

CONSTITUTION

East Region Hockey Association

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1. TITLE & IDENTITY

1.1 Name - The Association shall be called the East Region Hockey Association (hereinafter referred to as 'the Association').

1.2 Abbreviations – the name shall be abbreviated to EAST HOCKEY for incorporation into the Association's logo and/or to ERHA in other documents and materials as appropriate.

1.3 Colours - The colours of The Association shall be gold (shirts) and navy (shorts/skorts) with gold socks. All players in teams representing The Association shall wear these colours unless specifically agreed otherwise.

2. AIMS AND OBJECTIVES

2.1 Aims – The Association is the body that

- manages hockey in the Eastern Counties (hereinafter referred to as the 'East'),
- is bound by the Regulations of England Hockey and its successors (hereinafter referred to as 'EH') and
- ensures that hockey is played in accordance with the Rules of the Game authorised by the Hockey Rules Board and the International Hockey Federation (hereinafter referred to as the 'FIH'), or to such other Rules as approved from time to time by EH.

2.2 Objectives – are to

- represent and promote the interests of all hockey in the East;
- work with and implement policies laid down and adopted by EH ;
- develop and execute plans at Regional level to ensure that hockey prospers for the benefit of all involved;
- develop and provide opportunities for players, umpires, officials, coaches, administrators and supporters so that they may enjoy the game, realise their full potential and , where appropriate, they achieve local, regional, national and international recognition; and
- manage, organise, support and co-ordinate, if necessary, the regional portion of the Single System - Player Pathway (hereinafter referred to as the 'Player Pathway'), all East regional competitions and the East regional stages of national playing and other programmes.

3. CONSTITUENT BODIES

3.1 The County Hockey Associations of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Kent (women only), Lincolnshire, Norfolk and Suffolk (hereinafter referred to as the 'Counties') - each to include their constituent bodies, youth organisations and leagues;

3.2 The East Region Hockey Umpiring Association (hereinafter referred to as the 'ERHUA') and its constituent bodies;

3.3 All Clubs, Universities and Colleges (hereinafter referred to as 'clubs') wishing to play hockey are each and all -

- required to be members of The Association by affiliation
- bound by this Constitution, and
- are required to play in accordance with the Rules of the Game authorised by the Hockey Rules Board and the FIH, or to such other Rules as approved from time to time by EH

4. POLICIES

The Association adopts **EH Policies** and expects its constituent bodies to do likewise.

- This currently includes - safeguarding and protecting young people, the code of ethics, equality and anti doping and will include all other policies as announced by EH from time to time.

5. MANAGEMENT OF THE ASSOCIATION

5.1 The Association's day to day management (subject to the over-riding powers of a General Meeting) shall be undertaken by a Management Board (hereinafter referred to as the '**Board**').

5.2 The Board may delegate to any other Directorate, committee, sub-committee, working group, gathering - all being either permanent or temporary - (hereinafter referred to as an '**Authorised Body**') or individual, such of its powers as it may think fit.

5.3 Individuals –

- Executive Officers, Members of the Board (excluding EH staff), serving members of Authorised Bodies are referred to hereinafter as '**Officers**'
- The **year of office** for all purposes is the period between Annual General Meetings (hereinafter referred to as 'AGMs').
- All officers of The Association **assume office** from the conclusion of the meeting at which they were appointed or elected.
- For the avoidance of all doubt, unless a contract exists in writing, authorised by The Board and/or an appropriate Director or the Chairman of the Appeals or Umpires Committees, that expressly states that an "employment relationship" exists (hereinafter referred to as an 'Authorised Employment Contract'), there is no intention on the Association's behalf to create or sustain an employer/employee relationship with any individual.

5.4 The members of the Board shall be

- the Executive Officers of (hereinafter referred to as the 'Executive')
- the Directors of the Standing Sub-Committees (hereinafter referred to as 'Directorates') - which are presently Development, Indoor, League, Masters, Performance and Youth Competitions.
- the Chairman of the Appeals Committee
- the Chairman of the ERHUA

- the Chairman/Director of any new Directorate or Authorised Body that is deemed necessary from time to time by the Board
- a representative nominated by each of the East's Counties and
- the EH appointed Relationship Officer/s or their future equivalents.

