

# **BORDER HOCKEY ASSOCIATION CONSTITUTION**

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1.  
BORDER HOCKEY ASSOCIATION  
CONSTITUTION  
(ADOPTED 17/01/93)  
(AS AMENDED OCTOBER 2003)

1. NAME

- (a) The organization shall be called the Border Hockey Association hereinafter referred to as the "Association".
- (b) The term "Border" where used in this constitution shall mean the geographical boundaries of the Association as defined by the South African Hockey Association, hereinafter referred to as S.A.H.A.

2. OBJECTIVES

The objectives of the Association shall be:

- (a) To uphold, regulate, control and administer the game of Hockey on the Border in terms of this constitution. The term Hockey where used in this constitution shall embrace field, indoor and mini hockey.
- (b) To support and maintain the rules of the game of Hockey as adopted by S.A.H.A.
- (c) To advance the interests of the game of Hockey on the Border in general, regardless of politics, race, religion or gender.
- (d) To do all things that may be directly or indirectly conducive of these objectives.
- (e) To promote a Development Programme that will urgently address any imbalances that exist in facilities, coaching, umpiring and resources.
- (f) To promote inter-club and inter-provincial competition.
- (g) To co-operate with other Border Bodies with a view to improving the standard of the sport at all levels.

3. HEADQUARTERS

The Headquarters of the Association shall be based in East London.

#### 4. COLOURS

- (a) The playing colours of the Association (i.e. shirts, skirts, shorts, socks etc) shall be determined from year to year in accordance with sponsors requirements, the colours chocolate brown and white always included.
- (b) The colour of the official blazer of the Association shall be navy blue.
- (c) Badges:
  - (i) Senior Provincial side:-  
The official badge shall have a Cape Aloe with two crossed hockey sticks as its emblem, as per sketch attached.
  - (ii) Other representative teams of the Association shall wear the same badge, which will have an inscription underneath to specifically identify the team (e.g. U21, Border B etc)
- (d) The tie of the Association shall be navy and have the same emblem as on the badge.
- (e) Colours (i.e. pocket/metal badge and/or tie) can be purchased by players representing the Association at Inter Provincial tournaments or against fully-fledged touring International Teams or after representing the Association in three Inter-Provincial matches other than National Tournaments. The Manager and Coach of any active side representing the Association shall be entitled to colours (The badge shall have the word Manager or Coach inscribed underneath)
- (f) The Association retains the right to withdraw any colours presented.

#### 5. MEMBERSHIP

- (a) Affiliate Member: (hereinafter referred to as Member)  
Affiliation shall be open to all fully constituted hockey clubs operating or playing the game within the geographical boundaries of the Association. All applications for membership shall be submitted in writing to an Executive meeting of the Association with an affiliation fee of R100 per club. Such fee shall be refunded to the club if its application is unsuccessful. Any application for affiliate membership must be accompanied by a club constitution, which shall not be at variance with the Associations constitution. A two-thirds majority vote shall be required at the Executive meeting for the acceptance of new clubs.
- (b) Associate Member:  
Associate membership shall be granted to the controlling bodies of Schools hockey (High and Primary), Masters hockey, Country Districts and Mini Hockey.

3.

6. MANAGEMENT

- (a) The policy of the Association shall be controlled by the "COUNCIL".
- (b) The policy of the Association shall be implemented through an Executive Committee, hereinafter referred to as the Executive.
- (c) Management of the Men's and ladies sections shall be the responsibility of the Executive committee.

7. COUNCIL

The Council shall be constituted as follows:

- (a) The Executive committee (see section 8)
- (b) The Members
  - (b.i) Each Member shall be represented by a senior member of each gender of the Club. Consistent representation by said persons is imperative.
  - (b.ii) A delegate from each of the following Associate members; Country Districts Hockey, Development Hockey, Masters Hockey, Mini Hockey and Schools Hockey (High and Primary).
- (c) The Council shall meet at least four times per year.

8. EXECUTIVE COMMITTEE

- (a) The Executive shall implement the policy of the Association to be applied to the administration of hockey on the Border, subject to the constitution.
- (b) The Executive shall meet regularly, as often as is deemed necessary for the efficient running of the Association.
- (c) The Executive committee shall comprise of the following portfolios:

(i) PRESIDENT

- to act as Chairman, of the Council as well as the Executive committees.
- to approve all media releases regarding the Associations policies.
- to present an annual report
- to oversee the Administrator of the Association.

4.

(ii) VICE PRESIDENTS (TWO)

ONE OF THE TWO

- to act as Chairperson in the absence of the President.
- to chair Disciplinary Committee.
- to oversee portfolio of rules & technical
- to oversee portfolio of coaching convenor
- to oversee portfolio of development officer
- to assist the President in all the Associations policy matters.
- to convene meetings with portfolios under their control (see attached organogram).
- Both Vice Presidents report to the President.

