hockey coaching in Kent.

To supervise the work of the Kent Hockey Development Officers, or such organisation as may replace them.

To inform Member Clubs and Schools of coaching activities in Kent and to encourage them to develop their own coaching programmes.

To obtain the support of the Regional Coaching Committees, the EH Regional Development Managers for South-East and London for the County's projects, and to participate in their programmes for Coaching and Development at Regional and National levels.

9.4 The Management Committee may appoint such additional ad hoc Committees as it sees fit, but any such Committee shall only function until the next Annual General Meeting unless authorised to continue by that Meeting.

10. Discipline.

10.1 The Management Committee shall appoint the County Discipline Administrator and shall be responsible for ensuring that the Association carries out its commitments under the EH Constitution and the Disciplinary Code.

10.2 The Discipline Administrator shall provide regular reports to the Management Committee. After consultation with the Vice-Presidents shall have the power to co-opt such Disciplinary Sub-Committee as may be required to support him/her and shall recommend to Management Committee any additional action that is considered necessary beyond the penalties imposed under the Disciplinary Code.

10.3 Should the Management Committee become aware of any disciplinary matter not covered by the Code or any incident that may bring the Association or the game of hockey into disrepute, it shall set up an ad hoc committee to investigate this and recommend to Council any necessary action.

11. Finance.

11.1 Affiliation fees to be paid by Member Clubs, Schools and Associations shall be determined by the Annual General Meeting. Arrangements for collection of these fees shall be determined by Management Committee.

11.2 Such Affiliation Fees shall only be used for purposes recommended by the Management committee and approved by a General Meeting.

11.3 EH and Regional Affiliation fees shall be collected as laid down by those bodies.

11.4 In the event of the EH Constitution being amended so as to result in the winding up of the Association, the remaining funds shall be transferred to any other body having similar Aims and Objects to the Association, as agreed by a General Meeting

12. Consultation.

12.1 This Constitution shall be approved by General Meetings of the Kent County Hockey Association and the Kent Women's Hockey Association, and then confirmed by a General Meeting of the Association. The date of the latter meeting shall be the 'Date of the Constitution' as used herein.

12.2 The Constitution may only be amended by Resolution properly proposed and seconded and put before an Annual General Meeting, or by a Resolution put by Management Committee to an Extraordinary General Meeting called for the purpose. Such a Resolution shall require an affirmative vote from two-thirds of those present, entitled to vote and voting at the meeting.

12.3 Within five years after the date of the Constitution, Management Committee shall appoint an ad/hoc committee to consider the working of the Constitution and to make recommendations for its amendment or redrafting.

12.4 When the Constitution has been confirmed (Clause 12.1), the Management Committee shall draw up such Standing Orders as it considers necessary for the running of the Association. These shall remain in force until the Annual General Meeting next following, when they shall be confirmed or amended.

*29 April 2000
Last amended May 2010*