6. THE EXECUTIVE

6.1 The President, Deputy President, Secretary and Treasurer shall be **elected at the AGM**.

6.2 The President and Deputy President shall serve for a maximum of two years and shall be eligible for re-election annually to their respective office.

- The current Deputy President is expected to take on the Presidency, subject to election, after the current President retires from office at the end of his or her two year tenure.

6.3 The Secretary and Treasurer shall hold office until the conclusion of the next following AGM and shall be eligible for re-election.

6.4 Nominations to the Executive

- May be made by the Board, a County, or an affiliated club.
- Those made by a club shall be seconded by another club or by the County through which the club is affiliated.
- Shall be submitted to the Secretary no later than 28 days prior to the AGM and shall include the name and address of the nominee and his/her consent to the nomination.

6.5 Should any of the **Executive not complete their term of office** a replacement shall be elected by the Board to serve until the next AGM.

6.6 Executive Duties

- The President shall
 - chair the Board and all General Meetings,
 - attend events run by the Association, and
 - when invited, represent The Association at national, county, club and other events.
- The Deputy President shall
 - chair the Board and General Meetings of The Association in the absence of the President,
 - attend events run by the Association, and
 - when invited, assist in the absence of the President by representing The Association at national, county, club and other events.
- The Secretary shall
 - prepare and issue agendas and minutes of the Board and General Meetings in consultation with the President
 - arrange publication of minutes and Board reports, as deemed appropriate by the Board, on the Association's web-site
 - act as the main communication link, as appropriate, with EH and with other relevant external bodies,
 - deal with general correspondence, and
 - give help and advice as required to the Executive, Board, Directorates, Committees and other constituent members of the Association.

- The Treasurer shall
 - record and document the receipts and payments, assets and liabilities and income and expenditure in the day-to-day financial records of The Association, or cause such to be recorded and documented,
 - make payments as authorised, and/or laid down in the agreed procedures, approved by the Board,
 - submit financial reports including an Annual Budget, a review of Affiliation fees and annual accounts to the Board,
 - Keep the income and expenditure of The Association under review including, through their Budget Officers, the performance against budget of the Directorates and other Committees
 - Arrange, review and maintain current insurances for The Association subject to the approval of the Board.

7. THE BOARD

7.1 The Terms of Reference of the Board shall be to

- prescribe the policies of The Association;
- formulate a rolling 5 year plan incorporating relevant financial considerations;
- create any Directorate or Authorised body and delegate any duties to it that it deems necessary
- approve terms of reference for all Officers, Directorates and Authorised bodies of the Association;
- monitor the activities of all the Association's Directorates and authorised bodies;
- affiliate to or disaffiliate from outside organisations;
- approve the appointments of designated Officers of the Association's Directorates and authorised groups;
- approve the appointments of members to represent The Association on EH or other external committees and working groups;
- approve the budget of The Association and the budgets of constituent bodies;
- take any other action which it may think fit.

7.2 At least four Board meetings shall be held between AGMs in each Association Year.(modified AGM 05/07/2018)

- The new year's Board meeting dates will be agreed and minuted at the final Board meeting of each year
- Notice of any matter that a member of the Board wishes to be included in the Agenda for any meeting shall be received by the Secretary at least 14 days before the date of the meeting concerned.
- The Agenda shall be received by members at least 10 days before the date of the Board meeting.
- If neither the President nor Deputy President is able to attend a Board meeting the voting members present shall appoint one of their number to be Chairman of the meeting.
- A quorum shall be eight members, of whom at least one must be the President, the Deputy President, or the acting Chairman.
- Each member present shall have one vote. In addition, in the event of a tie, the Chairman shall have an additional casting vote
- Unless a majority of the Board present give permission, no business, other than that included in the Agenda, shall be discussed.

- Within 14 days after a Board meeting the minutes shall be circulated to all members of the Board, County Secretaries and to the Webmaster for immediate web publication.

7.3 A Special Board meeting may be called by the President or by four members of the Board.

- The requisition to the Secretary must state the reason for the request.
- The Board meeting shall be convened, under normal Board rules, within one calendar month of the receipt of the requisition.

7.4 Nominations for any elections or appointments to be made by the Board shall be seconded and accompanied by the name and address and the written consent of the nominee.

