

Cambridge City Hockey Club

Rules (as referred to in Article 7 of the articles of association of Cambridge City Hockey Club Limited (the “Company”))

1 Name of the club and object

- 1.1 The name of the club shall be CAMBRIDGE CITY HOCKEY CLUB with separate Men’s and Ladies sections, which shall be affiliated to the Cambridgeshire Hockey Association. The officers of the club shall not amend the name of the club without the approval of a “special resolution” vote of the members of the club at a general meeting (essentially being the approval of 75% or more of those members attending the general meeting and who are entitled to vote at the meeting).
- 1.2 The object of the club is the provision of facilities for, and to promote, encourage and develop participation in, the amateur sport of hockey amongst all sections of the community which it serves (being Cambridge and the outlying region). The club will aim to be successful and grow by both increasing participation at all levels and by providing opportunities for those wanting to play, including at the highest levels. The club will provide a safe, effective and child friendly environment in which to play and learn hockey and will promote awareness of these opportunities amongst all its members. Coaching and other activities will be reviewed by the club Committee on a regular basis.

2 Officers of the club

- 2.1 The officers of the club shall comprise the following persons who must be paid up members of the club with the exception of the President:
 - 2.1.1 the club Chairperson;
 - 2.1.2 the club Honorary Treasurer;
 - 2.1.3 the club President;
 - 2.1.4 the Men’s Club Captain (selected from the men’s team captains);
 - 2.1.5 the Ladies’ Club Captain (selected from the ladies’ team captains); and
 - 2.1.6 the club’s Honorary Secretary.
- 2.2 The club’s officers shall collectively be referred to as the “**Committee**”.
- 2.3 It is intended that the following officers of the club from time to time shall be directors of Cambridge City Hockey Club Limited (the “**Company**”):
 - 2.3.1 the club Chairperson; and
 - 2.3.2 the club Honorary Treasurer,

and that the club Chairperson or failing him the Honorary Treasurer should chair all meetings of the Company directors.

2.4 Subject to the Company's articles of association, it is intended that:

2.4.1 the directors of the Company referred to in paragraph 2.3 may appoint further persons from time to time to be directors of the Company provided that:

- (a) any such appointee must be proposed by the club Chairperson;
- (b) any such appointee must be a member of the club; and
- (c) at any time the number of such further directors shall not be more than two.

2.5 The members of the Committee from time to time shall seek input from the various club sub-committees from time to time.

2.6 The election of each of the club officers shall be made at the annual general meeting of the club by a simple majority vote of members of the club at that meeting.

2.7 All officers of the club (with the exception of the President) shall offer themselves for re-election annually.

2.8 The President shall be elected from the Vice Presidents and shall serve a 2 or 3 year term of office. A President may serve two consecutive terms (but no more) of 2 or 3 years if elected to do so.

3 Vice Presidents

3.1 The position of Vice President is an honorary position and may be awarded to any person who has rendered valuable service to the club or to the sport of hockey.

3.2 Nominations for the position of Vice President must come from the club Committee and must be approved by a majority vote of the members of the club at a general meeting of the club.

3.3 Vice Presidents are eligible to attend general meetings of the club but are not eligible to vote at such meetings unless they are members of the club.

4 Duties of the individual club officers

4.1 Club President. The club President shall preside at dinners and other social functions of the club.

4.2 Club Chairperson. The club Chairperson shall preside at all general meetings of the club and shall ensure the proper direction of the business of the club. It shall also be the duty of the Chairperson to communicate the business of the club officers to the club's members.

4.3 Honorary Secretary. The club Honorary Secretary shall keep minutes of business conducted by the club officers and keep a record of all other meetings of the club. The club Honorary

Secretary shall also give written notice of meetings, keep a record of members with their business and private addresses and perform all other duties that ordinarily pertain to that office.

