

SCOTTISH KORFBALL ASSOCIATION

CONSTITUTION AND RULES

2012

1 TITLE

1.1 The Association, formed on 1st January 2007, in Edinburgh, shall be called the "**Scottish Korfball Association**" (hereafter referred to as the SKA) and shall be affiliated to the "British Korfball Association" (referred to as BKA) and the "International Korfball Federation" (referred to as IKF).

2 THE OBJECT AND PURPOSE OF THE ASSOCIATION

2.1 The object of the Association shall be to organise, develop and control the sport of Korfball within Scotland in accordance with the Rules and Constitution of the SKA, the Rules and Constitution of the BKA and the Statutes and Byelaws of the IKF and, for these purposes, authorise such expenditure and enter into such legal agreements as may be necessary.

2.2 All people involved in Korfball shall be treated equally and as individuals regardless of colour, race, nationality, ethnic or national origin, religion, political belief, social or economic class, marital or parental status, gender, sexual orientation, age or disability. The SKA reserves the right to discipline any member or official who discriminates on any of the above grounds. Please see the SKA Equality and Diversity Policy.

2.3 Korfball in Scotland shall be played in accordance with the SKA Code of Conduct (see Appendix).

3 ELIGIBILITY OF MEMBERSHIP

3.1 All Clubs based within Scotland, and playing in accordance with the Rules of Korfball, shall be eligible to become a Member of the SKA and must apply to the National Executive Committee for membership.

3.2 Any person who is not a member of an affiliated Club may apply to the National Executive Committee to become an Individual Member.

3.3 No registered player shall be entitled to receive direct financial reward from playing Korfball in SKA. Any member of the National Executive Committee who has a financial, or other direct fiduciary, interest in any matter being discussed at these meetings, or at General Meetings, shall not be entitled to vote on the matter. Any such interest shall be expressed beforehand and recorded in the minutes of the meeting in line with the SKA Conflict of Interest Policy.

3.4 The SKA accepts, on behalf of its own members, the obligation to comply with the Articles of Association, the Byelaws and Rules of the sport, as laid down by the IKF and the resolutions of each of its subsidiary bodies.

3.5 All members of the SKA shall conduct themselves in accordance with the provisions laid down in Rule 3.4.

3.6 All Clubs, together with their members, shall comply with all SKA decisions taken at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM), or by the National Executive Committee, together with all clauses of the Rules and Constitution of the SKA and the additional regulations listed in the Appendix. All of the aforementioned bodies and persons shall also comply with any current and relevant legislation including, but not limited to, The Children's Act 1989, The Data Protection Act 1988, The Human Rights Act 2002, and The Freedom of Information Act 2000.

3.7 All Member Clubs shall provide the Secretary with current contact details for each of its committee members by no later than 15 September each year and failure to do so shall result in the imposition of a fine as set out in the Appendix.

3.8 All Member Clubs must possess suitable Civil Liability Insurance at all times. The National Executive Committee, of the SKA shall determine what is suitable and any Member of the SKA not wishing to participate in the BKA's master cover must produce evidence that its cover meets or exceeds the BKA's cover. All Members of the SKA shall be eligible for cover provided by the BKA but a member of the SKA must inform the National Executive Committee of the BKA by 31st July each year if it has obtained, or is seeking, alternate cover otherwise it will be included within the BKA master cover. The BKA reserves the right to recoup from the Members of the various national associations each year the full cost of arranging this cover but Clubs with only one team shall be eligible for a discount of 40% from the full charge.

4 MEMBERSHIP FEES

4.1 Each Member Club shall pay at the AGM an annual affiliation fee to the SKA, as specified Rule 4.3, and failure to pay by that date shall incur a fine, as set out in the appendix. In the case of a new Club, the fee shall be paid immediately it becomes formally constituted or alternatively by a date agreed by the Management Committee.

4.2 Each Member Club shall pay an annual registration fee for each of its teams at the rates determined in accordance with Rule 4.3.

4.3 The amount of the affiliation fee to be paid by each and the total registration fee to be paid by each Member Club, together with the fee payable by individual Members of the SKA each year, shall be determined for each year at the AGM, or at an EGM convened for that purpose. Fees shall be per season with the season deemed to commence on 1st September each year. The registration fees shall be paid by Member Clubs by no later than the date set out in the Appendix and, if not so paid by the due date; a fine shall be imposed, as set out in the Appendix.

4.4 No Club shall be permitted to compete in any BKA or SKA competition or other competitive match against any Club unless the appropriate SKA affiliation fee has been paid for the current year, in accordance with the schedule referred to in Rule 4.3. Any Club contravening this rule may be fined up to the amount specified in the Appendix.

5 ANNUAL AND EXTRAORDINARY GENERAL MEETING

5.1 The AGM shall be held no later than 1st June each year and Members will receive notice at least 42 days prior to the meeting. Members wishing to discuss any subject, including alterations, amendments or additions to these Rules and Constitution, shall give notice of such business, in writing, to the Association's Secretary at least 31 days prior to the AGM.