- Nominations may be made by the Board, a County or by a club.
- Nominations shall be received by the Secretary at least 21 days before the Board meeting at which the appointments are to be made.
- Exceptionally, with a majority vote of the Board meeting in favour, and provided that the consent of the nominee has been obtained, nominations may be made at the Board meeting.

7.5 Emergency decisions shall be made by the Executive. If necessary in the event of a tie, the President shall have an additional casting vote

- An emergency decision is defined as one which would, under normal circumstances, be put before a Board meeting for discussion and vote, but which, in the view of the Executive, due to the timing, gravity, or need for immediacy, cannot be dealt with within the timing framework of a Special Board Meeting.
- The Executive will ensure that as much informal consultation as possible with Board members is undertaken prior to an emergency decision being taken.

7.6 EH Committees and representation

The President and Deputy President shall be the representative and deputy representative to the EH Regional Consultative Committee (hereinafter referred to as the 'RCC').

- If neither the President nor the Deputy President are able to attend an RCC meeting a Board member will be selected and briefed by the President and will attend the RCC to represent the Association.
- Any member of an EH Committee or working party shall be entitled to join the appropriate Association Directorate/Committee.

8. DIRECTORATES – the Association's authorised bodies and their constituent parts that support its Development, Indoor, Leagues, Masters, Performance and Youth Competitions functions.

8.1 The outgoing Directorate committees shall **select and nominate their Directors and any Administrators, Managers, Secretaries, Budget Officers, Welfare Officers and other Officers.**

- The names of these Officers shall be submitted to Board for approval at the first Board meeting after the Association's AGM.
- They shall serve for the year but be eligible for re-election.

- Should any of these officers not complete their year of office, a replacement shall be elected by the appropriate Directorate committee, with appropriate and timely Board approval, to serve for the remainder of the year.
- The Directors lead and are responsible for the Directorate committees and shall ensure that their Terms of Reference are met.

9. DIRECTORATE, COUNTY AND COMMITTEE PROCEDURES

9.1 Minutes/Agendas

- Each Directorate/Committee Secretary shall prepare and issue **agendas and minutes** for respective meetings consulting with their Director/Chairman
- Within 14 days of a meeting the Secretaries of the Directorates and the ERHUA shall **circulate the minutes** of the meeting to the Board and Counties via the Association's Secretary and to the Webmaster for publishing on the Website.

9.2 The representatives of Counties on The Board, Directorates and Committees shall be responsible for

- disseminating appropriate information, both verbally and in writing, and reporting actions and decisions taken by the Board, Directorates and Committees to their own Counties and clubs;
- seeking opinions and decisions at County level on items under discussion at Committee, Directorate and Board meetings and
- representing the Board, Directorate, Committee or County by speaking and voting appropriately at meetings to accurately reflect the opinions and decisions of the body they are acting on behalf of.

9.3 The Directors and Chairman of the Appeals and Umpires Committees are responsible for

- attending each Board meeting and appointing a deputy if they are unable to attend and
- submitting a written report to the Board via the Secretary 7 days prior to each Board meeting,.

9.4 Directorates and Committees may co-opt additional members subject to Board approval

9.5 Voting

- Each member of a Committee shall have **one vote**, excepting the League voting which is governed by and has its own rules,
- In the event of a **tiered vote** the Chairman shall have an additional casting vote.

9.6 Every Directorate and Committee (excepting Youth Competitions) will submit their next financial year's costed programme to the Treasurer by 1st May each year for approval by the Board.

9.7 Directorates and Committees will liaise with other directorates and committees as appropriate

10. DEVELOPMENT

10.1 Development Directorate Officers

- Director, Deputy President, Secretary, Budgets Officer, one member from each of the Counties, an Umpire representative and, when necessary, the EH appointed Regional Officer/s
- At least one meeting shall be held in each Association Year on dates agreed at the first committee meeting after the Association's AGM.
- A quorum shall be six members at least one of whom shall be the Chairman or Secretary.

