

## **Rules and Constitution of The Oxfordshire Korfball Association**

### **1 NAME**

**1.1** The Association shall be known as the Oxfordshire Korfball Association (OKA).

### **2 AIMS**

**2.1** The aim of the OKA is to promote, develop, and regulate the sport of Korfball in Oxfordshire, in accordance with the Rules and Constitution and the Rules of the English Korfball Association (EKA).

### **3 MEMBERSHIP**

**3.1** Full membership of the OKA is open to all clubs playing in accordance with the Rules of Korfball.

**3.2** Full membership status is obtained on payment of the prescribed affiliation fee.

**3.3** Affiliation fees will be charged as set by the Annual General Meeting (AGM) and reviewed annually.

**3.4** Any individual who is not a member of an affiliated club may apply for Individual Associate Membership of the OKA.

### **4 EXECUTIVE COMMITTEE**

**4.1** The Executive Committee shall be elected annually at the AGM in the manner stipulated by this constitution. The Executive Committee shall consist of the following officers:

#### **4.2 Chairperson**

**4.2.1** The Chairperson will preside over all meetings and will be responsible for the day to day running of the Association.

#### **4.3 Secretary**

**4.3.1** The Secretary is responsible for keeping records of all correspondence with the Association as well as the production of meeting minutes and the circulation of those minutes to all member clubs. All minutes must be available at every meeting and be available for inspection by any member.

**4.3.2** The Secretary is responsible for all arrangements for executive and general meetings, eg venue, notification, distribution of agenda and minutes.

#### **4.4 Treasurer**

**4.4.1** The Treasurer is responsible for all monies passing through or retained for the use of the Association, and ensuring the OKA never enters into debt other than in the instance allowed for in clause 6.6.

**4.4.2** The Treasurer will keep records of all transactions and produce a set of accounts at the AGM.

#### **4.5 Publicity Officer**

**4.5.1** The Publicity Officer is responsible for the promotion of the Association and its activities through all available media.

#### **4.6 Competitions Secretary**

**4.6.1** The Competitions Secretary is responsible for coordination of the Oxfordshire Korfball Leagues (adult and junior) and the notification of league fixtures to clubs. They are also responsible for the organisation of other competitions as directed by the Committee.

**4.6.2** The Competitions Secretary is responsible for liaising with the EKA Competitions sub-committees and assisting communication between EKA and members of the OKA

#### **4.7 Referees' Coordinator**

**4.7.1** The Referees' coordinator is responsible for allocating referees to all OKA league and cup matches. They are also responsible for coordinating referee development and training within the affiliated clubs.

**4.7.2** The Referees' coordinator is responsible for liaising with the EKA Referees and Disciplinary sub-committees.

#### **4.8 Development Officer.**

**4.8.1** The Development Officer oversees all things related to the development of korfball within the OKA. This consists, but is not limited to, supporting the current clubs in the OKA in their bid to improve the standard of korfball amongst their players, coaches and referees and aiding the development of new clubs within the region.

**4.8.2** The Development Officer is responsible for liaising with both the corresponding roles within member clubs, should such a role exist, and the English Korfball Association Development Officer.

#### **4.9 Child Protection Officer**

**4.9.1** The Child Protection Officer is responsible and is the first point of contact for all matters regarding child protection in the OKA.

**4.9.2** The Child Protection Officer is responsible for liaising with member clubs and the English Korfball Association in regards to such matters.

#### **4.10 The Youth Development Officer**

**4.10.1** The Youth Development Officer oversees all things related to youth korfball within the OKA.

**4.10.2** The Youth Development Officer is responsible for liaising with both the corresponding roles within member clubs, should such a role exist, and the English Korfball Association.

