

London Hockey Limited Area Regulations

Effective from 26 February 2022

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1 General

- 1.1 The Area Regulations apply to the following
 - a) The Company;
 - b) England Hockey;
 - c) Clubs allocated to London Area, whether voting or non-voting members of the Company;
 - d) Sub-Area organisations within London Area, whether voting or non-voting members of the Company;
 - e) Schools located in London Area;
 - f) Universities in London Area;
 - g) Players of clubs, Schools and Universities;
 - h) Officials, whether members of EHO or not;
 - i) Individuals involved in general and team management of clubs, Sub-Area organisations, Schools and Universities.
- 1.2 The Area Regulations were approved by ASC 21st January 2022 to be issued by the Area Companies.
- 1.3 The Area Regulations were issued by the Board under Article 26 of the Articles on [insert date].
- 1.4 The existing Area Adult League Regulations already issued by the Company are deemed to become part of the Area Regulations on the date the Area Regulations are issued under regulation 1.3 as Appendix A of the Area Regulations.
- 1.5 The existing Area Junior League Regulations already issued by the Company are deemed to become part of the Area Regulations on the date the Area Regulations are issued under regulation 1.3 as Appendix B of the Area Regulations.
- 1.1 Regulations 4 to 11 are additional Area Regulations which were not included in the Area Regulations issued under Regulation 1.3 but are deemed to be included in the Area Regulations as Appendices C to J of the Area Regulations on the dates when each of the individual Regulations 4 to 11 is approved by the ASC.
- 1.2 Amendments to the Area Regulations excluding Regulations 2 to 11 are deemed to come into effect when approved by the ASC.
- 1.3 Amendments to the Regulations 2 to 11 are deemed to be included in the Area Regulations on the dates when each of the individual amended Regulations 2 to 11 is approved by the ASC.
- 1.4 The Company will place the original Area Regulations excluding the Appendices A to J, amendments to the Area Regulations excluding Appendices, original Appendices A to J and amended Appendices A to J on the Company's website as soon as practicable after they came into effect.
- 1.5 The Area Regulations must be read in conjunction with the Articles.
- 1.6 If there is a conflict between the Articles and the Area Regulations, then the Articles will apply.
- 1.7 In the Area Regulations, unless the context requires otherwise, the definitions which are set out in Article 1 of the Articles shall apply.
- 1.8 The terms and abbreviations defined specifically for the Area Regulations are listed in the Schedule.
- 1.9 Words importing any gender include every gender.

2 Area Adult League Regulations

- 2.1 The Area Adult League Regulations are set out in Appendix A.

3 Area Junior League Regulations

- 3.1 The Area Junior League Regulations are set out in Appendix B

4 Area Nomination and Remuneration Committee Terms of Reference

- 4.1 The Area Nomination and Remuneration Committee Terms of Reference are set out in Appendix C.

5 Area Membership Policy

- 5.1 The Area Membership Policy is set out in Appendix D.

6 Area Officiating Regulations

6.1 The Area Officiating Regulations are set out in Appendix E.

7 Area Management Committee Terms of Reference

7.1 The Area Management Committee Terms of Reference are set out in Appendix F.

8 Area Adult Leagues & Competitions Committee Terms of Reference

8.1 The Area Adult Leagues & Competitions Committee Terms of Reference are set out in Appendix G.

9 Area Junior Leagues & Competitions Committee Terms of Reference

9.1 The Area Junior Leagues & Competitions Committee Terms of Reference are set out in Appendix H.

10 Area Masters Hockey Leagues & Competitions Committee Terms of Reference

10.1 The Area Masters Hockey Committee Terms of Reference are set out in Appendix I.

11 Area Officiating Committee Terms of Reference

11.1 The Area Officiating Committee Terms of Reference are set out in Appendix J.

12 Area Disciplinary Appeal Panel

12.1 The Red Card and Matchday Misconduct Regulations approved by England Hockey on 19th March 2021 and effective from 1st August 2021 provide that the Directors of the Company will delegate powers to a committee under Article 11 to act as the Area Disciplinary Appeal Panel for London Area in respect of each appeal from decisions of the Area Discipline Panel.

