



# MARKET HARBOROUGH HOCKEY CLUB

## CONSTITUTION OF RULES

### 1. TITLE

1. The Club shall be known as Market Harborough Hockey Club.

### 2. OBJECTIVE

The objective of the club shall be:

1. To make hockey the sport of choice in Market Harborough creating a supportive, nurturing, fun and competitive environment where people of all abilities are welcomed, regardless of gender, age, race or religion.
2. To affiliate with the relevant hockey governing body.

### 3. CLUB CONSTITUTION

The club shall consist of Members and a Committee.

#### **a. MEMBERS**

1. Individuals may become members upon application to the Secretary and payment of the appropriate membership fee determined at the previous Annual General Meeting (AGM).
2. Categories of membership are:
  - a. **Full** member
  - b. **Full Concession** member (Unemployed/Retired/Student/U18 member)
  - c. **Junior** member
  - d. **Casual** member
  - e. **Casual with Matches** member
  - f. **Casual Concession** member (Unemployed/Retired/Student/U18 member)
  - g. **Casual with Matches Concession** member (Unemployed/Retired/Student/U18 member)
  - h. **Casual Junior** member
  - i. **Honorary** member.

3. All Full and Concession members must have paid the appropriate membership fee by 31 October for the current season.
  - a. Each membership year runs from 1 September to 31 August the following year, or as published on the club website.
  - b. Any Full membership fees not paid in full, unless the member has opted for a pro-rata payment scheme after 31 October for the year of membership, unless agreed in advance by an Officer of the Committee, may result in the individual being automatically changed to Casual membership and any fees due adjusted for the current season. In such a case, any training sessions or matches played since 1 September (or start of the season as defined in 3.a.) count towards the quota for the member's eligibility to participate in club activities and Casual fees will still be due.
4. A Full Concession member has the same access to rights as a Full member. The following also applies specifically to a Concession member:
  - a. Changes to circumstance and applications to move to (or from) a Concession membership (e.g. gaining or losing employment, returning to full time education) will be dealt with on application to the Committee on a case-by-case basis. The Committee's decision is final.
  - b. Concessionary Membership may be awarded in certain circumstances at the discretion of the Committee. The Committee guide for changes to Membership category will be that it should be sensible and any changes applied on a pro rata basis where appropriate.
  - c. Valid reasons for a Concession membership rate include:
    - i. Members between the age of 13 and 18 as of 1 September at the start of the current Season
    - ii. Unemployed
    - iii. Full time education
    - iv. Retired/over the age of 65.
5. A Junior member may take part in Junior training and any Junior events, including but not limited to tournament days.
  - a. A junior member must be 13 years or less as of 1 September of the year of membership.
6. A Casual or Casual Concession member may attend training sessions and play up to 4 matches a season, on the payment of the appropriate Casual or Casual Concession training or match fee. A Casual with Matches or Casual with Matches Concession member may attend training sessions and play unlimited matches a season, on the payment of the appropriate Casual with Matches or Casual with Matches training or match fee.
  - a. A Casual, Casual Concession, Casual with Matches or Casual with Matches Concession member may upgrade to Full membership at any time on payment of the appropriate membership fee in full.
  - b. A Casual, Casual Concession, Casual with Matches or Casual with Matches Concession member must complete the appropriate membership documentation prior to playing.

