



# Rules of Kent Squash & Racketball Association

## 1. Name

The Association shall be called "Kent Squash & Racketball Association" (the "Association").

## 2. Object of the Association

2.1 The Association is a charitable incorporated organisation whose object is the promotion of community participation in healthy recreation for the public benefit by the provision of facilities for playing squash and racketball in the county of Kent and the London boroughs of Bexley, Bromley, Greenwich and Lewisham, which region will hereinafter be referred to as "Kent".

2.2 In order to fulfil its object, the Association will:

- (a) act as the representative body for squash and racketball clubs and organisations in Kent ("Organisations") and represent Kent at the council of the national governing body of the sport, England Squash Ltd. ("ES");
- (b) promote and encourage the games of squash and racketball and to further their growth and development at all levels in Kent whilst reflecting equal opportunities for all;
- (c) maintain and uphold the objectives and bye-laws of ES;
- (d) provide local administration and liaison with the Association's Members;
- (e) train, select and manage county teams;
- (f) arrange Kent Individual championships;
- (g) arrange Kent Inter-Club competitions on a league or knock out basis;
- and
- (h) undertake any further activities which are consistent with its object.

## 3. Members

3.1 All Organisations in Kent who are affiliated to ES shall be Members of the Association. All individuals who are members of ES and have paid the Association Membership fee may apply to be a Member of the Association.

3.2 All individual squash and racketball players of Organisation Members shall be affiliated to the ES through their respective club, organisation or otherwise.

3.3 An Organisation must be a Member to participate in Association activities.

#### **4. Subscriptions, Levies and Fees**

4.1 The Members shall pay to ES the current affiliation or membership fees as set by ES together with any Association Membership fee payable to the Association as determined at an AGM of the Association.

4.2 League fees shall be paid to the Association on or by 1<sup>st</sup> October each year by each Organisation's team participating in the County Leagues for the winter season of that year and by 1<sup>st</sup> June each year by each Organisation's team participating in the County Leagues for the spring/summer season of that year. The league fees shall be reviewed annually at an AGM of the Association.

4.3 If any ES affiliation fee or Association Membership fee remains unpaid 30 days after the due date, the defaulting Member shall immediately cease to be a Member until such fees are paid.

#### **5. Management of the Association**

5.1 The Association's officers will include the following:

- President
- Chairman
- Secretary
- Treasurer
- Juniors Chairman
- Tournament Secretary
- Men's County Captain
- Women's County Captain
- North West Kent League Chairman
- South West Kent League Chairman
- Publicity Officer
- Marketing Officer

5.2 The President will be elected at an AGM. A President may serve up until the Association's AGM of the third year following his or her election. He or she may serve further such terms following re-election at an Association's AGM.

5.3 The Chairman, Secretary, Treasurer and Juniors Chairman will be elected annually at the AGM.

5.4 An Executive Committee will be formed comprising the President, Chairman, Secretary, Treasurer and Juniors Chairman which will manage the activities of the Association. Only charity trustees may be members of the Executive Committee.

5.5 A Teams & Tournaments Committee will be formed according to the Terms of Reference of the Committee. The Teams & Tournaments Committee will manage the Kent senior men's and ladies' team entries in the national inter-county competitions and will have overall responsibility for the selection of these teams. The Teams & Tournaments

Committee will have responsibility for the senior and masters county closed competitions.

5.6 A Juniors Committee will be formed according to the Terms of Reference of the Committee. The Juniors Committee will manage Juniors Leagues, Juniors Teams, Juniors Coaching and Juniors Competitions. The Juniors Committee will appoint a County Welfare Officer to oversee and implement ES's and the Association's Child Protection policies.

5.7 A Leagues and Rules Committee will be formed according to the Terms of Reference of the Committee. The Leagues and Rules Committee will administer the Association's leagues, including the adoption of league rules, the organisation of fixtures and the league cup competitions.

5.8 A Co-ordinating Committee will be formed according to the Terms of Reference of the Committee and will meet as and when required.

5.9 Members of the Executive Committee will be ex officio members of all the Committees other than the Executive Committee.

5.10 All members of the Committees shall have equal voting rights. In the event of an item failing to achieve a majority the Chairman shall have a second, or casting vote. Additional, non-voting, members may be co-opted by a committee as it deems appropriate. A co-opted committee member acting as an officer of the committee will have full voting rights.

5.11 A quorum for Executive Committee meetings shall be three charity trustees. The quorum of other committees will be set by the Executive Committee.