VICE PRESIDENT (ONE)

PORTFOLIOS UNDER HIS/HER CONTROL

- Development
- Transformation
- Sponsorship
- Facilities

VICE PRESIDENT (TWO)

PORTFOLIOS UNDER HIS/HER CONTROL

- Rules & Technical
- Playing Affairs
- Coaching

(iii) TREASURER

- to oversee accurate records of the finances of the Association are kept.
- to present financial statements to both the Council and Executive committees.
- to present an audited Annual Financial report at the General meeting.
- to present budgets for each year to the Executive at the first Council meeting of each year.
- The Treasurer will report to the President.

5.

(iv) RULES & TECHNICAL

- to organise and convene the Rules & Technical Committee whose task it shall be to:
- to appoint umpires for all Premier league matches under the control of B.H.A
- to organise umpiring clinics and encourage active participation in the clinics by all members of the Association, and to improve theoretical qualifications and practical ability of its members.
- to canvass members to the umpires body.
- to arrange the grading of umpires according to SAHA regulations.
- to present a report of the activities to the Annual General Meeting.
- to convene technical duties (see below)
- to ensure, in conjunction with Administrator, the drawing up of league fixtures and maintaining logs.
- to ensure that the rules pertaining to all leagues are adhered to.
- to organise the technical table and duties at matches on the Astro.
- to present a report of technical duties to the Annual General Meeting.
- to assist with arranging sponsorship for the portfolio.
- 25% of new sponsorship monies arranged, available for person obtaining sponsorship.
- 25% of profit accrued from relevant portfolio courses to be shared amongst persons involved in running the course.
- to report to the respective Vice President.

(v) COACHING CONVENOR

- to organise and convene the Coaching Committee who shall be responsible for improving the standard of the game at all levels.
- to regularly organise coaching clinics for clubs, specialized groups of players and representative teams to fully prepare them for matches and tournaments.
- to arrange grading of coaches in accordance with SAHA regulations.
- to acquaint clubs and players with the latest coaching methods used and to arrange the teaching of newcomers in the proper basics of the game, especially those in the mini hockey courses, etc.
- to assist with the arranging of sponsorship.
- 25% of new sponsorship arranged, available for persons arranging sponsorship.
- 25% of profits accrued from relevant portfolio courses to be shared amongst persons involved in the running of courses.
- To present a report to the Annual General Meeting.
- To report to the respective Vice President.

6.

(vi) DEVELOPMENT

- to develop and promote the game of hockey at all levels as required by BHA and SAHA.
- to organise and convene the Development Committee and coaches for period required.
- to negotiate with SAHA in conjunction with the respective Vice President for required funds from the Development Trust.
- to promote the identification of talented players.
- to present annual reports to BHA and SAHA.
- to prepare annual program re: goals, areas of development players assistance, coaching courses and a budget.
- to assist with arranging sponsorship for the portfolio.
- 25% of new sponsorship (excluding funds from the development trust) arranged be made available for persons responsible for obtaining said sponsorship.
- 25% of profits accrued from relevant portfolio courses to be shared amongst persons involved in running of courses.
- to report to the respective Vice President

(vii) PROVINCIAL PLAYING AFFAIRS

- to oversee the contracting of senior and U21 provincial coaches, managers .
- to ensure that all provincial squads are selected timeously.
- to ensure that the necessary practice arrangements are adhered to and take place timeously.
- to act in an advisory capacity in respect of fund raising.
- to supervise the obtaining of sponsorship for the teams.
- Members obtaining sponsorship will be eligible for 25% thereof.
- to ensure that all managers and coaches submit comprehensive reports (including financial).
- any additional tasks relevant to the portfolio.
- to present an annual report to the Executive.
- to report to the respective Vice President.

7.

(viii) SPONSORSHIP LIASON

- to ensure that current sponsors are fully informed of the developments of the Association.
- to endeavour to secure current and further new sponsorship as well as fundraising events for the Association.
- to present an annual report to the Annual General Meeting.
- 25% of new sponsorship arranged, available for person obtaining sponsorship.
- to report to the respective Vice President.

(ix) TRANSFORMATION

- to ensure that the visions of SAHA and BHA are adhered to.
- to ensure gender equality.
- to present an annual report to the Annual General Meeting.
- to report to the respective Vice President.

(x) FACILITIES LIASON

- to ensure the maintenance and improvement of existing facilities.
- to initiate future developments of the facilities.
- to present an annual report to the Annual General Meeting.
- 25% of new sponsorship arranged, available for persons arranging sponsorship.
- the groundsman is to report to the respective Facilities Liason Officer.
- to report to the respective Vice President.

