

Shefford and Sandy Hockey Club Club Constitution

September 2007

1 Name and Address of Club

The club shall be called "Shefford and Sandy Hockey Club" hereafter known as S&SHC or the club. The address of S&SHC home pitch is Sandy Upper School, Sandy, Bedfordshire.

2 Associations

S&SHC shall affiliate to the English Hockey Association, the East Region Hockey Association and to the Bedfordshire Hockey Association and be bound by the rules and requirements of these associations.

3 Aims and Objectives

The aims and objectives of the club, which opposes all forms of discrimination, shall be:

- To provide the opportunity for all female and male members to play hockey both outdoor and indoor.
- To encourage, promote and develop playing the game of hockey and associated activities such as umpiring, coaching, coach education and club administration.
- To work with and within the recognised administrative and organisational associations including the associations listed in rule 2.
- To ensure that 'Sport Equity' (i.e. fairness) is practised at all times including ensuring that opportunities are provided for young people, black and ethnic minority groups and people with disabilities which suit their needs and aspirations.

4 Club Colours

The Club colours shall be based on black shirts with green trim, black shorts or skirts and green and black striped socks. The reverse of shirt colours or the use of white shirts should be worn when necessary to avoid a clash of colours with opponents.

5 Hockey Activities

The club shall participate in Mens and Ladies Leagues and also in mixed hockey, indoor hockey, cup, festival and friendly matches, as decided by the committee. Such participation shall be at the best possible level and with a sufficient number of matches to give all playing members adequate and regular playing opportunities.

6 Communications Standards

Members and prospective members shall provide the Club Secretary and Treasurer with their name, address, home/work/mobile telephone numbers plus e-mail address (where available). The Club will primarily use e-mail and its website (www.sheffordandsandy.co.uk) to communicate with members.

The club shall prepare an electronic fixture card, for the beginning of each season, listing full details of league and friendly fixtures together with essential organisational details.

7 Personal Risk, Conduct and Discipline

Members of all ages shall accept that they participate in all Club activities entirely at their own risk.

Members shall be responsible for their own insurance, health and fitness requirements and shall be responsible for ensuring that they conduct themselves on the field of play in accordance with the 'Conduct of Play' rules and requirements published in the Rules of Hockey by the International Hockey Federation (refer to web site: <http://www.FIHockey.org>).

Members shall also abide by the disciplinary and conduct requirements of the Leagues, Competitions and Associations responsible for the organisation of the various hockey competitions in which they participate.

The Club committee shall be responsible for responding to disciplinary matters, both on and off the field, in accordance with the above requirements. For example, any player who has been cautioned by an umpire with a yellow or red card may appear before the Club committee and may be suspended from club activities for a period deemed appropriate.

8 Youth Policy

The Club acknowledges it has a duty of care to safeguard all children involved in the Club from harm. A child is defined as a person under the age of 18 (The Children Act 1989). We want to provide children and young people with appropriate safety and protection whilst in the care of the Club, and allow Club officials / volunteers to make informed and confident responses to specific child protection issues.

The Club shall use best endeavours to organise hockey coaching sessions and playing opportunities for very young players, typically in the 6 - 14 years age group and encourage those players to progress into the mainstream club hockey activities when it is considered safe and appropriate to do so. The Club will adhere to the England Hockey rules regarding the playing of junior players in senior competitive hockey.

The Club shall also emphatically encourage youth-age players (typically from 15 years old) to join and participate in all senior Club activities. Such young members shall receive coaching and the benefit of such other resources as the Club can make available with a view to nurturing a youthful interest in the sport and generating the highest possible standards of play and conduct consistent with the expectations of a voluntary sports club.

9 Membership of Shefford and Sandy Hockey Club

Membership is open to both men and women and shall consist of:

- (a) President and Vice President
- (b) Chair
- (c) Senior Hockey Playing Members (defined as being 18 years or over)
- (d) Junior Hockey Playing Members (under 18 years of age) and concessions agreed by the committee
- (e) Student Members (in fulltime education)
- (f) Honorary Life Members
- (g) Social Members
- (h) Children registering for the junior coaching programme.