## **6. Executive Committee**

6.1 The responsibilities of the Executive Committee relate generally to the requirements that are necessary to enable fulfilment of object of the Association. The Executive Committee's responsibilities include:

- (a) determine policies in harmony with those of ES;
- (b) form the sub-committees and determine their Terms of Reference;
- (c) ensure that the day to day running of the Association is competent;
- (d) ratify sub-committee actions and decisions;
- (e) determine the level of team fees to be paid to the Association (over and above fees paid for entry into Leagues);
- (f) act in all matters and employ the Association's funds in such manner as deemed most effective and in the best interests of the Association;
- (g) co-opt members to fill vacant positions on any committee;
- (h) appoint delegates to attend ES Council meetings;
- (i) recommend to the Association's AGM an Honorary Legal Adviser;
- (j) decide on matters referred to it by ES and seek guidance from ES, if necessary, on legal matters;
- (k) recommend to the Association's AGM an Honorary Auditor;

- (l) recommend to the Association's AGM a President who shall be elected at an Annual General Meeting;
- (m) appoint the non-Executive Committee Association officers;
- (n) agree the procedures and controls for making payments;
- (o) ensure correct financial management;
- (p) decide on awards for distinction/merit for Association players and officials; and
- (q) invoke disciplinary procedures as per the Association's Code of Conduct.

## **7. General Meetings**

- 7.1 A member of the Executive Committee shall preside at all general meetings.
- 7.2 The charity trustees, or, as the case may be, the relevant Members, must give at least 28 clear days notice of any general meeting to all of the Members, and to any charity trustee of the CIO who is not a Member.
- 7.3 Each Organisation Member shall be entitled to send two representatives to a general meeting and each such representative present may cast one vote. Individual Members may cast one vote.
- 7.4 The quorum of a general meeting throughout the meeting shall be ten representatives of non-individual members entitled to attend and vote.

## **8. Annual General Meetings**

- 8.1 The Association's AGM shall be held during June at such time and place as the Executive Committee shall decide.
- 8.2 Copies of the Annual Report and Audited/Accountant Verified Accounts shall be handed to Members at the meeting, if not previously circulated. The following business shall be transacted at the meeting:
- (a) list of Members' Apologies for Absence;
  - (b) approve the Minutes of the previous AGM with Matters Arising;
  - (c) receive the Annual Report;
  - (d) adopt the Accounts for year ended 31<sup>st</sup> March of the current calendar year;
  - (d) league business including setting of league fees payable to the Association;
  - (e) set the Association Membership fee;
  - (f) elect the Chairman, Secretary, Treasurer & Juniors Chairman, and the President as necessary;
  - (g) appoint the Honorary Auditor and Honorary Legal Adviser; and
  - (h) other business, subject to 7 day's advance notice, in writing, to the Secretary.
- 8.3 Nominations for election to posts of Chairman, Secretary, Treasurer, Juniors Chairman, and President may be made by persons, clubs or organisations able to vote at an AGM either in writing to the Secretary at least 21 days before the meeting or from the floor of the AGM.

8.4 If an AGM does not have a quorum, 28 days notice will be given that another AGM is to be held and if a quorum is not present within 15 minutes of the start of the adjourned meeting, the member or members at the meeting constitute a quorum.

## **9. Extraordinary General Meetings**

9.1 An EGM may be called by the Executive Committee at any time, stating the business and giving at least 28 days notice to the Members.

9.2 An EGM may be called by ten clubs or organisations who are Members of the Association, stating the business, in writing, to the Secretary, and signed by all those calling the Meeting. The meeting shall be held within 6 weeks of the Secretary receiving the written call for the meeting.

9.3 The charity trustees, or, as the case may be, the relevant Members, must give at least 28 clear days notice of of an Extraordinary General Meeting to all of the Members, and to any charity trustee of the CIO who is not a Member.

## **10. Voting Procedures - General Meetings**

10.1 Voting at General Meetings shall be by show of hands (or by cards previously circulated by the Association).

## **11. Alterations to the Rules**

11.1 Alterations to these Rules require a 75% majority of those present and entitled to vote at a General Meeting.

## **12. Finance**

12.1 All bank accounts relating to the finances of the Association's activities will be in the name of Kent SRA and be under the control of the Treasurer.

## **13. Other Items**

13.1 No Member may organise an Open Tournament Championship or be involved or organise any squash event which may otherwise give the impression that such competition or event is organised by or represents the Association, without prior written approval of the Executive Committee.

13.2 If there is any conflict between these rules and CIO constitution of the Association, the CIO constitution has precedence.

Approved by Kent SRA Executive Committee 21 May 2017.