### **5 CONDUCT OF MEETINGS**

#### **5.1 General Meetings**

**5.1.1** The quorum for General Meetings is 50% of all those entitled to cast a vote (see 5.4.1 and 5.4.2).

**5.1.2** Any number of persons from a member club may attend a general meeting.

#### **5.2 Annual General Meeting (AGM)**

**5.2.1** The AGM will take place after 30 April and not later than 30 June and will be open for everyone to attend.

**5.2.2** The AGM will be organised by the Executive Committee. Four weeks notice shall be given to members of the place and time for the AGM. An agenda shall be prepared and circulated to member clubs and Executive Committee Officers at least 10 days prior to the AGM.

**5.2.3** Proposals for consideration at the AGM should be submitted to the Secretary of the Association at least 21 days before the date of the AGM. Proposals submitted after this time will be discussed at the Chair's discretion.

#### **5.3 Extraordinary General Meetings (EGMs)**

**5.3.1** The Executive Committee is compelled to call an EGM if two member clubs request it, or if the executive committee deem it necessary.

**5.3.2** The EGM shall take place within four weeks of the request. Requests should be made in writing or by email to the Secretary of the Association explaining in detail the subject or subjects to be discussed. The venue will be chosen by the Executive Committee, who will make all arrangements.

**5.3.3** The executive committee can organise an online EGM where OKA clubs can participate by email. The secretary of the Association will email the proposal to the secretary and chair of each club. Clubs have up to 7 days to vote by email, following the voting rules detailed in section 5.4.1 (with the exception there is no requirement to physically attend the online General Meeting). The proposal will only be passed if every club approves by a majority (i.e. at least two out of three of the votes), and the voting results are published on the OKA website and by email to OKA clubs.

#### **5.4 Voting**

**5.4.1** Each member club has three votes per proposal. One person representing a member club can cast only one vote (ie. Three individuals from a member club must attend for that club to be able to cast three votes). The names of the persons representing a member club must be registered with the Secretary of the Association prior to the meeting.

**5.4.2** At meetings (General and Executive) members of the Executive Committee, both elected and co-opted, may all vote, except the Chair who shall have the casting vote. The Chair may nominate a deputy in their absence.

**5.4.4** Proxy votes will be accepted provided a signed and dated letter from the officers of the member club is sent prior to the meeting. The Chair or another person not registered to vote can be used to cast proxy votes. Persons not registered with member institutions will not be allowed to enter debate but will have the choice as to the way they should vote.

**5.4.5** For the avoidance of doubt, while it is not preferred, Executive Committee members may vote twice. Once in their capacity as an Executive Committee member and once as a club member. In the case of voting as a club member they must be nominated to vote on behalf of the club by the club and consume one of the three club votes. When exercising two votes, the two such votes may of course be cast differently depending on the views each vote is representing.

## **5.5 Executive Committee Meetings**

**5.5.1** Executive Committee meetings are held as and when necessary. All members of the Executive Committee must be notified of such meetings at least 10 days in advance. A quorum consists of four officers of the Executive Committee.

**5.5.2** The Secretary will publish the details of the forthcoming Committee Meeting to members in advance of the meeting. Additional items may be added to the agenda in the section entitled Any Other Business (or AOB) during the meeting at the discretion of the Chair.

## **6 FINANCE**

**6.1** The OKA is a non-profit making organisation.

**6.2** All monies shall be used solely for the furtherance of the aims of the Association as laid out in clause 2.

**6.3** The Treasurer shall keep accurate records of all transactions and be responsible for overseeing the finances of the Association.

**6.4** The Treasurer will produce a set of accounts at the AGM. This will include 1) money received and 2) money paid (balance sheet).

**6.5** The Association's financial year is from 1 June to 31 May.

**6.6** The Association is not allowed to go into debt unless approved by the Executive Committee either at an Executive Committee Meeting or in writing (email is sufficient) and the reason for the debt notified to the member clubs at least eight weeks before monies are borrowed.

**6.7** No officer shall be held liable for a bona fide debt incurred on behalf of the Association and shall not be liable for loss or damage which may be incurred by the Association in the execution of their office or in relation thereto.

