



## CONSTITUTION

### **1 Name**

The Association shall be known as the "British Octopush Association" ("The BOA").

### **2 Objectives**

The objectives of the BOA are:

- 2.1** To act as the controlling body for Octopush (Underwater Hockey) in the United Kingdom (UK).
- 2.2** To make and revise all rules relating to Octopush in the UK.
- 2.3** To promote and develop Octopush at both junior and senior levels throughout the UK, including the development and provision of coaching schemes and training aids.
- 2.4** To provide assistance to member clubs in applying for Octopush development grants.
- 2.5** To represent the interests of UK Octopush at an international level.
- 2.6** To decide on any other matter pertaining to Octopush in the UK.

### **3 Membership**

**3.1** Membership of the BOA shall be open to any club/individual who plays or supports Octopush in the UK subject to clause 3.3.

**3.2** There shall be the following classes of membership:

**3.2.1** Junior Membership,

**3.2.2** Student Membership,

**3.2.3** BOA Membership,

**3.2.4** Family Membership,

**3.2.5** Club Membership,

**3.3** Every member shall pay on a seasonal basis the prevailing fees as approved by the BOA committee, within 30 days of notification of said fees.

**3.4** Every application for membership shall be subject to:

**3.4.1** The approval of the Committee (as described hereafter);

**3.4.2** The applicant's agreement to abide by the Constitution, Standing Orders and Resolutions and Rules of the Committee (copies of which are available on request from the BOA Secretary).

**3.5** Every member club as defined at 3.2 shall have the right to one vote per resolution by at Annual General Meetings and Special General Meetings.

## **4 Management Structure**

**4.1** General Management responsibility shall be vested in the BOA Committee ("*the Committee*").

**4.2** The member clubs of the BOA shall have the right by special resolution to make directions as to the management of the BOA. In the event of a conflict between a resolution of the Committee and a direction of the member clubs, the direction shall take precedence. Any such resolution must be consistent with the BOA Constitution unless it be a resolution to change the Constitution in which case it should be made in accordance with the procedures laid down for such resolutions.

**4.3** The Committee shall be responsible for approving the appointment and removal of BOA Area Representatives, who in turn shall represent the interests of their Regions to the Committee. BOA Area Reps are required to represent the interests of their Regions to the BOA and vice versa and will be given support by the Committee to do so.

**4.4** The Committee members shall be elected to and retired from office at the Annual General Meeting except the UK National Squads Manager. The National Squads Manager will be elected by an electoral college of players and committee members convened by the committee within 90 days of the most recent World or European championships.

**4.5** The Committee shall comprise a minimum of 5 members and a maximum of 10 members to include the following:

- Chairperson
- Secretary
- Treasurer
- Development Director
- National Director of Coaching
- UK National Team's Manager
- Membership Secretary

Job descriptions and responsibilities are as listed in the Standing Orders.

**4.6** A BOA officer shall not hold the same Committee position for more than three consecutive years unless re-elected by 2/3rds of the votes present at the AGM.

**4.7** The Committee shall be responsible for the regulation of its own procedure and shall meet at such times as the Committee shall determine; provided that it shall be convened no fewer than three times in any calendar year.

**4.8** The quorum for a Committee meeting shall not be less than four officers.

**4.9** The Committee shall have the power by ordinary resolution at any time to:

**4.9.1** Fill any vacancies among the members of the Committee.

**4.9.2** Co-opt an individual to the Committee to assist for a particular purpose defined at the time of co-opting that individual.

**4.9.3** Form a sub-committee to assist a committee member for a particular purpose defined at the time of forming that sub-committee.

**4.9.4** Discipline, including suspend or expel from membership BOA members who act in a manner, which in the opinion of the Committee, is prejudicial to the interests of the BOA or Octopush (Underwater Hockey).

**4.9.5** Carry out any other business or activity, which is in the opinion of the Committee advantageous to the BOA.

## **5 Meetings**

**5.1** Annual General Meeting (AGM) of the BOA

**5.1.1** Notice of the AGM shall be promulgated to membership not less than eight weeks ahead of the proposed date of the AGM.

**5.1.2** Any resolution proposed by a member for the AGM, shall be submitted to the BOA Secretary in writing not less than 28 days prior to the AGM. The secretary shall promulgate the same to the membership not less than 14 days prior to the AGM.