- 4.4 Honorary Treasurer. All payments made by the club shall be made or authorised co-jointly by the club Honorary Treasurer together with either the club Chairperson or club Honorary Secretary. He or she shall collect and bank all monies due to the club, arrange for payment of all properly incurred debts of the club and keep an accurate record of the same; present a balance sheet and accounts duly audited by an independent accountant (where required) at the annual general meeting and, at any other time upon request from any officer, present a review of the current financial position of the club and perform such other duties as ordinarily pertain to that office.

5 Role of the Committee

- 5.1 The directors of the Company shall be the formal governing body of the club and shall draw on the support of the Committee and sub-committee and section committees as required. The directors shall have control of the general business of the club with the support of the Committee, and approve applications for membership. The Committee shall form and dissolve sub-committees.
- 5.2 In the event of a vacancy in the post of any officer forming part of the Committee, the remaining Committee members may appoint a club member to fill the vacant Committee post, the member so co-opted serving only until the next annual general meeting of the club when he or she must retire or offer himself or herself for election in the normal manner.
- 5.3 The club Chairperson shall chair all meetings of the Committee. In his absence, the chair shall be taken by the club Honorary Secretary, failing which by any Vice President, failing which by such other Committee member present who has the longest continuous membership of the club. In the event of a tie on a vote in Committee, the chairman shall have a casting vote.
- 5.4 The quorum for the transaction of business at a Committee meeting shall be the higher of (i) any two Committee members and (ii) one third of the number of the Committee members from time to time.
- 5.5 The Committee shall meet at least once every eight weeks during the playing season and as often as is necessary during the closed season.
- 5.6 The Committee will monitor on a regular basis the club's commitment to ensuring that opportunities to play the amateur sport of hockey are provided at the club for all ages, genders, ethnic groups and people with disabilities at a level appropriate to their needs and aspirations.

6 Sub-Committees and Section Committees

- 6.1 All sub-committees will report to the Committee.
- 6.2 There will be a "playing sub-committee" responsible for all playing and on-pitch affairs including fixtures, pitches, umpiring and team selection. The playing sub-committee will consist of the men's and ladies' team captains, men's league liaison officer, ladies' league liaison officer and umpire coordinator. These members of the playing sub-committee should be elected in the same way as the members of the Committee.

- 6.3 The Committee shall appoint such other sub-committees as may be necessary to carry out the work of the club.
- 6.4 A sub-committee shall remain in office for the same period as the Committee by which it is appointed or for such shorter time as the Committee shall decide.
- 6.5 Any non-Committee member co-opted to a sub-committee shall be entitled to attend Committee meetings when the business of the sub-committee is being discussed but shall have no vote at that Committee meeting.

7 Club colours

- 7.1 Club colours will be as follows:

- 7.1.1 Men's Section – red shorts, white shirts and red socks with an alternative strip of dark blue shirts and socks; and
- 7.1.2 Ladies Section – red shorts, navy skirts and red socks, with an alternative strip of dark blue shirts and socks.

8 Membership and Expulsion from Membership

Membership of the club shall be open to all members of the community who have an interest in hockey, including young people, members of ethnic minority groups and disabled people.

The club will actively encourage membership from young people aged 11-18, local ethnic minority groups and people with disabilities; and women in order to ensure that the membership reflects a balance between male and female members.

The club will offer a number of different categories of membership, as follows.

- 8.1 Honorary Life Membership. Honorary Life Membership may be awarded to a person who has rendered outstanding service to the club. Nominations must come from the Committee and must be ratified by a majority vote of members of the club at a general meeting of the club.
- 8.2 Playing Membership. Playing Membership is open to all, subject to the approval of the directors of the Company (having considered any recommendation from the Committee).
- 8.3 Associate Membership. Associate Membership for non-playing members is open to all, subject to the approval of the directors of the Company (having considered any recommendation from the Committee).
- 8.4 Parent Membership. Parent Membership is open to any parent or guardian of a playing member who is under the age of 18, subject to the approval of the directors of the Company (having considered any recommendation from the Committee). Only one parent or guardian of each playing member aged under 18 may take up Parent Membership (and shall be treated as a fully paid up member upon so doing) and such parent or guardian shall automatically cease to hold Parent Membership when either (i) the playing member aged under 18 for whom they are parent or guardian attains the age of 18, or (ii) the playing member aged under 18 for whom they are parent or guardian ceases to be a member of the club.