12.2 On receipt of an appeal from a decision of the Area Disciplinary Panel the Board shall appoint at least 3 individuals to the Area Disciplinary Appeal Panel who can be Directors and the chairs of the Lead Committees apart from the Area Discipline Panel chair and, if required, one co-opted member who has relevant skills, all of whom are independent of the case to hear the appeal.

12.3 If there are insufficient individuals under Regulation 12.2 available to hear the appeal, then the Directors will request the Directors of one of the other Area Companies to nominate an individual or individuals to be appointed as a member or members of the Area Disciplinary Appeal Panel.

12.4 The Directors will appoint one of the members of the Area Disciplinary Appeal Panel as chair.

12.5 The rules governing the operation of the Area Disciplinary Appeal Panel are set out in the Red Card and Matchday Misconduct Regulations.

13 Other Appeals

- 13.1 The decisions of the Lead Committees, apart from the Area Discipline Panel, can be appealed by an individual, club, Member, School or University subject to the decisions.
- 13.2 The appeal by an individual, club, Member, School or University must be by an e-mail to the Company Chair and Governance Director setting out the nature of the decision appealed against and the grounds for the appeal. The e-mail should state whether the appeal is in respect of the whole of a decision or only part of the decision.
- 13.3 The appeal will be dealt with on the basis of written submissions only.
- 13.4 The appeal must be received not later than 7 days after receipt by the appellant of the notification of the decision or sanction appealed against.
- 13.5 On receipt of an appeal against the decision(s) of the Lead Committees, apart from Area Discipline Panel, the Board shall appoint a committee, the Area Appeal Panel, under Article 11 of at least 3 individuals who have the relevant skills all of whom are independent of the case to hear the appeal. It is a requirement that there is at least one Director on the Area Appeal Panel. The Board will at the same time as appointing the committee appoint the chair of the Area Appeal Panel.
- 13.6 If there are insufficient individuals under Regulation 13.5 available to hear the appeal, then the Board may co-opt, via other Area Companies, personnel with the relevant skills to hear the Appeal.
- 13.7 The appellant shall arrange for a deposit of £100 to be paid to the Company by credit transfer in respect of the appeal within 5 days of the date the appeal is made. Once the deposit is received the appeal process will commence. Failure to pay this deposit shall render the appeal void and of no effect. If an appeal is successful in whole or part, the Area Appeal Panel may, at its discretion, direct that all or part of the deposit be refunded.
- 13.8 The Area Appeal Panel chair may, upon the application by e-mail by the appellant, suspend any decision of the Lead Committee pending determination of the appeal. The decision of the chair shall be final.
- 13.9 Once the deposit of £100 has been received the chair of the Area Appeal Panel will request written submissions by e-mail from the Lead Committee whose decision is being appealed and the appellant which shall be submitted within 14 days of the request.
- 13.10 The Area Appeal Panel will consider the appeal within 14 days of the receipt of the written submission requested under Regulation 13.9.
- 13.11 The Area Appeal Panel will consider the following documents:-
 - (a) The document received under Regulation 13.2.
 - (b) The documents requested and received under Regulation 13.9
- 13.12 The decision of the Area Appeal Panel shall be notified by e-mail to the parties to the Appeal with succinct reasons for the decision and shall be sent within 14 days of the decision.
- 13.13 The appellant can appeal the decision of the Area Appeal Panel to the Secretary of England Hockey not later than 7 days after receipt by the appellant of the notification of the decision of the Area Appeal Panel. The Secretary of England Hockey will arrange for the Directors of England Hockey to appoint a committee to hear the appeal and set such terms for the appeal as they see fit.
- 13.14 The decisions of the Area Management Committee and the Board can be appealed by an individual, club, Member, School or University subject to the decisions. The appellant shall appeal the decision of the Area Management Committee or Board to the Secretary of England Hockey not later than 7 days after receipt by the appellant of the notification of the decision of the Area Management Committee or Board. The Secretary of England Hockey will arrange for the Directors of England Hockey to appoint a committee to hear the appeal and set such terms for the appeal as they see fit.