(xi) ADMINISTRATOR

- day to day administration and running of BHA duties as set out in employment/appointment contracts and other duties as deemed necessary by and agreed upon with the Executive.
- the employment of this portfolio will be determined by the Executive and the salary of this portfolio will be determined by the President and the Treasurer.
- will not have a vote on the Executive.



8.

- to deal with all correspondence at Executive, Council, AGM and SGM meetings to ensure that either the Administrator or relevant Portfolios deal with the correspondence as and when necessary.
- all records pertaining to sub-clause above to be kept on a file at the office of the Association. (Back up kept when necessary).
- to maintain all records of the Association as required.
- to send out notices, reports and agendas as and when necessary.
- to maintain a register of all players, umpires and officials selected to represent the Association.
- to report to the President.
- to assist all the relevant portfolios in conjunction with the approval of the President.

(d) The Executive shall hold office from Annual General Meeting to Annual General Meeting, except the Administrator who is an employee of the Association.

(e) The Executive shall have the power to give rulings in any matters affecting the affairs of the Association, which are not specifically regulated by the Constitution or bye-laws. Such rulings shall be binding on all Members unless overruled by a Council Meeting.

(f) The Executive shall have the power to frame bye-laws for the purpose of carrying out the provisions of the Constitution. The Executive shall submit any such bye-laws to a Council Meeting upon the adoption of such bye-laws by a simple majority at such Council Meeting, the bye-laws shall not be rescinded except by a two-thirds majority of those present and voting at a duly convened Special General Meeting of the Association.

(g) Executive shall meet on a monthly basis or at least nine times per annum, at which meeting each Executive Member shall have one vote with the Chairman having a casting vote as well.

(i) The Executive shall fill vacancies where any of the office bearers in section 8 (c) (i) to (xi) cease to hold office during their elected term.

(ii) Any appointments in (i) above shall be reported in writing by the Executive to the Members referred to in section 5 (a) and (b).

## 9. MEETINGS

## (a) Annual General Meeting:

(i) The Annual General Meeting of the Association shall take place during the month of October at a venue, date and time to be determined by the Executive.

(ii) Notice of the Annual General Meeting as well as an agenda shall be circulated by the Honorary Secretary to the Executive and to Members of the Association not later than twenty-one days prior to the date of the Meeting. This Meeting shall be open for attendance (one vote each, the Chairman shall have a casting vote if and when necessary), Members having one vote per Gender section (one delegate, per voting power) and Associate Members (one voting delegate).

(ii) The following agenda shall be followed at the Annual General Meeting:

(1) Notice of meeting.

(2) Credentials

(3) Apologies

(4) Confirming of minutes of the previous AGM and any SGM and matters arising there from.

(5) The President's report and Executive office bearers reports as required in section 8 (b) and matters arising thereof.

(6) Finance – approval of the audited accounts for the period under review and appointment of an Auditor for the ensuing year.

(7) Election of office bearers (Executive Committee) as referred to in section 8 (c) (i) to (xi) excluding (xi).

(8) Election of provincial selectors.

(9) Election of Honorary Vice-Presidents.

(10) Any proposal from Members under Section 5

(a) or Associate Members under section 5

(b) which have been included in the agenda.

(11) General – any business deemed necessary for discussion at the Annual General Meeting.

(b) Special General Meeting:

(i) The Secretary, upon receiving a written requisition made by three Members or the executive, shall convene a Special General Meeting. The agenda shall express the purpose of the meeting called, and no other business other than that which is specified shall be transacted at the Special General Meeting.

10.

(ii) Notice of such meeting shall be given not later than fourteen days prior to the date of the meeting.

(iii) Attendance at such meeting shall be the same as for an Annual General Meeting, with the same voting rights (i.e. one vote per attending gender section of Affiliated Members, one vote per Associated Member and one vote per Executive Member (with the Chairman having a casting vote).

#### 10. QUORUMS

(a) For the Annual General Meeting and the Special General Meeting a quorum shall consist of at least two-thirds of the total votes and for a Council Meeting a quorum shall consist of 50% of the total votes, provided that if such quorum is not present within a half hour of the appointed time for the meeting, the meeting shall stand adjourned and a new date set, each Member or Associate Members shall be notified thereof. At such adjourned meeting, the members present shall constitute a quorum.

(b ) For Executive Meetings a quorum shall be the same as for Council Meetings. If such a quorum is not present within one half hour of the appointed time for the meeting, a new date shall be set and each member notified thereof. At such adjourned meeting, the members present shall constitute a quorum.

#### 11. NOMINATION AND ELECTION OF OFFICERS

(a) The following office bearers shall be nominated and elected annually:- All Executive Members as defined in section 8 (c) (excluding the Administrator who is an employee) and Provincial Selectors.

(b) Annually, the Executive and every Member and Associate Member set out in section 5 (a) and (b) shall be entitled to nominate, persons for election as office bearers, as set out in (a) above. The nominees under paragraph (a) above shall be resident within an accessible distance of the headquarters of the Association.