**6.8** Annual affiliation fees must be paid to the Treasurer before 30 November each year and the Association may suspend from participation in its activities such members which have not paid their annual affiliation by the prescribed date.

## **7 ELECTION OF OFFICERS**

**7.1** Executive Committee Officers are elected at the AGM. Where an office is unfilled the Executive Committee has the power to co-opt a person to that post.

**7.2** If only one person stands for a post at the AGM, members have the option to vote to re-open nominations (R.O.N). Where only two persons are standing for the post, votes will be cast and the person obtaining the most votes will be elected. Where more than two persons stand for a post, votes are cast and the two persons who obtain the most votes will be considered the only two members standing in a further round of voting.

## **8 COMPETITIONS**

**8.1** The Association will organise competitions (adult and junior) for member clubs to participate in.

**8.2** Competition rules can be changed by the OKA Committee or an AGM (or EGM called for that purpose).

**8.3** Rule changes will apply provided that they can be communicated to clubs at least one month before the start of that season's competition. If rules are changed too late for them to be communicated to clubs in this way, they will apply at the start of the next season's competition.

## **9 REFEREEING AND COACHING COURSES**

**9.1** The Association will organise refereeing and coaching courses for members.

## **10 CHANGES OF THE RULES AND CONSTITUTION**

**10.1** No amendment or addition to this constitution shall be made unless it appears on the Agenda and is passed by a three quarters majority of the members present and voting at a General Meeting.

**10.2** Notwithstanding the above, any change to an appendix to this constitution shall require a simple majority of the members present and voting at a General Meeting to approve such an amendment or addition.

## **11 ELIGIBILITY**

**11.1** To be eligible for selection to an OKA Area Squad the player must satisfy the EKA eligibility criteria and be a member of a club affiliated to the OKA or to hold Individual Associate Membership of the OKA.

## **12 OKA DISCIPLINARY PROCEDURE**

**12.1** OKA does not tolerate ill-discipline from its members or their members in its competitions and makes it clear that all EKA processes apply to OKA members.

**12.2** If an OKA referee issues a card during any OKA game, it is the duty of the referee to record the name,

shirt number and offence code on the match form. The referee is also required to directly notify either the Competitions or Referee Coordinator and the EKA Disciplinary committee. Failure to notify either or both of these within 24 hours may lead to a suspension of the Referee's match fee.

**12.3** At a member's request for advice, OKA may provide advice and guidance on how best to deal with a particular situation and what OKA will do with such a complaint.

**12.4** Notwithstanding the above, all disciplinary matters will automatically be reported to the EKA Disciplinary sub-committee in accordance with EKA disciplinary procedures. Such matters include but are not limited to, formal warnings given at the time of a match (eg red or yellow cards), formal complaints, complaints with specific details and any complaint involving a young or vulnerable person.

**Appendix to the Constitution:  
The Rules of Oxfordshire Korfball Association Competitions**

**1 RULES**

1.1 All matches shall be played according to the Rules of the Game as laid down by the IKF.

**2 APPEALS**

2.1 Any appeal against a decision of the Competitions Secretary must be made to the OKA Chair in writing within seven days of its notification to the club(s) concerned. The OKA may appoint an Appeals Committee if it is considered necessary

**3 ENTRY**

3.1 Clubs wishing to enter any OKA competition must inform the Competitions Secretary by the date set by the committee.

3.2 The entry fees for each team will be set by the OKA Treasurer and should be paid by the date set by the committee. If fees are not paid by that date then the club concerned may be fined or have other action taken against them.

**4 RANKING**

4.1 The champions in each division will be determined by the format set by the committee at the start of the competition.

4.2 If any game is forfeited, or awarded, to the opponents, then a score of 15-0 will be recorded.

4.3 In the case when teams finish with equal points the ranking positions shall be determined by the following criteria, in order of appearance:

- The number of actually played games (i.e. the team that forfeited the most games ranks lowest)
- The number of points scored in matches between the teams involved
- The goal difference in matches played between the teams involved
- If teams are still equally ranked their position will be tied unless the first position or a position that will result in promotion or relegation is at stake. In the latter case, the league secretary will decide on a procedure to determine the ranking, which will normally be a playoff game.