14 Overall Financial Control of the Company

14.1 The Board has overall responsibility for the financial control of the Company and will exercise this responsibility in accordance with Regulations 14 to 26.

14.2 The Board shall delegate day to day financial control of the Company to the Finance Director and the Finance Director may delegate the day to day running of the Management Committee and Lead Committee accounts to those committees or to an individual.

14.2.1 Such delegation must be in writing and include the duties delegated.

14.2.2 The Finance Director remains responsible for the financial control of the company.

15 Preparation of Annual Budgets

15.1 The annual budgets shall be prepared prior to the calling of the current season's Annual General Meeting.

15.2 The Finance Director shall be responsible for preparing the Area Management Committee annual budget and has overall responsibility for the Lead Committees budgets.

15.3 The Lead Committees will contribute to the preparation of the annual budget as required by the Finance Director.

15.4 The Area Discipline Panel budgeted financial transactions will be accounted for in the annual budget of the Area Management Committee.

15.5 The Board will consult with the Area Management Committee and then review and approve the Area Management Committee, Area Adult Leagues & Competitions Committee, Area Junior Leagues & Competitions Committee, Area Officiating Committee and Area Masters Hockey Committee budgets

15.6 In proposing the fees to be charged and to be approved by the Members at the Annual General Meeting, the Area Management Committee and the Lead Committees shall take account of:

15.6.1 Forecast annual operating income and expenditure taking into account the uncertainties of receipt of income and the amount of budgeted expenditure.

15.6.2 Forecast exceptional revenue and capital expenditure to be incurred after the year end of the annual budget. The forecast revenue and capital expenditure will be reviewed in the following annual budgets.

15.6.3 The cash balances relating to the reserves brought forward, including capital reserves arising from the transfer of net assets from Predecessor Organisations, if not required in the annual budget may be used to reduce membership fees, league/competition fees and other charges. The Board will determine the timing of the use of the cash balances relating to the reserves brought forward not required going forwards.

16 Preparation of Committee Accounts

16.1 The Board shall determine the format of the accounts and frequency of preparation of accounts required for the Management Committee and Lead Committees.

16.2 The Area Discipline Panel financial transactions will be accounted for in the accounts of the Area Management Committee.

17 Preparation of Members Accounts

17.1 The Finance Director shall be responsible for preparing the Members Accounts for each financial year.

17.2 The Members Accounts shall be provided to England Hockey and Sports England in order to comply with any regulatory requirements of these organisations.

18 Bank Accounts

- 18.1 The Directors shall arrange for such bank accounts to be opened in the name of the Company as are required.
- 18.2 No individual appointed by the Directors, Area Management Committee or Lead Committee with delegated powers can use their personal bank account to receive income of the Company.
- 18.3 The Board will issue financial policies to set authority limits for payments from the Company's bank accounts and set out how the Company's bank accounts will be operated.

19 Area Officiating Appointment Expenses

- 19.1 The Area Officiating Committee will operate the expenses system provided by England Hockey for travel and other actual expenses incurred by committee members, umpires, match officials and the Area Officiating Committee in relation to appointments.
- 19.2 The Board will issue finance policies for the control of appointment expenses approved by the Area Management Committee.
- 19.3 Regulation 20 does not apply to the Area Officiating Appointment Expenses.

20 Other Expenses

- 20.1 Area Management Committee members, Lead Committee members, Area Adult Leagues & Competitions Committee divisional secretaries and other individuals with delegated authority from the Area Management Committee can claim travel and other actual expenses incurred.
- 20.2 The Board will issue financial policies on the approval of expenses and the forms for making expense claims which will include the process for payment of Director's expenses.

