



THE CONSTITUTION OF THE
HERTFORDSHIRE SQUASH RACKETS ASSOCIATION
ALSO OPERATING UNDER THE NAME HERTS SQUASH

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1. NAME

The name of the organisation will be:

The Hertfordshire Squash Rackets Association

And referred to in the following sections as 'the HSRA';

2. AIMS

The aims of the HSRA will be:

- (a) The promotion and encouragement of squash activities within Hertfordshire.
- (b) The establishment of effective subordinate organisation dedicated to all matters relating to the running of:
 - (i) Winter and Summer county leagues in those sections (Main, Ladies, Juniors, Veterans etc) where support is forthcoming and adequate.
 - (ii) An annual county Closed competition.
 - (iii) Representative county teams in sections and age groups where support is forthcoming and adequate. This subordinate organisation will also be responsible for the proper hosting of intercounty competitions as and when necessary and such events will be financed by the HSRA.
 - (iv) Junior squash activities.
- (c) The creation, finance and administration of any other subordinate organisations dedicated to the principles of 2...(a) above for specific sections of activity not listed in 2...(b) above.
- (d) Liaison with England Squash and the effective communication of relevant information to appropriate individuals, clubs and club teams within Hertfordshire.
- (e) The administration of a Code of Conduct to be applied in all activities undertaken by the HSRA or its subordinate organisations and penalties arising out of a breach of that Code.

3. MEMBERSHIP

Members shall be all Hertfordshire clubs affiliated to ES.

4. COUNTY COMMITTEE

The day to day running of the HSRA will be vested in a County committee comprising:

- (a) A Chairman
- (b) A Secretary
- (c) A Treasurer
- (d) An organiser of each operative county league (Main, Ladies, veterans etc)
- (e) A team captain of each operative county team (mens, Ladies, Veterans etc.)
- (f) A Coordinator of Squash Referees
- (g) Any other persons co-opted from time to time to serve in specific capacities.

There will be NO restrictions on eligibility to serve on the County Committee. None of sex, colour, creed, age, residential status or playing status will disqualify a persons eligibility.

NO committee position will receive regular payment. Payments to HSRA committee members will be confined to:

- (i) the reimbursement of documented expenses incurred whilst carrying out HSRA duties.
- (ii) any honorarium voted by an Annual General Meeting of the HSRA.

5. POWERS OF THE COUNTY COMMITTEE

The County Committee will:

- (a) Determine and implement policies for the furtherance of squash within Hertfordshire
- (b) Employ the finances of the HSRA in the pursuance of the policies of 5...(a)
- (c) Decide on matters of the day-to-day running of the HSRA
- (d) Create such sub-committees or subordinate organisations as necessary to fulfil the policies of 5... (a)
- (e) Represent the interests of Hertfordshire squash with England Squash.
- (f) Hear and decide on appeals against disciplinary actions taken by subordinate organisations (see 9 below)

6. MEETINGS

The County Committee of the HSRA will hold the following meetings:

- (a) An Annual General Meeting comprising the membership listed in 3 above.
 - (i) Notice of an AGM will be sent, by the Secretary, to all constituting bodies no less than 4 weeks before the date of the AGM
 - (ii) Propositions for discussion at the AGM will either be circulated with the notice of the AGM or must be received by the Secretary no less than 2 weeks before the date of the AGM.
 - (iii) Other matters may be raised at the AGM but voting on these issues will take place only at the discretion of the Chairman.

- (iv) Officers of the County Committee will be elected at the AGM. Nominations for any position on the County Committee may be made up to and during the AGM.
 - v) The quorum for an AGM will be 30 people belonging to the constituting bodies.
 - vi) Voting rights at an AGM will be one vote for each person attending the meeting, including the County Committee.
There will be no voting by proxy
 - vii) Voting on ordinary propositions at an AGM will be decided by simple majority of:
 - (A) Those listed in 6... (a)(vi) above or
 - (B) Specific sections of the meeting where the proposition is judged by the Chairman to have relevance only to those sections.
 - viii) Voting on propositions to amend this Constitution will require a $\frac{3}{4}$ majority of those listed in 6.. (a)(vi) above.
 - ix) In the event of a tie in a vote the Chairman will have a casting vote.
- b) Extraordinary General Meetings when requested in writing and with the signature of representatives of 10 different clubs who are fully paid-up members of England Squash.
Otherwise, EGMs will be conducted as set out for the AGM.
- c) County Committee meetings as decided by the County Committee.
- i) The quorum at County Committee meetings will be:
 - At least one of the Chairman, Treasurer or Secretary and
 - 4 other committee members.