**5.1.3** The quorum for an AGM shall consist of five representatives from five different BOA member clubs.

## **5.2 Special General Meeting (SGM) of the BOA**

**5.2.1** A SGM may be convened at any time and shall be convened within 28 days upon requisition of six BOA member clubs as defined at clause 3.2.

**5.2.2** Any SGM requisition shall state the purpose for which the meeting is required.

**5.2.3** The quorum for an SGM shall be 25% of all BOA member clubs entitled to vote.

## **6 Votes**

**6.1** At all general meetings of the BOA, resolutions shall be decided by the majority of votes, except as directed elsewhere in the constitution.

**6.2** At all Committee meetings and general meetings of the BOA, the Chairperson shall in the event of an equality of votes be entitled to a casting vote.

**6.3** For change of the constitution, or as directed by the BOA committee, a postal vote may be used.

**6.4** In the event of a postal vote being used to decide a resolution:

**6.4.1** The BOA Secretary shall distribute the resolution to all member clubs at least 14 days prior to the date of the meeting, enclosing a uniquely identified voting slip for that member's vote on the resolution. The identification on the slip will not directly identify the member club but shall serve to prevent illegal voting.

**6.4.2** All postal votes must be returned to the BOA Secretary in clearly marked, sealed envelopes to arrive at least 3 days prior to the date of the meeting.

**6.4.3** The BOA Secretary will open the votes in public at the meeting.

**6.4.4** Any spoiled, damaged, illegible or defaced voting slips, as determined by the BOA secretary, shall be excluded from the count.

**6.4.5** Proof of posting does not constitute proof of receipt of a vote. Any missing or undelivered votes are not the responsibility of the BOA.

**6.4.6** In the event of two or more simultaneous postal votes, a separate envelope and slip shall be used for each vote.

**6.5** Voting at all public meetings of the BOA shall be by secret ballot, administered by the BOA Secretary.

**6.6** Voting at Committee meetings shall be by show of hands unless a secret ballot is requested by one of the persons present at the meeting.

## **7 Officers**

### **7.1 Chairperson**

**7.1.1** At all Committee meetings the Chairperson, if present, shall preside and in his/her absence, a Vice-Chairperson, if present, shall preside. In the event that neither the Chairperson or Vice-Chairperson is present, the members present shall elect one of their number to preside at the meeting.

### **7.2 Secretary**

**7.2.1** The Secretary shall be responsible for all secretarial services to the BOA. All official communications to and from the BOA unless otherwise agreed, shall be made by post through the Secretary.

### **7.3 Treasurer**

**7.3.1** The Treasurer shall be responsible for and make satisfactory arrangements for the discharge of financial affairs of the BOA.

## **8 Finance**

**8.1** The financial year shall end on the 31st August.

**8.2** The Committee, through the Treasurer, shall be responsible for ensuring that the financial records of the BOA are properly maintained.

**8.3** The accounts shall be verified at the end of the financial year, by two members of the association acting independently who are not members of the committee but who are appointed at the AGM. All supporting document must be made available to these members.

**8.4** If any Ten member clubs of the association wish for the accounts to be professionally audited then on submission of a proposal signed by them all accounts and supporting document shall be made available to those accountants but the fee of those accounts shall be covered by the Ten members club commissioning this audit.

**8.5** The BOA is a non - profit distributing organisation. All profits shall be used solely for the furthering of the objects stated in this constitution.

**8.6** All funds received from charitable trusts and other grant awarding bodies shall be used solely for the purpose for which the grant was obtained, and for which funds the association shall maintain separate records and audited accounts. Funds received by way of grants for specific purposes shall not be deemed to be for the unique benefit of charities, local and regional authorities, third party contributors, corporations or individuals who donate such funds.

## **9 Discipline**

**9.1** Any complaints pertaining to the BOA may be made through an officer or area representative for consideration by the Committee.

**9.2** In the event that any member has in the opinion of the Committee contravened the constitution or stated objectives of the BOA, breached any rule promulgated by Committee or brought the BOA or Octopush (Underwater Hockey) into disrepute then a Disciplinary Committee shall be formed. The Disciplinary Committee shall have the power to discipline that member or to revoke their membership of the BOA without recompense.

**9.2.1** The BOA Chairperson shall appoint the members of the Disciplinary Committee.

**9.2.2** The disciplinary committee shall consist of not less than three Officers of the BOA, none of whom shall be directly or indirectly in the issue upon which they have been called to adjudicate.