**5 POSTPONEMENTS**

5.1 Once the definitive fixture list is published, except as provided for here, no club may postpone a fixture without written permission from the Competitions Secretary.

5.2 In exceptional circumstances a team may apply to the Competitions Secretary for a postponement provided at least 7 days notice is given.

5.3 For any granted postponement, the Competitions Secretary shall advise both teams of the date by which the postponed match must be played (normally within 28 days, but the Competitions Secretary reserves the right to shorten or lengthen this period should circumstances warrant it).

5.4 If the original hall booking is cancelled at no cost, or filled with another fixture then the OKA will pay towards cost of the new venue booking - up to the cost of the original booking.

**6 UNFULFILLED MATCHES**

6.1 If a club fails to field a team it may forfeit the match. If both clubs are at fault, the fixture may be declared void and no points awarded.

6.2 If the referee abandons a match the reason for the abandonment shall be reported to the Competitions Secretary by the referee. After consideration of the report, the Competitions Secretary may take any action that they consider appropriate including, in cases of misconduct, referring the matter to the BKA disciplinary committee.

**7 MATCH FORMS**

7.1 The OKA will provide a template match form prior to the start of the season. It is the responsibility of individual clubs to bring sufficient match forms to all matches.

7.2 The captain of each team shall be responsible for furnishing a full list of his/her team's starting players on the official match form.

7.3 Substitute players should only be added to the form if they participated in the match. A player may only represent one club in any one OKA competition, subject to rule 8 below.

**7.4** Both competing teams must submit completed match forms to the OKA within 24 hours following the match.

## **8 PLAYER REGISTRATION AND TRANSFERS**

**8.1** In the top division of the OKA, clubs may only field players that are registered to that club according to the procedures laid down by the EKA, or a player who is not registered to any other Korfbal club, for a maximum of one game.

**8.2** In divisions other than the top division, clubs may field players who are not registered to that club provided those players are not registered to any other korfbal club.

**8.3** Having played for a club in an OKA competition, a player may not play for any other club in an OKA competition in the current season until the Competitions Secretary has approved his/her transfer. A player will be eligible to play for his/her new club immediately after the transfer has been approved in writing.

**8.4** Both clubs must agree to the transfer before it can take place. If the current club does not give their permission, then the player, or the new club, may appeal to the Competitions Secretary whose decision shall be binding subject to Rule 2 above. If a transfer is approved by the Competitions Secretary and is subsequently appealed against under the provisions of rule 2, then the player shall still be eligible to play for his/her new team until that appeal is heard.

## **9 ELIGIBILITY**

**9.1** For the purposes of this section, where a club has n teams in OKL Competition, team n will be the team competing at the highest level in the local league and each subsequent team (n+1, n+2, ...) will be the next highest team in order of competitiveness, experience or ability.

**9.2** The following clauses 9.3 to 9.13 do not apply to teams where the team is the lowest team entered or where a club enters only 1 team.

**9.3** For each of the teams entered from team 1 to the second lowest team, the names of eight (8) players (consisting of four (4) male and four (4) female players) will be given to the Competitions Secretary two (2) weeks before the club's first match. These players will be determined in accordance with rules 9.4 and 9.5 and will become this team's "named players". The named players will be "tied" to that team. The Competitions Secretary must approve that list before the game can be played. The names of tied players may be changed at the midpoint of the competition (as defined by the Competitions Secretary).

**9.4** The Eight players may be chosen by the club based on the club's normal selection criteria. Clubs are expected to act reasonably in selecting these players and not choosing players that will give the team a better chance of success in the competition ie in general more capable and experienced players should be named for higher teams. Players that fall into the 'gap' between teams (i.e. players where clubs group their players into squads and that player would normally be a substitute for a team and therefore would not automatically be named by a club) must be named in the next lower team ahead of team players who would normally play in that team or squad. The Competitions Secretary may ask the club to change named players if this rule is being abused.