Notes will be taken at all meetings and actions and minutes circulated prior to the next meeting, to those eligible to attend that meeting.

7. FINANCE

- (a) The Treasurer of the HSRA will maintain a proper set of accounts.
- (b) The Treasurer will prepare a summary of these accounts for presentation at the AGM.
- (c) The Treasurer will arrange for the annual audit of the accounts.
- (d) Subordinate organisation will raise funds as necessary to cover the cost of running its specific area of activity from appropriate sources, e.g. subscriptions from participating clubs, individual entry fees, sponsorship etc.
- (e) Subordinate organisations will maintain a proper record of income and expenditure in a form suitable for their incorporation into the Treasurer's accounts.

8. CODE OF CONDUCT

- (a) The County Committee is required, at all times, to conduct its business in an open, accountable and auditable manner.
- (b) All clubs constituting the HSRA are required to conduct their dealings with the County Committee in a proper fashion, particularly with respect to the settlement of outstanding debts which have an influence upon the finances of the HSRA.
- (c) All individuals participating in, officiating at or viewing any event organised within the HSRA must, at all times, conduct themselves in a manner that does not bring
 - i) Themselves
 - ii) Other players
 - iii) Other teams
 - iv) Other clubs
 - v) Bystanders
 - vi) Sponsors
 - vii) The game itself

Into disrepute.

- d) All referees, whether qualified or not, officiating at any event organised within the HSRA (especially the County Leagues) must always endeavour that they carry out their duties in a professional manner and in accordance with the current Rules of the Game. In particular, they will be expected to apply penalties as provided in those Rules to players who, in their opinion, fail to comply with the principles set out in 8.. (c) above.

(NOTE: *The HSRA recognises that this is often a very difficult issue and knows full well that inexperience amongst referees may generate disagreement between player and official which is well founded.*

Nevertheless, the HSRA maintains that gross behaviour by any player is a far more serious matter than poor refereeing and can never be acceptable, even when the refereeing is inadequate. In such situations, players are required to conduct themselves in a stoical manner and, if they think fit, report the inadequacies of a referee, in writing to the County Committee.

9 DISCIPLINARY PROCEDURE

- (a) All reports of any transgression of the Code of Conduct will, in the first instance, be dealt with by the subordinate organisation managing the event at which the problem occurred. Thus, incidents arising during League matches will be dealt with by the County Committee member responsible for organising that League. The action taken may be to warn a player, disqualify a player, ban a player for a period of time etc
- (b) Players so disciplined must be informed of the action as soon as possible together with a summary of evidence supporting the action.
- (c) Furthermore, if the organiser thinks the incident of such seriousness, he will report to his fellow County Committee members with a recommendation that the report be passed to England Squash.

10. APPEAL PROCEDURE

- (a) Within two weeks of a punitive action arising out the procedure of 9 above, the punished player, team or club has the right of appeal against the punishment.
- (b) All appeals must be made out in writing and sent to the Secretary of the County Committee.
- (c) The appeal will be considered by the County Committee at its next meeting.
- (d) The appellant will be advised of the date and place of this meeting by the Secretary.
- (e) The appellant has the right to attend that part of the meeting where the appeal is considered and to represent the case for the appeal in full.
- (f) Following the appellants case, the County Committee will consider the appeal in private and may decide to set aside, reduce, endorse or increase the severity of the original punishment.
- (g) The Chairman will promptly advise the appellant, in writing, of the County Committee decision.
- (h) There will be no further right of appeal within the HSRA.

11. DISSOLUTION

- (a) The Association is a 'Not for Profit' Organisation
- (b) In the event that dissolution of the Association is necessary, then the assets of the Association should be converted into cash in order to discharge any liabilities. Any balance remaining must be donated to a registered charity.

12. RULES OF SUBORDINATE ORGANISATIONS

The organisers of subordinate organisations will:

- (a) Ensure that the rules pertaining to that organisation are set out in writing.
- (b) Ensure that all participants in activities of the subordinate organisation have full and ready access to the rules of 11... (a) above.
- (c) Ensure that proper and accurate financial records are maintained in connection with the running of the organisation.
- (d) Maintain proper records of the running and outcomes of the organisation and be prepared to report on these mater at County Committee meetings when so requested and always at the AGM.