**9.3** Before any disciplinary action is taken, the Secretary shall give not less that 21 days written notice to attend a meeting of the Disciplinary Committee and shall notify that individual or member club of the complaints made against them.

**9.4** Where the Disciplinary Committee has imposed a sanction against an individual or member club, that individual or member club shall have the right within 21 days to appeal against the sanction to a Disciplinary Appeals Sub-Committee.

**9.4.1** The membership of the Disciplinary Appeals Sub-Committee shall not include any officer who was a party to the decision to impose a sanction against which the appeal is pending.

**9.4.2** The decision of the Disciplinary Appeals Sub-Committee shall be final.

## **10 Dissolution**

**10.1** The BOA may only be voluntarily dissolved pursuant to a special resolution of not less that two thirds of the members and only then upon a motion of dissolution approved by the Committee which should comprise

not less than 5 officers of the BOA.

**10.2** In the event of the dissolution of the BOA, the debts of the BOA shall be settled. After the disposal of any assets covered by special conditions, all the remaining non cash assets shall be sold and the total cash then divided among all members of the BOA who have been members for at least one calendar year prior to the date of dissolution. In the event of dissolution of the Association, following resolution of all outstanding debts, any remaining assets/equipment etc shall be passed on to another sporting association having similar aims and objectives to the British Octopush Association. If the finances remain in deficit, the responsibility shall be passed on to the members of the BOA pro-rata.

**10.3** In the event of the association, all remaining assets from grants to sponsorship will go to benefit other appropriate non - profit distributing causes.

## **11 Review of the Constitution**

**11.1** Amendments to the Constitution may only be agreed at the AGM or a Special General Meeting or via a postal vote.

**11.2** Any amendment to the Constitution shall require a two thirds majority of the vote.

## **12 Date of Ratification and Modifications**

The date of the General Meeting, which ratifies the adoption of this constitution, shall be recorded below as the date of Ratification, and the date of any subsequent modifications shall also be recorded.

Ratified date 2nd April 2000

Signed Chairman Keith Dunkinson

Signed Secretary Martin Reed

Modified Date 11<sup>th</sup> July 2004

Signed Secretary Turlough Remedios

## **13 Eligibility to be a member or an official of a BOA national team.**

**13.1.1** All candidates must be sponsored by a BOA member club and endorsed by the BOA committee.

**13.1.2** All candidates must be British or Irish Passport holders, or eligible to hold a British Passport, or eligible to vote in a British general election, or must demonstrate to the satisfaction of the BOA committee that they have resided in the UK or Irish Republic for more than 36 months.

**13.3** No candidate shall be eligible for selection if:

A.) They have been found guilty of any crime by a common law court and sentenced to more than six months or more in jail.

Or

B). They have been found guilty of bringing the sport of underwater hockey into disrepute.

Or

C). They are considered unsuitable for such a post in the opinion of the organisation recognised by UK Sport as the BOA's governing body.

## **13.2 Welfare of the Vulnerable.**

**13.2.1** The BOA committee may, from time to time, issue directions to clubs about Welfare of the Vulnerable policies.

**13.2.2** Clubs which do not follow these directions will be liable to expulsion from the association at the committee's sole discretion and will not be re-admitted until such time as they can prove they have complied

in both action and spirit.

**13.2.3** Candidates who are found to be unsuitable for positions within BOA clubs may appeal to the organisation recognised by UK Sport as the BOA's ruling body which will take the appropriate action and issue a binding direction on both the BOA and the club.

**13.2.4** There will be no appeal to a Welfare of the Vulnerable direction issued by the ruling body.

## **Standing Orders**

### *Job Descriptions and responsibilities for BOA Committee Members*

#### 1 Chairperson

The Chairperson shall be the spokesperson for the BOA. S/he shall be responsible for the conduct of all official meetings of the BOA and for ensuring that the Constitution of the BOA is followed in all procedures. S/he is responsible for agreeing meeting agendas and setting priorities. In matters of disagreement regarding official business between Officers s/he deemed the arbiter.

The function of the Chairperson is to lead the BOA and to ensure so far as is reasonably practicable that its aims are properly represented at all levels within the sport both in the UK and overseas. This is based on the production of a 10 strategic business plan. It is expected that much of this work will be delegated to other officers, however the responsibility for this work remains with the Chairperson.

#### 2 Vice-Chairperson

The Vice-Chairperson shall carry out any of the duties of the Chairperson in the absence of the principal post holder.