(c) From the nominations submitted, members entitled to vote shall elect at the Annual General Meeting the office bearers referred to in paragraph (a) above.

(d) The voting Members at the Annual General Meeting may elect Honorary Vice-Presidents.

12. FINANCE

- (a) Each Member affiliated to the Association shall pay an annual subscription as decided at the first Council Meeting of the year. (As set out in paragraph 7(a)(i) of the bye-laws)
- (b) The financial year-end of the Association shall be the 30 September of each year.
- (c ) Registration: SAHA
  - \* Individual registrations as per the exact cost of SAHA fees. There is thus no mark up. Discounts as are currently applicable to scholars will be passed onto the members. We will act as a collecting agent for SAHA.
  - \* An unregistered player may only play for the lowest team of a club on two occasions (matches) after which they must register with the Association and SAHA.
  - \* Clubs shall register a minimum of 14 players per team per season.
  - \* The lowest team in a club shall have a minimum of 12 players registered.
- (d ) Astro fees:

Charges will be levied for the hire of the Astroturf as agreed upon by the members and associate members at the first council meeting of the year. (see byelaw 7b)
- (e) Admission fees:

Admission fees will be determined by the Executive.
- (f) Overdue payments:

An interest charge, as set out in bye-law 7 (c), (ie 10%) will be payable by Members, associate members and players on all accounts more than 30 days overdue.

13. AMENDMENTS TO THE CONSTITUTION

The constitution of the Association shall not be amended except at a Special General Meeting called for that purpose; no amendment shall be made to the constitution of the Association unless supported by two-thirds of the total votes present of members eligible to vote. Notice of intention to amend, rescind or add to any article or provision of this constitution shall be given to the Administrator who shall within fourteen days of the receipt of such notice call the Meeting by a notice posted not less than 21 days prior to the date of the Meeting to those entitled to receive notice.

## 14. MISCONDUCT AND DISCIPLINE

(a) All members of the Association shall at all time: -

(i) Abide by the provisions of the constitution and all byelaws, rules and regulations framed and promulgated in terms hereof.

(ii) Conduct their own affairs in the best interests of the Association and the game.

(iii) Where applicable, procure and ensure that their respective Members, officials and players comply with and abide by the constitution, byelaws, rules and regulations and conduct themselves appropriately with a view to maintaining the best interests of the Association and the game.

(b) Without derogating from the generality of the forgoing provisions, the Association from time to time, and always consistent of SAHA by which it is bound, may frame, adopt and promulgate its own byelaws, rules and regulations for the purpose of maintaining the best interests of the Association. Such bye-laws may include the appointment of a Disciplinary Committee and its method of constitution and powers.

(c) (i) Any Member of the Association guilty of any breach of this Constitution or of the bye-laws framed hereunder, shall be liable to discipline by the Executive.

(ii) Where any Member has not disciplined any player or official for breach of the provisions of this constitution, bye-laws, rules and regulations, or in the opinion of the Executive does not discipline such person for a breach as aforesaid, the Executive may require the member, player or official concerned to appear before it for the purpose of enquiring into the alleged conduct and if necessary discipline such member player or official.

(iii) Where any Member of the Association disciplines any of its members, players or officials falling under its control and/or jurisdiction, such member, player or official shall, subject to prepayment of the appropriate fee from time to time determined by the Executive, have the right to appeal to the Executive.

(See 12 (e)(vi) and 16(d)(e) of the byelaws).

(d) At any disciplinary or appeal hearing the Executive shall adopt such rules of procedure as are laid down in the bye-laws or, in the absence thereof, such rules as it may deem to be appropriate.

13.

(e) In the event of it being found that: -

(i) A Member is guilty of breach of the constitution or the byelaws rules and regulations framed hereunder, the Executive may at its discretion impose a monetary fine and/or suspension of voting rights, provided that no such fine shall exceed the annual subscription payable by such member for the year in which such Member is found guilty.

(ii) If a member, player or official of a member of the Association is guilty of any misconduct, the Executive may suspend such member, player or official from participation in playing or administration of hockey for such period as it in its sole discretion shall determine.

(f) Every Member shall ensure the effectiveness of any disciplinary action imposed in terms of this section and preclude any such disciplined member, player or official from participation in hockey during the period of suspension.

(g) Misconduct on the field of play will be dealt with as set out in paragraph 16 of the byelaws.

#### 15. INDEMNITY

(a) Any actions instituted by or against the Association shall be taken in the name of the Association as such and no member of the Association shall be personally liable for any debts or obligations, irrespective of the manner incurred.

(c) Every member of the Association shall be indemnified by the Association. And it shall be the duty of the Association, out of its funds to pay all costs, losses and expenses which any such member or other officer may incur or may be liable for by reason of any contract entered into or any act done in any way in the discharge of his/her duty.