



## AK HOCKEY CLUB AFFILIATION POLICY AND PROCEDURE

### Rationale

There is a need to have a policy to be followed by the AK Hockey Board when a Club applies for affiliation to AK Hockey.

### Policy

In assessing if a Club should be affiliated, the AK Hockey Board will evaluate the application against the criteria listed on the next page.

### Procedure

The following timetable will be followed:

#### TIMETABLE FOR APPLICATION BY A CLUB TO JOIN AUCKLAND HOCKEY ASSOCIATION

| Due By* | Action  |
|---------|---|
| 31/08   | Presentation to AK Hockey Board (or delegated subcommittee) of application by proposed club for affiliation. Clubs notified by email that application has been received.                                      |
| 30/09   | AK Hockey publishes summary of application on its website and seeks Club Council, existing Club and hockey community feedback. AK Hockey advises of further information (if any) required from proposed club. |
| 31/10   | Closing date for submissions to AK Hockey on proposed club.   |
| 30/11   | AK Hockey decision.   |

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



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

### 1. CLUB PLANNING AND POSITIONING

- Strategic plan (confidentiality will be maintained)
- 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 his or her confirmation of agreement to fulfil roles on the board/committee and officer positions of the club
- Commitment to attend necessary AK Hockey forums and abide by AK Hockey policies

### 3. FINANCIAL SUSTAINABILITY

- Initial 3 year budget including cash flow
- Sign-offs by Club President that budget and cash flow are realistic (or if requested by AK Hockey Board, 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 umpires
    - 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

| Issue Date                                  | Next Review Date | Reviewer | Approved                                   |
|---|------------------|----------|--|
| Original date: Effective<br>31 October 2011 | October 2014     |          | AK Hockey Board Meeting<br>31 October 2011 |



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