



# YATE HOCKEY CLUB CONSTITUTION



## 1. NAME OF THE CLUB

The name of the Club shall be "Yate Hockey Club", hereinafter referred to as "The Club". Yate Hockey Club will be affiliated to the National Governing Body, England Hockey.

## 2. AIMS & OBJECTIVES

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in hockey
- To promote the club within the local community and hockey
- To promote, improve and develop hockey appreciation through the offer of training, playing and support roles to all our members
- To support the management and running of Yate Outdoor Sports Complex
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair and equitable to everyone
- To raise funds to defray expenses incurred in promoting these objectives.

## 3. MEMBERSHIP

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in hockey, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
  - Full member
  - Junior member (*School age - Reception to Year 11*)
  - Student member
  - Social Playing Member
  - Life member
  - Associate Member – 'Friend of Yate HC'
- (c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- (d) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.



4.

#### **SPORTS EQUITY**

- (a) The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### **5. COMMITTEE**

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the following positions:
- I. President
  - II. Chair
  - III. Treasurer(s)
  - IV. Secretary(ies)
  - V. Development Coordinator
  - VI. Volunteer Coordinator
  - VII. Welfare Officer/s
  - VIII. Fixture Secretary(ies)
  - IX. Social Secretary(ies)
  - X. Communications Coordinator
  - XI. Junior Manager / Representative
  - XII. Club Captain (Male and Female)
  - XIII. Team Captains (or vice-captain) (each team will hold 1x vote for the purpose of agreeing policies/decisions).
  - XIV. General Club Committee Members x 4
- (b) All committee members must be members of the Club and shall be elected at the Annual General Meeting.





- (c) If required, the committee shall elect a Vice Chair from among its members.
- (d) The term of office shall be for one year, and members shall be eligible for re-election.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The committee meetings will be convened by the Secretary of the Club and be held no less than 6 times per year.
- (j) Only the posts listed above will have the right to vote at committee meetings.
- (k) The quorum required for business to be agreed at Management Committee meetings will be 7.
- (l) Sub-committees, meeting regularly and reporting to the Executive Committee, shall be formed to deal with the following:-
  - Selection
  - Coaching
  - Umpiring
  - Juniors

## **6. FINANCES**

- (a) The club treasurer will be responsible for overseeing the finances of the club and reporting the state of finances to the committee and at General Meetings.
- (b) The financial year of the club will run from 1<sup>st</sup> May and end on 30<sup>th</sup> April
- (c) All club monies will be banked in an account held in the name of the club.
- (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.



- (f) All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.



## **7. SUBSCRIPTIONS & FEES**

Members' annual subscriptions shall be recommended by the Committee and ratified at the Annual General Meeting or an Extra-ordinary General Meeting. They shall become due on the 1<sup>st</sup> September and if not paid in full by 30<sup>th</sup> October the player shall become ineligible for selection.

Match fees shall be recommended by the Committee and ratified at the Annual General Meeting or an Extra-ordinary General Meeting. They shall include the fee for the training evening and become due immediately after each match played by the member and/or through the club online payment system.

Members who are not up to date with payment will not be permitted to play until such a point as monies owed are paid in full. Repeated indiscretions can lead to disciplinary action by the committee with consequences ranging from, but not exclusive to, match/training bans through to declining on-going/future membership.

## **8. HEALTH & SAFETY**

Members' safety will be ensured through careful choice of expert and suitably qualified (as per EH regulations and advice) coaches using the offices of the Regional Development Officer for the West Region to support the recruitment process where required.

A minimum of one member per team will have an in date First Aid certificate.

The club welfare officer shall have responsibility to carry out the club risk assessment (where required liaising with Yate Outdoor Sports Complex/facility provider and club coaches). This should be communicated to all coaches and volunteers and appear on the club website. Furthermore the risk assessment shall be formally reviewed and updated annually.

The Club Welfare Officer and Development Coordinator will complete and maintain a needs analysis/register for all officials, coaches, umpires and volunteers ensuring all EH Health and Safety requirements are met. The Development Coordinator will be responsible for ensuring all EH requirements are met and maintained, referring to training opportunities where applicable.

The Development Coordinator, with the support where necessary of the Volunteer Coordinator, will be responsible for inducting officials, coaches, umpires and volunteers to the club and ensuring they have access to and understand all H&S policies and procedures.

The Welfare Officer shall be responsible for ensuring the club are registered with England Hockey DBS checking system and will complete all required DBS checks in a timely fashion, reporting results to Development Coordinator and the Needs Analysis/register.



## **9. CLUB COLOURS**

Club uniform shall consist of navy blue sports skirt for ladies, navy blue shorts for men, and navy blue club shirt with light blue trim and navy socks with a light blue trim. Alternative colours of white shirts and socks can be worn when necessary.

## **10. MATCH DISCIPLINE**

The club will adhere to the regulations for the Enforcement of Discipline published by England Hockey. The Committee reserves the right to impose punishment, over and above that stated in those regulations, for disciplinary misdemeanours.

## **11. ANNUAL GENERAL MEETING and EXTRAORDINARY GENERAL MEETINGS**

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- I. The Secretary shall summon all General & Executive Committee Meetings in accordance with these Rules and shall deal with correspondence under the guidance of the Committee.
  - II. The Secretary shall prepare and preserve minutes accurately recording the business transacted at all General & Executive Committee meetings and shall keep and maintain a Register of members.
  - III. Minutes of General & Executive Committee meetings shall be made available to members on request through their Captains or the Secretary.
- (b) The Club shall hold the Annual General Meeting (AGM) between the months of May-June to:
- Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect the officers on the committee (with the exception of 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> team captains. 1<sup>st</sup> team captains will not be elected if there is a position of 'no contest' to the nominated person. Those members eligible to vote for 1<sup>st</sup> XI Captain shall be restricted to the current members of the 1st XI squad and the existing committee).
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business (including reports from officers and Team Captains).
  - Alter and/or add to rules. At the General Meeting the existing Rule shall be quoted and the proposed alteration or addition shall be debated.
- (c) Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to all members.



- (d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- (f) All members (except associate members) have the right to vote at the AGM. Each members vote counts once per decision.
- (g) The quorum for AGMs will be 20 members
- (h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (j) All procedures shall follow those outlined above for AGMs.

## **12. AMENDMENTS TO THE CONSTITUTION**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **13. DISCIPLINE AND APPEALS**

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Management Committee will meet to hear complaints within 10 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.



- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within *NUMBER* days of the Secretary receiving the appeal.

#### 14. DISSOLUTION AND AMALGAMATION

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote (75%) of the membership present at the meeting.
- (b) In the event of dissolution or amalgamation, all debts should be cleared with any club funds. Any assets of the club that remain following this shall not be paid to any club member but shall become the property of ENGLAND HOCKEY

#### 15. DECLARATION

Yate Hockey Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	<b>Ian Crabbe</b>	<b>Position</b>	President
<b>Sign</b>	<i>I. Crabbe</i>	<b>Date</b>	21.8.2017

<b>Name</b>	<b>Vicki Haigh</b>	<b>Position</b>	Development Coordinator
<b>Sign</b>	<i>V. Haigh</i>	<b>Date</b>	21.8.2017