#### 3 Secretary

The Secretary shall be responsible for agreeing meeting agendas with the Chairperson and for circulating these with notices of all meetings to the membership in a timely fashion. S/he will arrange for all meetings to be minuted and for the minutes to be circulated to all action/addressees in a reasonable time for the required actions to be undertaken. The Secretary shall arrange a date and venue for and circulate notice of the AGM. The membership are to be notified within the timeframe required by the constitution to allow sufficient time for any motions submitted by the members to be advised to the membership at large prior to the AGM.

The Secretary shall be the focal point for all correspondence of the BOA. Correspondents shall be encouraged to write to the BOA via the secretary who will acknowledge such letters before passing these on to the relevant officer for action. This correspondence shall be reviewed at each committee meeting.

#### 4 Treasurer

The Treasurer shall be responsible for the collection and banking of monies owing to the BOA and the prompt settlement of dept. S/he shall maintain the accounts of the BOA and shall arrange for these to be independently audited annually. The audit shall be arranged to precede the AGM as nearly as possible in order that the membership may receive at that meeting an up to date statement of accounts. The Treasurer shall advise the Committee annually of any changes that may be considered necessary to the annual subscriptions or charges for membership services that may be require to maintain the accounts in balance and free of debt.

#### 5 Membership Secretary

The Membership Secretary shall maintain a current and accurate list of members of the BOA. S/he shall be responsible for advising the membership annually of the required subscriptions and for liaison with the Treasurer to ensure that due payments are made.

#### 6 Competitions Manager

The Competitions Manager shall make arrangements for national tournaments, liaising with the National Referee, Treasurer and other BOA Officers as necessary. This will include junior, youth, female and mixed competitions during the season at regional and national levels. It is expected that members of the BOA will contribute effort where required by the Competitions Manager to allow her/him to manage the events.

#### 7 National Referee

The National Referee shall review the UK Octopush Rules on an annual basis and make recommendations to the BOA Committee for any changes seen as necessary. The National Referee shall oversee the ongoing training of referees and shall advise the Committee on all refereeing matters. S/he will be responsible for liaising with the Competitions Manager to provide referees for national competitions.

#### 8 Area Representatives

The Area Reps are considered to be the eyes and ears of the BOA. Liaising with the clubs in their areas, they should endeavour to feed BOA information to clubs and clubs activities and feelings to the BOA. They should ensure that requests for advice/assistance which they are unable to satisfy are directed to the appropriate person within the BOA. They will be expected to assist with the organisation of tournaments, referee courses, aspects of sports development within their areas and to help with any club developments including juniors, youth, university and schools.

#### 9 Development Officer

To produce a 3 year strategy for the development of Octopush (Underwater Hockey) in the UK with the aim of increasing levels of participation. This is to be based on the Sports Council's principles of sports development: Foundation and Participation, Performance and Excellence.

To work with external partners and organisations to achieve the objectives. At the Foundation and Participation level this will include liaison with the National Director of Coaching to approach schools, local authorities, sports development officers, The Sports Council and swimming/diving clubs. At the Performance and Excellence level, to work with the Competitions Manager and Junior Manager to develop a programme of regional, national, mixed, women's junior competitions.

To be responsible for and to liaise with the National Director of Coaching on grant aid applications, information pack for club start ups and a database of contacts/enquires to be used for awareness marketing purposes.

#### 10 National Director of Coaching

To produce a 3 year development plan detailing the development and implementation of a graded coaching scheme to cover junior, club, regional and national levels. To work with external partners and organisations to help to achieve this including, The Sports Council, National Coaching Foundation and Sports Development Officers and to make use of international expertise where appropriate. To work closely with the Development Officer and coaches nationwide.

#### 11 Junior/Youth Manager

To organise and manage competitions in conjunction with the Competitions Manager for both age groups. Liaising closely with the Development Officer and National Director of Coaching to promote, support and develop the game. To feedback on any activities and courses.

#### 12 CMAS Representative

To represent UK interests to the world governing body and to disseminate CMAS information to the BOA via the Secretary.

#### 13 National Ladder Manager

To work closely with the Competitions Manager to ensure that all results are collated and ladder positions are notified to member clubs during the season.

#### 14 Records Officer

To ensure that all records/minutes relating to the BOA are stored and accessible to requests.