**9.5** A lower team may have a maximum of THREE (3) tied players from the next higher team within their club on court at any one time. If more than three players are on the court at any time, whether by mistake or on purpose, the fixture will be designed a forfeit to the non-offending team under rule 4.2. **NO PLAYER MAY PLAY DOWN MORE THAN ONE TEAM.**

**9.6** Any player (whether named or not) may play for a higher team to ensure that teams playing higher up in the competition never need to default a match.

**9.7** For clubs with one or more teams in higher competitions than the OKA league structure, eligibility rules are as follows.

**a)** For each team a club has in a higher league than the OKA league structure, they must name players in those teams as if they were OKA teams, so that they are bound by the same selection criteria and play-down rules as OKA teams.

**b)** The exception to this is for clubs trying to create a first team in the first league above the OKA league structure, who are allowed a 2 year grace period where they may name the same players in their top OKA team and their first team in the league above the OKA league structure.

**9.8** A club that is unable to field an eligible team will normally forfeit that match under rule 4.2. Where two teams are playing in the same weekend, the lower team will be normally be the team that forfeits a match. However, in exceptional circumstances the Competitions Secretary may choose to act in accordance with Rule 5 (Postponement) or Rule 6 (Unfulfilled Matches) as applicable.

**9.9** If a club fields an ineligible team without informing the Competitions Secretary beforehand, then action will be taken in accordance with Rule 4.2 and rule 5. This may also result in disciplinary action being taken

against the club's First Team, which will normally take the form of a 5-point deduction.

**9.10** Any club that is representing a recognized university or college may defer informing the competitions secretary of their Named players until the end of the establishment's first term of the academic year or December 31st, whichever is sooner. Teams provided extensions will endeavour, wherever possible, to adhere to the spirit of the league eligibility rule whilst they participate in OKA league or cup matches during their registration extension period.

**9.11** Clubs may make a representation to the Competition Secretary prior to the start of the competition to vary these rules in exceptional circumstances. The Competition Secretary will review the request on its merits. The Competition Secretary's decision is final and binding.

## 10 REFEREES

**10.1** It is a condition of entry into an OKA competition that each club must identify to the OKA a 'club referee co-ordinator' and at least one referee per team in OKL with a minimum of two referees for each club. The referees must have passed the EKA Refereeing Theory Exam and must be willing to participate in OKA referee development activities. This is likely to include training, assessment and mentoring activities. A club (new or existing) may discuss with the OKA committee a development plan if a shortfall any of these conditions is identified. A club shall only participate in the OKA competition if this development plan is approved by the OKA committee.

**10.2** Referees are responsible for the following reports for each match: - signing both teams' match forms and providing details of any misconduct occurring during or immediately after the match. Reports of misconduct must be submitted to the Referee Co-ordinator no later than the day following the match.

**10.3** Non-appearance - In the event of the non-appearance of the appointed referee, a substitute referee should be found by the participating clubs, if possible, but if this cannot be done then the match shall be postponed. Non-appearance of the referee will result in disciplinary action being taken against the referee's club's First Team, which will take the form of a £100 fine for the club in the first instance (50% reduction for Uni clubs) and a 5-point deduction in any subsequent instance (within one league season). These penalties may be waived in exceptional circumstances by agreement from the OKA committee if the club informs the OKA referee coordinator as soon as possible.

**10.4** Fees - Referees will be paid a fee per match in accordance with the guidelines set out by the OKA Committee in the OKA Competition Rules.

**10.5** After every game has concluded a suitably experienced spectator or participant from each club involved in the fixture shall consider the performance of the referee throughout the game.

Within 48 hours of the game concluding the club official (or club referee co-ordinator) shall provide to the OKA Referee Development Officer (RDO) and OKA Chair, a score (and who provided the score) for the referee based on the agreed scoring criteria<sup>1</sup>.