A person may become a member of the Club either by making an application. All members shall be made aware of the Club Constitution (Rules) on joining the Club.

Honorary Life Members shall be elected at the AGM on the recommendation of the committee. Only members who have given long meritorious service to the Club and who are no longer active playing members shall be considered.

In the event that the committee has any reason to consider withdrawing membership from a member, the Secretary shall give that member a minimum of at least two weeks notice in writing inviting that person to a committee meeting specially convened to discuss the matter. The committee may suspend membership until this special meeting. The committee decision shall be final.

10 Subscriptions

The subscriptions for all Club membership groups shall be reviewed annually by the committee and shall be due and payable by members by the last Saturday in October each year. Any playing member whose subscription is not paid by 1st December shall cease to be a playing member and therefore not considered for team selection ahead of paid-up members, until such time as the subscription is paid.

- The Treasurer and Secretary shall maintain a full record of all subscriptions, donations and loans.

- In addition to a subscription, each playing member shall pay appropriate match fees of an amount to be reviewed annually by the committee and endorsed at the AGM.
- The level of all subscriptions and match fees shall be recommended by the committee and endorsed at the AGM.
- Honorary Life Members shall not be required to pay a subscription to the Club.

11 Club Management

A committee consisting of the following shall conduct the management of the Club:

- Chair
- Secretary
- Treasurer
- Mens and Ladies Club Captains

The minimum number to form a quorum at a committee meeting shall be two plus the Chair.

The club committee will invite the following members along to select discussion items on the agenda as the Chairman sees fit:

- Fixtures Secretaries
- Social Secretary
- Junior Hockey Co-ordinator
- Team Captains
- Any member who wishes to raise or is involved in a club issue.

The above positions do not have the right to vote.

Nominations for the committee shall be invited annually from members. Each nomination must be properly proposed and seconded and must be completed no later than two days before the AGM and advised to the Secretary in writing (or e-mail). A proposer must obtain the consent of the nominee to stand for any office. Nominations for any office shall only be accepted at the AGM if no written nominations have been received by the due date.

All committee members may seek re-election annually at the AGM.

The committee shall have the right to remove from office any Club official whose actions, in the opinion of a majority of the committee, are prejudicial to the best interests of the Club or by whose actions fails to carry out his/her duties to a satisfactory standard or in a timely manner. In the event of such a removal, the committee shall have the power to nominate a person to carry out those duties until the next AGM.

In the event of a resignation from the committee during the year, the committee shall have the power to co-opt a member to fulfil the vacated duties.

An Extraordinary General Meeting (EGM) shall be called to fill a vacancy only if the committee takes the view that serious organisational or financial problems need to be urgently and formally resolved.

The committee shall have the power to co-opt a member to undertake duties not specifically defined on a temporary basis.

Voting within the committee on all Club matters shall be resolved by a simple majority.

The committee shall meet normally once a month plus any other times as considered necessary.

The Secretary shall retain committee minutes for a period of six years (by electronic or physical means), when the necessity for further retention shall be reviewed.

12 Financial Management

The Treasurer shall maintain a bank account, or accounts in the name of the Club. For any transaction the signatures of the Treasurer and a second signatory to the account shall be required.

The Treasurer shall be responsible for:

- Presenting a statement of the Club finances at each committee meeting with a spreadsheet breakdown of all income and expenditure.
- Producing an annual statement of accounts shall be presented for approval to the AGM.
- Proposing the financial structure (i.e. subscriptions, match fees etc.) to the AGM for consideration and endorsement.
- Ensuring that the bank account(s) remains in credit. In the event of needing to borrow money or raise money for major projects, the committee shall endorse the requirements and arrange any necessary guarantees before any further action is taken.

13 The Annual General Meeting (AGM)

The AGM shall normally be held at a suitable location during the month of June (unless the committee has good reason to choose an alternative time or location), when the committee shall submit reports.

Club members shall be given at least two weeks notice of the date of the AGM by means of written notice on the Club notice board and website, if it is not printed in the fixtures booklet.

The Club Secretary shall also use best endeavours to inform members of the date of the AGM by means which may include written or e-mail notices.