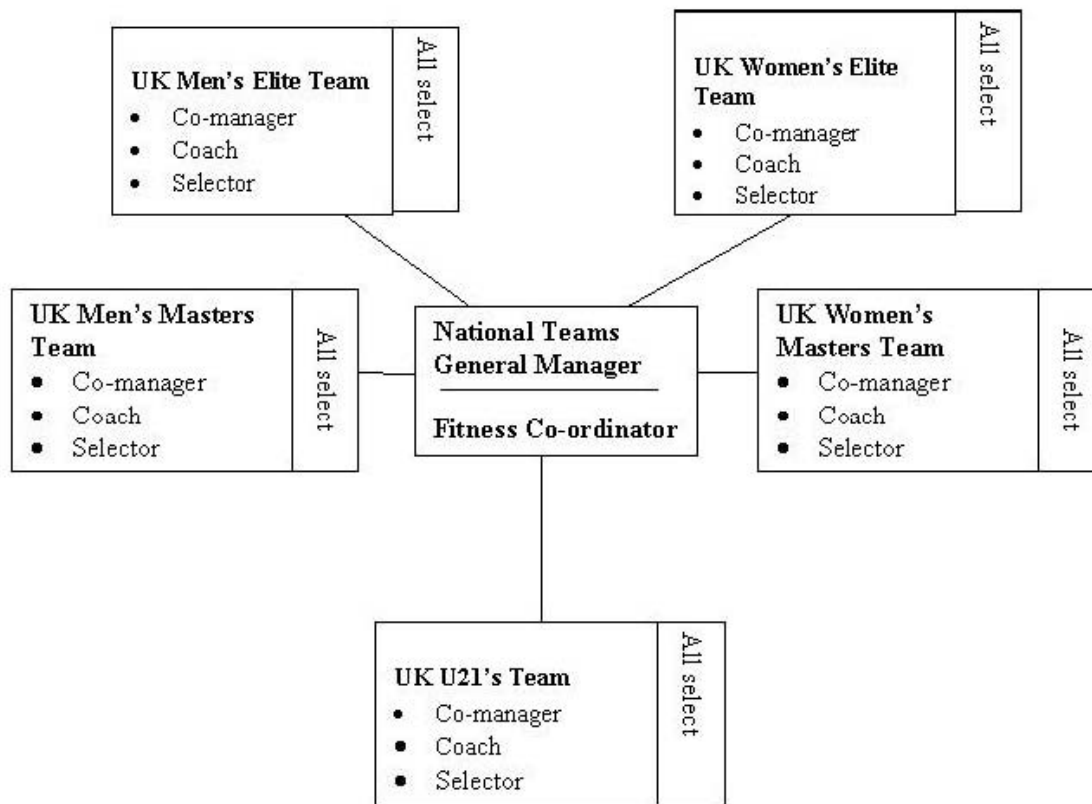
#### 15 Octopush News Editor

To edit and produce Octopush news during the year and to circulate to all member clubs. This will involve liaising with other BOA officers and club members to source current issues on a wide range of issues including local club news, aspects of playing, foreign news, rule updates and competitions.

#### 16 Area Representatives

The Area Reps are considered to be the “eyes and ears” of the Association. Liaising with the clubs in their areas they should endeavour to feed BOA information to clubs and club activities and feelings back to the BOA. They should ensure that requests for advice /assistance which they are unable to satisfy are directed to the appropriate person within the BOA. They will be expected to assist with organisation of tournaments referee courses etc within their areas and to help with any junior or new club developments.

### **National Teams Structure in the UK**



### **Procedure for Appointment of National Team Positions**

The BOA will appoint all the above positions. The procedure will be as follows:

- The BOA will make sure that all job descriptions and qualifications are made available to the BOA member clubs via the Internet and Octopush News mailing during the season.
  
- All those wishing to hold one of the positions will be required to send a written statement to the BOA Secretary stating which position they would like to hold and their qualifications and experience before the meeting described in the next point.
  
- This will then be discussed and voted on by the BOA Committee Members at a BOA Committee meeting that will take place as soon as possible after the European or World Championship of that year. This is so that it is well before the season starts and is not affected by the timing of the AGM as happened this year.  
This means that:
  - the current post holders can finish their job after a Championship;
  - that feedback can be given on the performance of the teams and the people involved at the competition before decisions are made for the following season.

### **JOB DESCRIPTIONS**

1 National Teams General Manager

This is a BOA Committee appointment and is a voting member of the BOA Committee.