21 Remuneration

- 21.1 If the Area Management Committee or a Lead Committee wishes to remunerate an individual for undertaking a role then the proposed terms of the engagement should be provided to the Governance and Finance Directors. The individual should be informed that the terms of engagement are subject to review and amendment by the Nomination and Remuneration Committee and sign off by the Board.
- 21.2 The Governance Director will arrange for a meeting of the Nomination and Remuneration Committee to consider the proposed terms of engagement, employed or self-employed status and the Governance Director will prepare a draft contract based on standard contracts provided by England hockey.
- 21.3 The Nomination and Remuneration Committee will authorise the relevant Lead Committee Chair or a named Director to execute the contract with the individual.

22 Entering into Contracts with Third Parties

- 22.1 The Board is responsible for the negotiation and conclusion of contracts with third parties and may delegate this authority to individual Directors, Area Management Committee members, and Lead Committee members and can impose conditions on such delegated authority.
- 22.2 All correspondence with any third-party supplier should state that it is 'subject to contract'.
- 22.3 The Governance Director shall review the terms of the proposed contract to ensure that they comply with the Company's corporate governance policies and, if appropriate, recommend to the Board that the contract is executed.
- 22.4 The Board will authorise the relevant Lead Committee Chair or a named Director to execute the contract with the third party.
- 22.5 The Company can execute contracts by e-mail.
- 22.6 The Company cannot enter into a contract with an indemnity clause in favour of the supplier without a full risk assessment undertaken by the Governance Director and approved by the Board.

23 Funds received from Predecessor Organisations

- 23.1 Funds received from Predecessor Organisations may be allocated by the Board to the Management Committee and individual Lead Committees to fund objectives in line with the purpose of the original Organisation. Such earmarked funds cannot be used for any other purpose unless this is approved subsequently by the Board.

24 Independent Scrutineer Report on the Company Accounts

- 24.1 The Independent Scrutineer shall be independent of the Directors.
- 24.2 The Independent Scrutineer shall review the Members' Accounts, the accounting records provided by the Company and Finance Policies of the Company.
- 24.3 The Independent Scrutineer Report shall state whether the Members' Accounts are in accordance with the accounting records provided by the Company and comply with the Finance Policies of the Company.
- 24.4 The Independent Scrutineer Report shall be available on request to Members, England Hockey and Sport England.

25 Right to Inspect Accounts and Other Records

- 25.1 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or documents merely by virtue of being a Member.

26 Administration fees charged by the Area Discipline Panel

- 26.1 Where an offence under the provisions of the England Hockey Red Card/ Matchday Misconduct Offence regulations is administered within London Area, an administration fee shall be charged to the offender's club, School or University.
- 26.2 If England Hockey delegates a Disrepute Complaint to London Area to deal with, then the Area Disciplinary Administrator shall, firstly, decide whether the Disrepute Complaint is dealt with by the Area Disciplinary Administrator or by an Assistant Area Disciplinary Administrator and, secondly, whether an administration fee shall be charged to the offender's club, School or University.
- 26.3 The amount of the administration fee for each season shall be proposed by the Area Disciplinary Administrator and be agreed by the Area Management Committee.
- 26.4 The administration fee shall be paid to London Area by bank transfer within 7 days of the date of issue of the Sanction either by Penalty Notification Form or judgement report. An additional fee of £10 for each complete week the administration fee is outstanding may be additionally charged.
- 26.5 The Area Disciplinary Administrator has the right to waive an administration fee where mitigating circumstances prevail.
- 26.6 Where the England Hockey Appeal Panel or England Hockey Disrepute Complaint Panel or Area Discipline Appeal Panel finds for an appellant the whole or part of the administration fee may be refunded at the discretion of the Directors.