A person's membership of the club may be terminated in the following way.

8.5 The membership of any member of the club may be terminated by the directors of the Company (having considered any recommendation of the Committee) without that member's consent by giving him written notice if, in the reasonable opinion of the directors:

8.5.1 he is guilty of conduct likely to bring the club or sport into disrepute; or

8.5.2 he is guilty of conduct which has or is likely to have a serious adverse effect on the club or bring the club or any or all of the members and officers into disrepute; or

8.5.3 he has acted or has threatened to act in a manner which is contrary to the interests of the club as a whole; or

8.5.4 he has failed to observe the club rules.

8.6 Notice to the member must give the member the opportunity to be heard in writing or in person as to why his membership should not be terminated. The directors of the Company must consider any representations made by the member and inform the member of their decision following such consideration.

8.7 A member whose membership is terminated under this rule shall not be entitled to a refund of any subscription or membership fee and shall remain liable to pay to the club any subscription or other sum owed by him.

8.8 If the directors of the Company (having considered any recommendation of the Committee) within their absolute discretion decide the member's conduct does not merit expulsion they may alternatively:

8.8.1 reprimand the member and warn him as to his future conduct; and

8.8.2 suspend the member from playing in such number of matches as shall be determined by the directors.

Other membership matters.

8.9 The club membership year shall run from 1 September to 31 August following.

8.10 Membership of the club is not transferable and will cease automatically upon the death of a member.

8.11 At a general meeting of the club every paid up member aged 18 or over who is present in person (or by proxy) shall on a show of hands have one vote and every paid up member aged 18 or over present in person (or by proxy) shall on a poll have one vote.

9 Subscription and match fees

9.1 The annual membership subscription and match fees shall be determined by the Committee and must be ratified by a majority vote of the members of the club present at a general meeting of the club. The club will set a number of subscription levels to ensure that members from low income or disadvantaged groups are not further disadvantaged.

9.2 Annual member subscriptions are due on or before 31 October or within one month of election to the club, whichever is the later, for the current season. Members whose subscriptions are unpaid by the due date shall:

9.2.1 be liable to a late payment surcharge and will not be considered for selection after that date until the subscription and penalty surcharge are paid in full; and

9.2.2 shall cease to be a member of the club until their subscriptions are paid in full.

10 Conduct of members

All members should adhere to the code of conduct as laid down by the sport's governing body, currently England Hockey.

11 Financial year of the club

The club's financial year shall run from 1 May to 30 April following.

12 Elections

12.1 In the event of more than one nomination for any position in the club, voting shall be by secret ballot. The ballot shall be under the direction of three members not nominated for that position, who shall be appointed by the club Chairperson. The nominee receiving the largest number of votes shall be elected to the position.

12.2 The process of electing officers and Committee members will as far as reasonably practicable take account of the diverse membership of the club. Every effort will be made to ensure that nominations reflect the ethnic, gender and (dis)ability profile of the club's membership and the community which it serves.

13 Changes to the Rules

13.1 Any member wishing to propose a change to the club rules should present the proposed amendment in writing to the Committee, through the Honorary Secretary. If the Committee approve by simple majority vote, the amendment shall be presented and considered at the next general meeting of the club, a simple majority vote of members of the club at that meeting deciding except in the case of any change to any of rules 8.5, 8.6, 8.7, 8.8, 8.10 and 8.11 where a "special resolution" vote of the members of the club at a general meeting (as described in rule 1.1) will be required.

13.2 The Honorary Secretary shall notify all members in writing of the proposed amendment at the same time as convening the general meeting.

Last updated on 4 April 2018.