Any member wishing any matter to be considered by the committee for inclusion on the agenda at the AGM must advise the Club Secretary two weeks in advance.

The Chairman of the Club shall preside at the AGM or any other General Meeting. In the absence of the Chairman, the President shall take the chair.

At the AGM, 15 full senior playing members shall constitute a quorum. In the absence of a quorum, electronic means (i.e. phone / text / e-mail) can be used to allow members to vote.

Voting on all Club matters shall be resolved by a simple majority. The member presiding shall only have a vote in the event of equality of votes.

In the event of a contested election, the candidates shall withdraw from the room. Proposers may then speak for up to two minutes on behalf of a candidate and voting shall then take place immediately.

Only members as defined under Rule 9.1 (a to f) shall be entitled to vote at the AGM (or any other general meeting). However, members in other classes of membership may attend and speak at a general meeting.

The (retiring) Secretary shall be responsible for recording the Minutes of the AGM.

14 Amendments to Rules

The rules of the Club shall only be altered by the AGM or by a Special General Meeting convened for that purpose. The notice of intention to propose any changes to the Rules shall be given to the Secretary in writing prior to 1st May. Any proposal for an alteration to the Rules shall be displayed on the Club website and the notice board at Sandy Community Sport Centre by the Secretary giving all members at least two weeks notice before the AGM or Special Meeting is convened. A simple majority is required to amend a Rule.

15 Selection of Teams and associated members obligations

Two selection committees shall represent Mens and Ladies hockey respectively. The selection committees shall consist of Club Captain, all team captains and the club coaches if required. The Club Captain has the responsibility to organise the selection committee as he or she sees fit taking into account the clubs aims and objectives.

For any league team, selection shall follow the merit guidelines required by league rules.

A new playing member may not be selected to play until his/her application for membership has been accepted by the Club committee and the subscription is fully paid, unless it is considered in the Club's interest so to do.

Selection of a member to any XI shall be at the sole discretion of the selection committees. In general, the relevant captain shall have the final decision on team make-up from available members, unless an objection is raised on the basis on non-payment of subscription (or other monies owed to the Club) or an unresolved disciplinary issue.

Whilst every effort shall be made to offer all fully paid up members a Saturday game, this cannot be guaranteed due to the obvious requirements of pitch and fixture availability and the fact that hockey teams should comprise eleven players. Selection shall be generally on merit with some rotation of players for the lowest team. Any fully paid up member who feels that he is not being offered sufficient hockey may appeal to the Club committee. In such circumstances, the Club committee may consider a partial refund of subscription or other action as may be felt necessary.

Selection of the Mixed XI shall be undertaken by the Mixed Captain or delegated representative.

Club members and captains should:

- purchase the correct playing kit before making themselves available for selection. The provision of a hockey stick is the member's responsibility unless it is for junior coaching
- for matches shall follow reporting procedures separately detailed in the league fixture booklet.
- produce a weekly match report for publication on the Club website and in local newspapers. This must include mentioning the league sponsors name in the report.
- be expected to offer a fair share of transport provision during the season, other than non-driving juniors.

16 Damage and losses

If a Club member wilfully or by neglect damages or loses any of the Club's property or loses Club money, the committee may decide that he/she shall make good the same without delay. If a criminal offence has taken place, then the management committee must take a vote on whether the police are called. Any criminal matters must be kept private and confidential.

17 Extraordinary General Meeting (EGM)

Any member is entitled to ask that an EGM be called should he/she feel that this would serve the Club's best interests. However, before doing so, the member shall obtain the written support or signatures from at least ten fully paid up members and allow for a period of at least two weeks to organise the EGM and circulate the objectives and agenda.

18 Insurance

The Club shall hold a policy of third party insurance to a liability limit of not less than £1,000,000.

The club must insure that all coaches register and hold their own coaches insurance under the England Hockey scheme.

Club members shall be aware that they are not insured for any personal incidents either on or off the field of play, other than as they affect a third party.

19 Procedures on Winding-up

In the event of the Club being dissolved, all such properties of the Club, after payment of outstanding obligations (if any), shall be distributed to an organisation whose aims it is to develop hockey for all.

As approved at the EGM, 4th September 2007