5.2 The National Executive shall be entitled to submit any business for consideration at an Annual General Meeting, including alterations, amendments or additions to the Rules and Constitution, provided that at least 21 days' notice is given in writing to the Secretary.

5.3 The agenda for the AGM will be distributed to Members at least 14 days prior to the Meeting.

5.4 An EGM may be convened to consider specific items of business that cannot wait to be considered at the next AGM and members shall receive at least 28 days' notice of such a meeting. The notification shall detail the issue(s) to be addressed, including the wording of any proposed new rule or rule change. Such meetings may be called by the National Executive Committee or upon receipt of a request from at least 50% of the Member Clubs.

5.5 Quorum for General Meetings

The quorum for a General Meeting will be 50% of Member Clubs.

5.6 Entitlement to Attend General Meetings

Any number of representatives of a Member Club may attend a General Meeting. Each Member Club shall be entitled to five votes on each occasion. To be able to cast votes, each Member must have at least one representative present, with each representative able to cast one vote on behalf of their Member Club. The representative must be over the age of 16 on the day of the Meeting and no individual may represent more than one Member. All Member Clubs must advise the Secretary of the names of their voting representatives prior to the start of the meeting. Once the meeting has commenced, Member Clubs cannot alter their voting representatives.

5.7 Subject to Rule 12.2, all decisions shall be determined by majority vote.

5.8 Subject to Rule 5.10, all voting at a General Meeting shall be by show of hands, unless at least one third of the Member Clubs' voting representatives present request a secret ballot. In the event of a tied vote, when two options are being voted upon, the Chairperson of the meeting shall exercise a casting vote.

5.9 Voting for Officers of the SKA shall be by secret ballot when any such post is being contested. If there are more than two nominees for any one position, the candidate receiving the least number of votes in the first round shall be eliminated and further ballots held until two candidates remain. The election will be made in accordance with Rule 5.9.

5.10 At the Annual General Meeting, all members shall:
Receive the Chairperson's Report.

Approve the audited Statement of Accounts for the previous financial year.
Receive sub-committee reports.
Vote on any proposed amendments to the Rules and Constitution.
Elect the Officers and other National Executive Committee members.
Elect the Honorary Auditor.
Approve the budget for the current year.
Discuss any other business on the agenda

6 THE NATIONAL EXECUTIVE COMMITTEE

6.1 The National Executive Committee of the SKA shall consist of the following Officers of the Association: -

Chairperson
Secretary
Treasurer
League Secretary
Internationals Officer
Development Officer
Funding Officer

6.2 The officers of the National Executive Committee shall be elected for a period of one year. Retiring members shall be eligible for re-election.

6.3 The National Executive shall meet at least three times a year. A quorum for the National Executive Committee shall be more than 50% of Officers currently in post, one of whom must be the Chairperson, the Secretary or the Treasurer.

6.4 The National Executive Committee shall have the power to appoint an Honorary President and to propose the election of Life Members at an AGM or EGM.

6.5 National Executive Committee meeting minutes shall be published on the SKA website for members to read.

7 MEETINGS

7.1 Any member of the National Executive Committee who fails to attend two consecutive Committee meetings, without offering reasonable explanation, shall be deemed to have resigned his or her appointment. The National Executive Committee shall have the power to fill a vacancy until the next AGM or an EGM called for the purpose.

8 SUB-COMMITTEES

8.1 The National Executive Committee shall have the power to appoint sub-committees for specific purposes and may delegate powers to such sub-committees. Each subcommittee shall report on its activities for the National Executive Committee as and when requested. The National Executive Committee shall inform members of the formation of a subcommittee within 14 days and any Member Club wishing to nominate an individual to sit on the sub-committee must do so within 28 days of such notification.

8.2 Any decisions and/or recommendations made by appointed sub-committees to the National Executive Committee may be subject to review by the National Executive Committee, who reserve the right to modify such decisions and/or recommendations.

9 FINANCE AND ANNUAL AUDIT

9.1 The financial year of the SKA shall end on 31st July.

9.2 The accounts of the Association shall be kept by the Treasurer who shall be responsible to the National Executive Committee for all money received and paid on the Association's behalf.

9.3 The Accounts of the Association shall be audited annually and a printed Statement of Accounts, detailing income and expenditure, shall be sent to each Member with the agenda for the AGM.

9.4 The National Executive Committee shall present to the AGM, or an EGM called for that purpose, an outline budget for the following financial year for approval.

9.5 In addition to Rules 4.1 to 4.4, the National Executive Committee reserves the right to fine a Member for failing to comply with a specific request or ruling provided that the Member has been advised in advance of the possibility of a fine being imposed.

