



## **Canterbury Hockey Club Affiliation Policy and Procedure**

### **Rationale**

1. There is a need to be transparent in applying the current policy followed by the Canterbury Hockey Board when a Club applies for Affiliation.

### **Current 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 organisations (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 Officer of Canterbury Hockey (hereinafter referred to as “Chief Executive Officer”). All applications shall be submitted to the Board, which will then be referred by the Board, with its recommendation, to an Annual General Meeting where a vote will be taken to determine whether membership will be granted. For the avoidance of doubt the resolution regarding the applicant’s membership will be passed if more than two-thirds (67%) of the votes are in favour of the resolution.
- 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 Canterbury Hockey 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 be supplied to all Voting Members no later than twenty (20) working days prior to the date fixed for the AGM.

### Timetable for Application By a Club to Join Canterbury Hockey Association

<b>Due By *</b>	<b>Action</b>
31 <sup>st</sup> August	Presentation to Canterbury Hockey Board (or delegated subcommittee) of application by proposed club for affiliation. Affiliated members notified by email that application has been received.
30 <sup>th</sup> September	Canterbury Hockey publishes summary of application on its website and seeks existing Club, School, Committee, and hockey community feedback. Canterbury Hockey advises of further information (if any) required from proposed club.
31 <sup>st</sup> October	Closing date for submissions to Canterbury Hockey on proposed club
30 <sup>th</sup> November	Canterbury Hockey Board recommendation/ AGM Papers prepared

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



## SCHEDULE ONE

### CRITERIA AGAINST WHICH NEW APPLICATIONS FOR CLUBS TO JOIN CANTERBURY HOCKEY ASSOCIATION WILL BE ASSESSED

#### 1. CLUB PLANNING AND POSITIONING

- Strategic Plan
- 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 their 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
- Signoffs 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 officials
  - 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 TWO

### RESTRICTIONS ON MEMBERSHIP OF NEW MEMBERS OF CANTERBURY HOCKEY

#### 1. STAGED ENTRY INTO CANTERBURY HOCKEY COMPETITIONS

- During the first year of affiliation the Member may only enter teams into the Junior, Youth, Lowest Sunday League, and Senior Midweek Open competitions.
- The entry of any team into the Junior, Youth, Lowest Sunday League, or Senior 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.

Issue Date	Next Review Date	Reviewer	Approved
30 <sup>th</sup> June 2017			Canterbury Hockey Board Meeting June 2017
	7 <sup>th</sup> November 2022	Shane Maddaford, Lucy Corrigan, Sam Grimshaw	