10.2 Terms of reference

- Producing strategies, developing and updating a rolling 5 year plan for Board approval and executing such plans for the continued development of all aspects of Hockey in the East
- responding to East development issues as directed by the Board
- maintaining the East in line with EH Strategy and 4 year cycles
- responsible for supporting and guiding development programmes
- Linking plans and actions with the support work of the EH appointed Regional Officer/s in
 - development of officials, leaders, resources and activities
 - club accreditation,
 - links to schools
- Work with EH in the continuing development of strategies and plans
- Review the constitution annually in order to maintain it as a 'living' document and to make appropriate recommendations for changes, deletions and additions to the Board meeting prior to the AGM.

11. INDOOR

11.1 Indoor Officers

- Director, Secretary, Budgets Officer, Chairmen of any sub-committees, one member from each of the Counties, an Umpire representative and, when necessary, the EH appointed Regional Officer/s
- At least four meetings shall be held in each Association Year on dates agreed at the first committee meeting after the Association's AGM.
- A quorum shall be six members at least one of whom shall be the Chairman or Secretary.

11.2 Terms of reference

- manage the East senior indoor programme comprising
 - Women's Premier League
 - Women's Division 1
 - Men's Premier League
 - Men's Division 1
 - Men's and Women's East Championships
- inform EH of the Association's representatives to national events
- Support EH's competition programme
- Work with EH in the continuing development of Indoor strategies and plans

12. LEAGUE

The League has its **own set of rules**, which interlocks with, and is subject to the endorsement of the Board.

12.1 League Officers

- Chairman/Director , League Secretary, Budgets Officer, League Managers and Results Co-ordinators of each League (all elected at the East Leagues AGM), a representative from the ERHUA and, when necessary, the EH appointed Regional Officer/s
- At least three meetings shall be held in each Association Year on dates agreed at the first meeting after the Association's AGM.
- A quorum shall be four members, at least one of whom shall be the Chairman or Secretary

12.2 Terms of reference

- review League performance, resolve problems,
- Adjudicate on any unresolved matters arising from the implementation of the League Rules and any matter not covered by the Rules.
- The Committee may revise the structure of the Leagues from time to time in the interest of clubs and for the benefit of hockey in the East, consulting with clubs and the Board as appropriate, and submitting any League structure revision to a League AGM or League SGM.
- The Committee shall also organise the Annual General Meeting, any Special General Meeting, and the annual joint Presentation Day for the awarding of League trophies.
- The League Committee shall collect the outdoor league entry fees,
- Work with EH in the continuing development of League strategies and plans

12.3 Directorate Specific items

- The Committee shall endeavour to operate by consensus, but in the event of a vote the League Managers and/or Results Co-ordinator of one League shall not vote on the business of another League.

13 MASTERS

13.1 Officers

- Director, Secretary, Budgets Officer, Chairmen of any sub-committees, one member from each of the Counties, A Men's Elite Representative, A Ladies Elite Representative, an Umpire representative and, when necessary, the EH appointed Regional Officer/s
- At least three meetings shall be held in each Association Year on dates agreed at the first meeting after the Association's AGM.
- .A quorum shall be six members, at least one of whom shall be the Director, Secretary or Budget Officer.

13.2 Terms of reference

- provide a cohesive approach to Masters Hockey in the East
- promote Masters Hockey throughout the East
- manage Masters Hockey as a pathway and a social event
- provide a strategy and plan for the future of Masters Hockey

- provide mechanisms to play Masters Hockey for those who wish to take part
- Work with EH in the continuing development of Masters strategies and plans
- Adopt new policy, codes of practice and rules

13.3 Directorate Specific items

- will be responsible for disciplinary hearings of members who infringe the rules/regulations/constitution and for taking any action of suspension or discipline following such hearings.
- Any appeals will be referred to the Appeals Committee.

14. PERFORMANCE

14.1 Officers

- Director, supported by a Manager, an Administrator and Welfare Officer for each of the designated Centres, plus, as the function grows, a Secretary, Budgets Officer, and Chairmen of any sub-committees,
- At least four meetings shall be held in each Association Year on dates agreed at the first meeting after the Association's AGM.
- A quorum shall be six members, at least one of whom shall be the Director or delegated Centre Administrator or Centre Manager

14.2 Terms of reference

- Deliver the Player Pathway for the East,
- Work with EH in the continuing development of Performance strategies and plans
- Support the development and management of Junior Academy Centres and Junior Development Centres.
- Administer and deliver the Junior Regional Performance Centres as related to East Hockey on an annual basis.
- Appointment of Squad Coaches and Managers for Junior Regional Performance Centres, following a selection process that shall include open advertising of all Squad coaches and Managers posts.
- Formally ratify significant changes in competitions structure proposed by the Youth Competitions Directorate.