- c. The Casual, Casual Concession, Casual with Matches or Casual with Matches Concession fee for special one off events is determined by the Committee.
  - d. Full and Concession Club members will always be selected to play in matches first and in preference to Casual, Casual Concession, Casual with Matches or Casual with Matches Concession members.
  - e. Should a Casual, Casual Concession, Casual with Matches or Casual with Matches Concession member upgrade to a Full or Concession membership, then this may be backdated for the current season and the fees due adjusted appropriately.
- 7. Honorary members do not pay an annual membership fee, but shall pay relevant training and match fees.
  - a. Honorary members include the President, Vice Presidents and any individual awarded an honorary life membership for significant services to the club as determined by the Committee at an appropriate point in time.
- 8. The President cannot be elected. The previous Chair automatically becomes the President when a new Chair is elected.
  - a. Former Presidents automatically become a Vice President for life, unless they wish to stand down from this position.
  - b. If the President declines or stands down from the position, then the position becomes void.
  - c. Vice Presidents cannot be elected, however can be selected by the Committee.
- 9. Any club member with an Aged Debt (60 days unpaid debt from the date of the invoice) shall be made unavailable for selection and suspended from Club events, unless a specific agreement with the committee exists.
  - a. A list of members unavailable for selection is available to captains and the Committee.
- 10. Where a member makes an agreement and fails to honour it, then the Committee reserves the right to reinstate a ban on some or all club activities.
- 11. The Committee reserves the right to pass on reasonable costs incurred in collection of debts owed to the club to the member that owes the debt. Types of cost includes but is not limited to postage, professional fees and Court costs.

## **b. COMMITTEE**

- 1. The Committee shall consist of four Officers and as many general Committee members as are elected/required.
- 2. The Committee shall be accountable to the Club.
- 3. All Officers and Committee members shall be elected at the AGM.
  - a. Once elected, each officer and Committee member shall hold office until the next AGM to that at which it was elected.

- b. Each member of the Committee shall be eligible for re-election at the AGM.
4. All Officers and Committee members should ideally be current Club members, or parents of Junior members, with the exception of the role of Head Coach.
5. Role descriptions for all Committee positions shall be published by the Club and shall be updated as required at Committee meetings.
6. The Officers are:
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
7. The Committee may include:
  - a. Membership Secretary
  - b. Club Coach
  - c. Facilities Secretary
  - d. Umpire Coordinator
  - e. School Liaison Officer
  - f. Welfare Officer
  - g. Welfare Assistant
  - h. Team Captains
  - i. Club Development Officer
  - j. Communications Secretary
  - k. Social Secretary
  - l. Fundraising Secretary
  - m. Junior Parent Liaison Officer
8. The Club or Board may appoint Sub-Committees for specific purposes.
9. Should the AGM fail to elect a member to fill any of the “Officers” or “Committee” member posts at the AGM then it shall be the responsibility of the Committee to ensure that the tasks entailed in the vacant position be carried out.
  - a. The Committee may co-opt additional Committee members at its discretion in order to ensure these tasks are carried out.
10. The Committee shall appoint the Captains and Team Managers of each team and other members at its discretion.
  - a. The Captains of each team shall be made known to all Club members before the start of the season.
11. Relevant Committee and team roles will be subject to a successful DBS checks and completion of Safeguarding training.

#### **4. COMMITTEE MEETING**

1. The function of the Committee is to:
  - a. Manage the day-to-day running of the Club and to agree points where a decision is required.
  - b. Carry out the proposals agreed at the AGM.
  - c. Be responsible for ensuring its members adhere to the Club Constitution, Rules and Policies.
  - d. Review debts owed to the Club.
2. Agreement of decisions will be by a simple vote, with the meeting Chair having the presiding vote where there is a tie.
  - a. Agreement of decisions is by Committee members and Officers only
3. All Committee members shall be given a minimum of seven (7) days notice of a Committee meeting where possible by the Secretary.
4. No business, other than a motion for adjournment shall be transacted at any meeting unless there is a quorum present.
  - a. Such a quorum shall consist of a minimum of five Committee members, including at least one Officer.
5. The Committee shall meet as often as required to conduct the business of the Club.
  - a. The Committee is empowered to deal with and implement any matters referred by a General Meeting or Special General Meeting.
  - b. This includes all matters for the normal conduct of the business of the Club between General Meetings and the election, suspension or expulsion of any member.
6. Minutes shall be published on the club website within 1 week of a Committee meeting.
7. Any Club member is welcome to attend a Committee meeting.
8. The Committee shall be responsible for:
  - a. Determining the optimum balance of teams to enter for league and cup competitions for the following season.
  - b. Appoint the Captains for each team after the AGM and prior to the start of the following season.

