



**CANTERBURY HOCKEY ASSOCIATION (INC.)  
CLUB AFFILIATION POLICY AND PROCEDURE**

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**Policy**

- 1.1 The Membership of Canterbury Hockey (hereinafter referred to as “Members”) shall be open to and consist of the following:
- (a) All Hockey organizations (e.g. clubs and schools) affiliated to Canterbury Hockey as at the date of registration of these rules.
  - (b) Any other organisation involved in the furtherance of hockey in Canterbury that the Board agrees to accept as an affiliate of Canterbury Hockey.
- 1.2 Applications for membership of Canterbury Hockey shall be made in writing to Canterbury Hockey. Applicants shall supply such particulars as are requested by the Chief Executive. All applications shall be submitted to the Board, which will then be referred by the Board with its recommendation to a General Meeting of Canterbury Hockey for a decision.
- 1.3 The Members shall comply with the directives and requirements of the Board in so far as those relate to the administration of the game of hockey throughout Canterbury and shall also comply with the terms of the Constitution, the rules, playing conditions and regulations (if any) as laid down by Canterbury Hockey.
- 1.4 In assessing if a Club should be affiliated, the Board will evaluate the application against the criteria listed in Schedule One.
- 1.5 The Members shall comply with any restrictions which Canterbury Hockey may choose to impose on the new Members including but not limited to those set out in Schedule Two.

## **Procedure**

The following timetable will be followed to allow a Board recommendation to the AGM:

### Timetable for Application

<b>Due By *</b>	<b>Action</b>
31/10	Presentation to Board (or delegated subcommittee) of application by proposed club for affiliation. Clubs notified by email that application has been received.
30/11	Canterbury Hockey publishes summary of application on its website and seeks existing Club, School, Committee and hockey community feedback. C a n t e r b u r y Hockey advises of further information (if any) required from proposed club
31/12	Closing date for submissions to Canterbury Hockey on proposed club
28/02	Board recommendation/ AGM Papers prepared
Pre 31 <sup>st</sup> May	AGM held within five months of Balance Date

\*The Year prior to the first season of play by a proposed club

**SCHEDULE 1**  
**CRITERIA FOR ASSESSMENT**

**1. Club Planning and Positioning**

- Strategic plan (confidentiality will be maintained)
- Outline of Club Vision and values
- Targeted player group
- Key points of difference
- Non-discriminatory membership criteria

**2. Governance and Constitution**

- A Constitution
- List of personnel proposed and his or her confirmation of agreement to fulfil roles on the board/committee and officer positions of the club
- Commitment to attend necessary Canterbury Hockey forums and abide by Canterbury Hockey policies

**3. Financial Sustainability**

- Initial 3 year budget including cash flow
- Sign-offs by Club President that budget and cash flow are realistic (or if requested, certificate from Chartered Accountant)

**4. Growth and Development**

- Evidence of ability to grow the game by bringing new players and volunteers from new sources to the game
- Plans where appropriate:
  - To develop players
  - For coaching systems
  - For defined pathways for players, coaches and umpires
  - To cater for junior, youth and senior players
  - To develop umpires
  - To develop coaches
  - To foster school links and to develop hockey in schools within the proposed club's community
- Details of facilities:
  - Confirmation of appropriate access to turf and/or training facilities
  - Confirmation that, if the organisation has a turf, it will be made available for competition
  - Changing rooms, club rooms, parking

**SCHEDULE 2**  
**RESTRICTIONS ON NEW MEMBERS**

**1. Staged Entry into Canterbury Hockey Competitions**

- During the first year of affiliation the Member may only enter teams into the Junior, Youth and Senior Midweek Open competitions.
- The entry of any team into the Junior, Youth or Midweek Open competitions by the Member in its first year of affiliation must be, in the first instance, into the lowest grade associated with that competition. However, this provision does not stop Canterbury Hockey promoting the team into a higher grade if the team's performance warrants such promotion.
- During the second year of affiliation the Member may only enter teams into the lowest division of any Senior competition.
- The Members advancement of teams through Canterbury Hockey's Senior Competition will be based on the performance of that team in the previous year's competition and will be at the discretion of the Competitions Committee and Canterbury Hockey Board.

Review Time Frame: Three Years

Review Date: March 2018

Next Renewal: March 2021