10 TRUSTEES OF THE ASSOCIATION

10.1 The Chairman, Secretary and Treasurer of the SKA are appointed, for all intents and purposes, as Trustees of the Association and are the legal owners of all trophies, property and funds of the SKA, and will deal with the same according to instructions from the National Executive Committee.

11 ALTERATIONS TO THE RULES AND CONSTITUTION

11.1 Alterations to these Rules shall only be made at an AGM, or an EGM convened for that purpose.

11.2 A proposed amendment to the Rules shall only be carried if supported by at least two-thirds of the votes able to be cast at the meeting.

11.3 No proposed alteration shall be considered at the AGM, or at an EGM, unless it has been lodged with the Secretary, in writing, within the prescribed time limits defined in Rules 5 and 13.

11.4 Any such alteration, addition or amendment approved at an AGM or EGM shall come into effect immediately, unless otherwise agreed at the meeting.

12 TOURNAMENTS AND FOREIGN VISITS

12.1 A Member Club in the SKA wishing to organise a tournament, or other competition, shall notify the National Executive Committee as early as possible, preferably at least three months in advance. The National Executive Committee reserves the right to sanction such an application in the event of the proposed tournament clashing with a significant SKA, BKA or International event. Failure to comply with this Rule could result in the imposition of a fine, as specified in the Appendix.

12.2 Any Member Club in the SKA wishing to play a match/matches outside the UK against a non-GB team shall inform the SKA in writing at least two months prior to the date of the intended match. Failure to comply with this Rule could lead to the imposition of a fine, as specified in the Appendix.

13 COLOURS

13.1 The colours of the SKA shall be blue and white.

14 RECOGNITION AWARDS

14.1 The Executive Committee of the SKA shall have the right to make awards in recognition of outstanding services to Scottish Korfball.

15 EXPENSES

15.1 Reimbursement of expenses incurred whilst acting on behalf of the SKA may be claimed in accordance with the SKA Expenses Policy (see Appendix).

16 CONDUCT AND MISCONDUCT

16.1 All participants shall, at all times, act in the best interests of the sport, and shall not act in any manner that is improper. Participants shall include players, coaches, officials, spectators or any other person associated in any way with Korfball in Scotland.

16.2 Participants shall, at all times, comply with the SKA Disciplinary Policy (see Appendix).

17 CHILD PROTECTION POLICY

17.1 All Member Clubs must comply with the SKA Child Protection Policy (see Appendix) and must ensure that all their members do so as well.

18 DOPING CONTROL

18.1 All players shall, at all times, comply with the SKA Anti-Doping Regulations (see Appendix).

19 DISCIPLINARY ISSUES

19.1 Misconduct of any participants will be dealt with in accordance with the SKA Disciplinary Regulations (see Appendix). Misconduct shall be construed as a breach of any of the following:

- the Playing Rules of Korfball
- the Rules, Constitution and Regulations of the SKA
- the Statutes, Byelaws and Regulations of the IKF
- the Rules and Regulations of an SKA Competition
- an order, requirement or instruction of the SKA

20 APPEALS, COMPLAINTS AND CLAIMS

20.1 Any appeal, complaint or claim must be made in accordance with the SKA Appeals' Regulations (see Appendix).

21 REGISTRATIONS AND TRANSFERS

21.1 All Member Area Associations and Clubs wishing to take part in SKA Competitions shall register with the SKA in advance all their participating players in accordance with the SKA Registration Regulations (see Appendix).

21.2 Any player wishing to move from the Club with which he or she is registered must first comply with the SKA Transfer Regulations (see Appendix).

22 CONTINGENCIES

22.1 The National Executive Committee shall have the right to provide for any contingency that may arise.

6th October 2012

APPENDIX

a) Fines

Rule 3.7: Club contact details not received by 15th September. Fine to be announced by the League Secretary each year in the League Rules.

Rule 4.2: Failure to pay Club annual affiliation fee on time. Fine to be announced by the League Secretary each year in the League Rules.

Rule 4.3: Failure to pay registration fees on time. Fine to be announced by the League Secretary each year in the League Rules.

Rule 4.4: Playing competitive match before affiliation fee paid. Fine to be announced by the League Secretary each year in the League Rules.

Rule 13.1: Failure of Club to notify SKA of tournament. Fine to be announced by the League Secretary each year in the League Rules.

Rule 13.2: Failure of Club to notify SKA of match outside UK. Fine to be announced by the League Secretary each year in the League Rules.

b) Additional Policies and Regulations

i) SKA Expenses Policy

ii) SKA Disciplinary Regulations

iii) SKA Child Protection Policy

iv) SKA Anti-Doping Regulations

v) SKA Appeals Regulations

vi) SKA Registration Regulations

vii) SKA Transfer Regulations

viii) SKA Conflict of Interest Policy

All approved SKA policy documents shall be freely available, along with the Constitution and Rules, on the SKA website.

c) Fees

The National Executive Committee will, at the Association's AGM, recommend the fees for the following season with a vote taken in line with Section 5.