27 Appointment of members of the Area Management Committee, Lead Committees and Other Committees

- 27.1 After the Annual General Meeting of the Company the Board will appoint members of and delegate powers to the Management Committee and will appoint members of and delegate powers to the Lead Committees including the right to appoint further sub committees in accordance with that Committee's Terms of Reference.
- 27.2 If an appointed committee member does not complete the term of appointment, then the Board will consult with the relevant Committee and appoint a replacement committee member as required.
- 27.3 The creation, composition and purpose of other Committees must be approved by the Board.

28 Decisions of the meetings of the Area Management Committee, Lead Committees and Other Committees

- 28.1 Any decision of the committee members must be either a majority decision at a meeting or a decision taken in accordance with Regulation 28.2.
- 28.2 The eligible committee members may agree a resolution in writing circulated between the committee members by e-mail provided that all eligible members indicate that they share a common view on a matter. A decision cannot be made under this regulation if the number of eligible committee members is less than the quorum required for a committee meeting.

29 Calling meetings of the Area Management Committee, Lead Committees, and Other Committees

- 29.1 The calling of the Area Management Committee is dealt with by Article 35. The chair or two committee members of a Lead Committee or Other Committee can call a meeting of their committee.
- 29.2 The notice of the committee meeting must be in electronic form and give at least 7 days notice and include the proposed date and time and an agenda.
- 29.3 The committee meetings will normally take place by electronic means. If a physical meeting is to take place, the location should be given in the notice which should also state how the committee members who are attending remotely can participate.

- 30 Participation in meetings of the Area Management Committee, Lead Committees and Other Committees.
- 30.1 Members of a committee, sub-committee or Working Group participate in a committee meeting if,
(a) the meeting has been called and takes place in accordance with the Area Regulations,
(b) the committee, sub-committee or working group members can each communicate to the others any information or opinions they have on any particular item of the business of the meeting and,
(c) in determining whether the committee sub-committee or working group members are participating in a committee meeting, it is irrelevant where any Director or committee member is or how they communicate with each other.
- 30.2 If all the committee sub-committee or working group members participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.
- 31 Quorum for meetings of the Area Management Committee, Lead Committees, and Other Committees.
- 31.1 At a committee, sub-committee or working group meeting unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 31.2 The quorum for the committee, sub-committee or working group meetings is as set out in the Terms of Reference of the Committee.
- 31.3 If there are insufficient committee members of an individual committee sub-committee or working group then the Board will, after consulting the remaining committee members of that committee, sub-committee or working group appoint new committee members in accordance with any requirements of the Area Nomination and Remuneration Committee.
- 32 Representation of Lead Committees at Area Management Committee meetings
- 32.1 If the Chair of a Lead Committee is not available to attend an Area Management Committee meeting the Chair of that Lead Committee can appoint a committee member to represent that Lead Committee at the Area Management Committee meeting.
- 33 Chairing of meetings of the Area Management Committee, Lead Committees, and Other Committees.
- 33.1 The chairing of the Area Management Committee is dealt with by Article 35.
- 33.2 If the chair of the Lead Committee or Other Committee is not present at a meeting the committee members can elect a committee member as chair for that meeting.
- 34 Casting vote at meetings of the Area Management Committee, Lead Committees, and Other Committees.
- 34.1 If the numbers of votes for and against a proposal are equal, then the chair or other committee member chairing the meeting has a casting vote as long as they are counted as participating in the decision-making process for quorum or voting purposes.