14.3 Directorate Specific items

- Have at least two joint meetings per annum with the Youth Competitions Directorate

15. YOUTH COMPETITIONS

15.1 Officers

- Director, Competitions Secretary, Budgets Officer, Chairmen of any sub-committees, one member from each of the Counties.
- At least four meetings shall be held in each Association Year on dates agreed at the first meeting after the Association's AGM.
- A quorum shall be four members at least one of whom shall be the Chairman or Competitions Secretary.

- The Competitions Secretary shall chair the meeting in the absence of the Chairman.

15.2 Terms of reference

- manage all East youth (from U10 in2hockey up to and including U17) indoor and outdoor competitions
- inform EH of the Association's representatives to national events;
- Support EH's competition programme

15.3 Directorate Specific items

- Have at least two joint meetings per annum with the Performance Directorate
- liaise with other directorates and committees in preparing the East's calendar by 1st June for the following season

16. APPEALS COMMITTEE

16.1 The first meeting of the Board after the AGM will **appoint the Chairman, the Appeals Committee Secretary, the Regional Disciplinary Administrator and the Deputy Regional Disciplinary Administrator**

- They shall serve for one year but are eligible for re-election.
- Should any of these officers not complete their year of office a replacement shall be elected to serve for the remainder of the year by the Board.

16.2 The Committee shall consist of a Chairman, the non-voting Secretary, and two members who will be selected by the Chairman on an ad hoc basis.

- A quorum shall be three members excluding the Secretary, and each member except for the Secretary shall have one vote.
- In the absence of the Chairman, the three voting members shall elect a Chairman.
- The Terms of Reference of the Committee shall be to:
 - hear all eligible appeals made to the Association,
 - operate in accordance with the procedures for Appeals set out in the Code of Discipline for Hockey in England, and in Disciplinary Matters on the East web site.
 - seek professional assistance as and when necessary;
 - report decisions direct to the appellants on behalf of the Board

17. UMPIRING ASSOCIATION

The ERHUA is a constituent part of this Association. It has its own constitution which interlocks with, and is subject to the endorsement by the Board of, this Association. Traditionally the Chairman represents the ERHUA at the ERHA Board meetings.

17.1 The Committee, which is elected by the ERHUA, shall consist of the ERHUA President, Chairman, Secretary, Treasurer/Budgets Officer, Chairmen of the ERHUA sub-committees four elected members, one representative from each of the county umpires' Associations, and one representative from the ERHA Board - usually the President.

- At least four meetings shall be held in each Association Year.
- A quorum shall be eight members.

17.2 The Terms of Reference of the Committee shall be to:

- develop, implement and monitor plans for the recruitment, education and assessment of umpires and umpire coaches at regional level;
- arrange a programme of development opportunities for umpires and umpire coaches;
- make arrangements to test umpire coach candidates up to and including Level two;
- appoint assessors and make provision for the testing of candidates for regional outdoor and indoor umpires registers, awards and badges;
- formulate and implement a policy for the selection of umpires for matches at regional level;
- appoint umpires to matches as requested by ERHA and EH;
- develop and maintain a programme of training, selection and appointment of Umpire Managers operating at regional level;
- submit proposed and costed programmes for the next financial year by 1st May each year to the ERHA Treasurer for approval by the ERHA Board
- negotiate match and associated costs with ERHA
- to agree any policies with the ERHA which relate to income and expenditure derived from ERHA
- establish and make nominations to sub-committees, other bodies and create other posts as it deems fit.
- Refer any constitution-related disputes to the ERHA Board.

18. GENERAL MEETINGS

18.1 Except for those **Constitutional alterations** arising from decisions which the Board is empowered to make, no clause of the Constitution shall be amended nor shall any resolution passed at a previous General Meeting (hereinafter referred to as a 'GM') be rescinded, save by a resolution, notice of which shall be given on the Agenda, carried by an affirmative vote of a least two-thirds of those present, entitled to vote at General Meetings and voting.