Score	Observed referee behaviours:
5	Controlled the game very well.
4	Controlled the game quite well.
3	Overall control was satisfactory.
2	Periods of the game were not very well controlled.
1	Controlled the game not at all well.

The OKA RDO and OKA Chair will collate the scores provided for each referee for discussion.

The establishment of this scoring process will supplement any constructive comments or feedback that OKA participants or spectators may wish to discuss with the OKA RDO. (It is hoped that Chairs, Coaches, club Referee Co-ordinators, Team Captains and other club Officers continue to promote dialogue of this nature).

The OKA RDO in tandem with the OKA's more experienced referees shall continue to develop mentoring opportunities for all referees and scoring trends may be used to develop referees accordingly.

**10.6** Upon conclusion of an officiated game, the referee shall consider the behaviour of each participating team (and its associated volunteers and supporters).

Within 48 hours of the game concluding the referee (or the club ref co-ordinator of the referee) shall provide to the OKA Referee Co-ordinator (RC) a score for each participating team based on the agreed scoring criteria<sup>2</sup>.

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<sup>1</sup> It is proposed that data will be collected via a GoogleSheets platform.

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Score	Observed team behaviours:
5	Courteous and respectful towards all participants and match officials throughout.
4	Courteous and respectful towards some participants and the match officials.
3	Neutral interactions with other participants and/or match officials.
2	Some evidence of discourteous and disrespectful behaviour towards other participants and/or match officials.
1	Discourtesy and disrespect towards other participants and/or match officials throughout.

The OKA RC will collate the scores provided for each participating OKA club for discussion with the OKA RDO and OKA Chair.

The OKA RDO shall raise any clubs demonstrating consistently low scores (and therefore poor behaviour) to the attention of the OKA committee to discuss the most appropriate course of action to be taken. The officer shall also raise consistently high scores as this will feature in the end of season awards.

## **11 EQUIPMENT AND VENUE**

**11.1** The OKA will arrange pitches for all northern OKA matches. The home team will arrange pitches for all southern OKA matches.

**11.2** It is the responsibility of each team to bring at least one ball of match quality to each match.

**11.3** It is the responsibility of each team to bring a first aid kit and at least one ice-pack to each match. Any member of the OKA committee has the right to check this before a match and teams not meeting this requirement may be penalized.

## **12 CONTINGENCIES**

**12.1** The Competitions Secretary shall have the power to make decisions on any matter not specifically covered in the rules and to vary the rules concerning the conditions of play should this be necessary for the smooth running of the competition.

**12.2** Any ongoing variations to the competition rules which have been made at the Competition Secretary's discretion must be (a) included in the season's competition rules document, if made before the start of the season and expected to persist through the season, or (b) raised and minuted at the first available Executive Committee Meeting.

## **Equal Opportunity Statement**

**1** Korfball is a game that promotes equality and cooperation within the framework laid out in the rules of the game.

**2** The OKA has the responsibility to ensure that all people involved in korfball, both potential and actual, are 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.

**3** This policy covers the work of the OKA, its committees and its policies, marketing, membership and all dealings with those involved in korfball in the region.

**4** The OKA reserves the right to discipline any member or official who discriminates on the grounds of a person's colour, race, nationality, ethnic or national origin, religion, political belief, social or economic class, marital or parental status, gender, sexual orientation, age or disability.

## **New Club Induction Process**

**1** A club wishing to join OKA should contact the OKA Secretary with a written request.

**2** The Executive Committee will vote on the addition of the club into OKA during an Executive Committee Meeting.



**3** Once granted entry to OKA, new clubs gain full voting rights for the season for which they have paid entry fees, once such entry fees have been paid. Clubs joining within the last 4 weeks of a season do not gain voting rights until the following season and may not vote at any General Meeting until the following season. For the avoidance of doubt, all clubs may attend OKA meetings before becoming a full member.