- 35 Conflicts of Interest at meetings of the Area Management Committee, Lead Committees, and Other Committees.
- 35.1 Conflicts of interest in an Area Management Committee will be dealt with under Article 23 with the chairs of Lead Committees being treated as Directors for the purposes of dealing with conflicts of interest.
- 35.2 If a proposed decision of the Lead Committee or Other Committee with an actual or proposed transaction or arrangement with the Company in which a committee member is interested, the matter will be reported to the Governance Director. The Governance Director will consider the matter and recommend to the Board how the conflict of interest can be resolved. The Board will decide the action to be taken to resolve the conflict of interest.
- 36 Decisions to be made in an emergency
- 36.1 In an emergency, decisions in respect of the delegated powers to the Area Management Committee, Lead Committees and Other Committees will be made by the Directors and be communicated to the relevant committee.
- 37 Records of decisions to be kept of meetings of the Area Management Committee, Lead Committees and Other Committees.
- 37.1 The recording of decisions of the Area Management Committee is dealt with by Article 38.
- 37.2 The secretary of the Lead Committees and Other Committees or a committee member appointed as secretary for the committee meeting will make records, in writing, of the unanimous or majority decisions made by the committee.
- 37.3 A copy of the record of each committee meeting will be sent to the Governance Director and will be an agenda item at the Management Committee following the Lead Committee meeting.
- 38 Representation of the Area at 8 Area Working Group meetings
- 38.1 The representation of the Area on the ASC and on the OWG is dealt with by Article 15.
- 38.2 The Director holding the appropriate role should represent the Area on any 8 Area Director Working Group. If the particular Director is not available to attend an 8 Area Director Working Group meeting, the Board can appoint another Director to represent the Area at the meeting.
- 38.3 The relevant Lead Committee Chair should represent the Area on any 8 Area Functional Working Group. If the particular Lead Committee Chair is not available to attend the 8 Area Functional Working Group meeting, the Area Management Committee can appoint another member of that Lead Committee or a member of the Area Management Committee to represent the Area at the meeting.

SCHEDULE

Definitions and Abbreviations

1. The following terms are defined specifically for the Area Regulations:

“actual expenses incurred” includes reasonable estimates of expenses incurred amounts as well evidenced by receipts and invoices;

“Area Companies” means the eight Companies Limited by Guarantee with Constitutions approved by England Hockey and admitted to membership of England Hockey to facilitate governance by England Hockey of hockey in eight geographical Areas of England as defined by England Hockey pursuant to the articles of association of England Hockey and regulations made pursuant to England Hockey articles of association;

“Area Disciplinary Appeal Panel” means a committee appointed by the Directors to deal with appeals against decisions from the Area Disciplinary Panel;

“Area Appeal Panel” means a committee appointed by the Directors to deal with appeals against decisions of the Lead Committees apart from Area Discipline Panel;

“Committee Accounts” means the balance sheet and income and expenditure of the Area Management Committee, the Area Adult Leagues & Competitions Committee, the Area Junior Leagues & Competitions Committee, the Area Officiating Committee and the Area Masters Hockey Committee prepared on the basis of the accounting policies of the Company;

“Finance Director” means a Director of the Company who is allocated role of Finance Director under Article 15;

“financial year” means the period/year ending on 30 April;

“Governance Director” means a Director of the Company who is allocated role of Governance Director under Article 15;

“Members Accounts” means the accounts prepared for presentation to Members at the Annual General Meeting and to be sent to Members to comply with the Companies Act 2006;

“Other Committees” includes Sub Committees and Working Groups;

Predecessor Organisation” means the Umpiring Associations and the Regional Associations other than the Midland Company and the West Company

“School” means an educational organisation which provides educational services to secondary and primary pupils;

“Umpiring Association” has the same meaning as contained in England Hockey’s Articles of Association;

“University” means a member of British Universities & Colleges Sport.

APPENDIX A
Area Adult League Regulations

APPENDIX B
Area Junior League Regulations

APPENDIX C
Area Nomination and Remuneration Committee Terms of Reference

APPENDIX D
Area Membership Policy

APPENDIX E
Area Officiating Regulations

APPENDIX F
Area Management Committee Terms of Reference

APPENDIX G
Area Adult Leagues & Competitions Committee Terms of Reference

APPENDIX H
Area Junior Leagues & Competitions Committee Terms of Reference

APPENDIX I
Area Masters Hockey Leagues & Competitions Committee Terms of Reference

APPENDIX J
Area Officiating Committee Terms of Reference