18.2 The following shall be **entitled to attend and to vote** at a GM

- Executive - 1 vote each
- Director or Directorate representative - 1 vote each
- Chairman of the Appeals Committee or representative - 1 vote
- Chairman of the ERHUA or representative - 1 vote
- Representatives of Counties - 1 vote for each County
- Representatives of County Umpire Associations: 1 vote for each Association
- Representatives of affiliated Clubs - 1 vote for each Club

18.3 There shall be no postal or proxy **voting**. A quorum shall be nine members present and voting (modified SGM 07/12/2017)

18.4 Vice-Presidents, Honorary Vice-Presidents, unless attending and eligible to vote in another capacity, **and any other member of a constituent body** may attend a GM but shall not be entitled to vote and, unless by permission of the Chairman at the GM, shall not take any part in the proceedings.

18.5 The Chair shall be taken throughout the meeting by the incumbent President or, in that person's absence, by the incumbent Deputy President. In the absence of both those officers, the meeting shall elect a member of the Board to be chairman of the GM.

19 ANNUAL GENERAL MEETINGS

19.1 Shall be **held annually** after July 31st and prior to the beginning of the league season and at a venue to be decided by the Board. (modified AGM 05/07/2018)

19.2 Notice of the meeting, a copy of the Agenda, a list of nominations for the Executive and a copy of the Annual Accounts shall be put on the Association's website and sent to those entitled to attend and vote and the Auditor at least 14 days before the meeting.

- Written notice of any proposed alterations to the Constitution and any other motion to be submitted to the AGM shall be received by the Secretary by 1st June and shall be accompanied by the names of the proposer and seconder.
- Proposals from the Board or a County shall not require a seconder.

19.3 Business to be transacted, items to resolved and voted upon

- the election of President, Deputy President, Secretary and Treasurer;
- the appointment of an Auditor and the presentation and adoption of audited Accounts;
- the recommendation of and approval of affiliation fees;
- the presentation of Directorate and other relevant reports;
- the consideration and adoption of any amendments to the Constitution;
- any other business that has been properly notified.

20. SPECIAL GENERAL MEETINGS.

20.1 The **Board** may **requisition** the Secretary to call a Special General Meeting (hereinafter referred to as an 'SGM') at any time.

20.2 The Secretary shall call an SGM upon receipt of a **members' requisition** that clearly states the reason for such a request and which is signed by either

- the President and the Secretary of at least four Counties or
- 20 clubs - to be from at least four counties.

20.3 The **SGM shall be convened** within six weeks of the receipt of a requisition.

20.4 Notice of the meeting, a copy of the Agenda, and details of all of the resolutions shall be put on the Association's Website and sent to those entitled to attend and vote at least 21 days before the meeting

21. FINANCE AND AFFILIATION FEES

21.1 Financial policies shall ensure that:

- The Association breaks even, taking one year with another;

- all participants, i.e. clubs, universities, colleges, schools, players, umpires, and counties contribute towards the cost of the administration and activities of the Association;
- each club, university and college team pays an affiliation fee which shall be the same for each team (excluding colts and junior teams).

21.2 Affiliation fees are due by 31st December in each year (mid season) and are collected on the Association's behalf by the Counties and forwarded to the Association.

21.3 The Association's **Financial Year** shall be from 1st August to 31st July.(Modified AGM 05/07/2018)

21.4 The Income and Expenditure Account and Balance Sheet (Accounts) shall be certified by the appointed **Association Auditor**.

22. VICE PRESIDENTS AND HONORARY VICE PRESIDENTS

22.1 At the inception of The Association all existing Life Members and Past-Presidents of the East Anglian Women's Hockey Association and all existing Vice-Presidents of the Eastern Counties Hockey Association became **Honorary Vice-Presidents** of the Association.

22.2 Vice-Presidents (i.e. not Honorary Vice-Presidents) are appointed at AGMs in recognition of their service to the Association. A Vice-President may only be appointed if he or she is nominated by the President with the approval of the Board.

23. WINDING UP

In the event of the winding up of The Association all assets, after the settlement of any debts, shall with the approval of a General Meeting be paid to any association, body or corporation having **similar objectives** to those of The Association.

24. CONSTRUCTION OF RULES

The **Board shall determine** any question on the construction of these Rules and anything relative to The Association not provided by them.