UK teams are defined as Women's Elite, Men's Elite, Under 21's, Women's Masters, Men's Masters

- To be responsible for the performance of the UK teams;
- To be responsible for the conduct of UK teams during training and at international competitions;
- To represent UK teams in the event of official protests;
- To be responsible for the completion of all administration at the Championship;
- To fundraise on behalf of UK teams;

To work closely with the co-managers of all UK teams;

- To ensure that the BOA agreed structure of selection and training is implemented and promoted to all potential players;
- To only become involved in the actual coaching of the teams after consultation with the coach and co-manager
- To organise and be responsible for pool training time for the season;
- To disseminate information from the BOA to teams and from the championship organisers to the national teams;
- To arrange to the competition, transport at the event, accommodation at World/European Championship for all UK teams;
- To source official UK kit – sets of hats, tracksuits, T-shirts for joint decision before purchase;
- To source team travels insurance.
- At the championship, to ensure that Co-managers are informed of all meetings, activities that require team participation and order of play.

## 2 Fitness Co-ordinator

This is a BOA Committee appointment.

- To ensure that a standard fitness test is agreed for all national teams;
- To ensure that all those trying out for the teams undertake the standard agreed fitness test;
- To ensure that all those selected have passed the fitness test;
- To ensure that training plans for the season are provided and disseminated to all those trying out for the teams;
- To ensure that the co-managers and coaches receive the results relevant to their team.

## 3 UK Co-Managers for each team

This is a BOA Committee appointment.

- To liaise with the general manager, coach of relevant national team and fitness co-ordinator;
- To ensure that the BOA agreed structure of selection and training is undertaken; understood and promoted to all potential players;
- To co-ordinate final date with the coach and selector for team selection, make forms available and to be one of the selectors for the team;
- To ensure that training plans are made available to all those trying out;
- To ensure that the teams interests are represented to the BOA;
- To aid the General Manager with fundraising for the teams;
- At the Championship, to ensure that the team or team representatives are informed and attend meetings and activities as required, to ensure kit and sticks are legal and be responsible for the team sheet administration.

## 4 Team Coaches

This is a BOA Committee appointment.

- To plan the teams season's activities and training and communicate this to the co-manager who will then work with the general manager to organise as requested;
- To plan the contents and running of all pool sessions;
- To be one of the selectors for the team;

- To undertake individual player development ie skills, positioning, mental rehearsal;
- To be responsible for and undertake team development ie tactics, team bonding;
- To be responsible for and undertake team psychology activities and team motivation;
- To ensure as far as possible that all those trying for the team understand and undertake the fitness training and nutrition advice;
- At the Championship, to be responsible for team selection per game, analysis of other teams play, team psychology, tactics, warm-up, warm down, nutrition.

## 5 Selector

This is a BOA Committee appointment.

- To be one of the selectors;
- To be present at all team training sessions and support the coach as required;
- To ensure that the BOA agreed criteria is used;
- To ensure that the process is confidential until final selection has been agreed with the Co-Manager and Coach.

## **QUALIFICATIONS REQUIRED FOR THE JOB OF :**

### National Teams General Manager

- Proven planning, organisational and negotiation skills
- Ability to work with the teams of people
- Experience of World or European Championship
- Experience of participating in another sport competitively
- Experience of fundraising
- Access to office environment for dissemination of information.

### Fitness Co-ordinator

- Ideally qualified in sports science or have a good understanding/background knowledge of sports science
- At least 3 years of playing underwater hockey and ideally have taken part in a National Final and European/World Championship
- Proven planning and organisational skills

### UK Team Co-Manager

- Proven planning, organisational and negotiation skills
- Ability to work within team and for a team as a whole
- Experience of World or European Championship
- Experience of participating in another sport competitively
- Lifesaving or First Aid qualification.
- Access to office environment for dissemination of information.

### UK Team Coach

- Statement of length of time played underwater hockey
- Experience of playing in a World or European Championship;
- Experience of coaching at club level in underwater hockey or in any other sport
- Experience of taking part in another sport competitively
- List coaching qualifications gained in other sports
- Ability to analyse play

- Ability to present to and control a group
- Ability to motivate players recognising different needs
- Ability to motivate the team as a whole
- Organisational skills for planning the coaching year and use of pool time.
- Lifesaving or First Aid qualification

#### Selector

- Played underwater hockey to an international competitive level
- Ability to analyse play