#### **5. SELECTION POLICY**

1. The Selection Policy is managed as a separate Club document and agreed annually by the Committee.
2. A copy of the current Selection Policy is available on the website.

## **6. ANNUAL GENERAL MEETINGS**

1. The AGM shall be held every year as soon as the Club accounts can be submitted, and before the AGM of the Midlands Hockey Ltd. Fourteen days notice of such a meeting shall be given in writing to all acting members by the Secretary.
2. The Chair shall preside the AGM and if absent, the meeting shall be presided by the Vice Chair.
  - a. If the Chair and Vice Chair are not present, then the meeting must be rescheduled.
  - b. The Chair must ensure that there is a quorum present. A quorum is defined as the number of people equivalent to 25% of all adult members (over 18) that have paid a membership fee (Full members), and includes any proxy votes. Other members are encouraged to attend the AGM and their voting rights are defined elsewhere in the Constitution.
3. The order of business at an AGM shall be as follows, unless determined otherwise by the Chair.
  - a. Apologies
  - b. Minutes of the previous meeting
  - c. Matters arising out of those minutes
  - d. Proposed amendments to the Constitution
  - e. Chair's report
  - f. Secretary's report
  - g. Consideration and adoption of the Accounts
  - h. Setting of all Club fees for the next season
  - i. Election of Officers and Committee
  - j. Propositions and Resolutions
  - k. Propositions for Association AGM
  - l. Any other business within the competence of the meeting.
4. All questions/elections requiring a decision shall be decided by a simple majority of votes with the Chair having the casting vote in case of a tie; voting shall be by show of hands or otherwise decided by the Chair.
  - a. For the purposes of any voting, any paid Full member has the right to vote.
    - i. Each paid Full member (including a Full Concession or Full Junior member, or parent of a Full Concession or Full Junior member) receives 1 vote.
      - E.g. a parent with more than one child only receives 1 vote.
    - ii. All voting must be either:
      - In person at the meeting.
      - In writing to the Chair prior to the meeting.
  - b. Casual and Casual with Matches members do not have the right to vote.
  - c. Proxy votes must be via a nominated person
    - i. The Club Secretary must be informed in writing in advance that the member wishes to vote via a proxy.

## **7. SPECIAL GENERAL MEETINGS**

1. A Special General Meeting may be called at any time on the authority of all the regular Officers of the Club, or at the written request of at least six members of the Club.
2. The Secretary shall wherever possible give seven days notice in writing to each member.
3. The same voting rules apply to a Special General Meetings as apply to Annual General Meetings.

## **8. CLUB RULES**

1. Each member of the Club shall be furnished with and be bound by this Constitution, which should be strictly enforced.
  - a. A copy of all rules and policies shall be published by the Club on its website.
2. A condition of Club membership is adherence to this Constitution. Ignorance of these rules will in no way be accepted as a reason for infringement.

## **9. DISSOLUTION OF THE CLUB**

1. The Club shall be dissolved only by a majority of votes in favour, three quarters of the membership entitled to vote at a Special General Meeting called for that purpose being present.
2. One calendar month's notice of convening such a meeting shall be sent to all members.
3. If the Club is dissolved:
  - a. All debts are paid first.
  - b. Any equipment purchased with an award or grant made to the Club by an Awarding Body shall, at the time of dissolution, be disposed of to the Awarding Body with their consent, If at the time of dissolution, all or part of the award or grant has not been spent, then the relevant amount shall be repaid to the Awarding Body.
  - c. Any remaining assets and property shall not be paid or distributed among members of the Club but shall be given or transferred to such other voluntary club or organisation having aims and objects similar to some or all of those of this Club.

## **10. FINANCE**

1. The income and funds of the Club shall be applied solely towards the promotion of the objectives of the Club as set out in this constitution, and no portion thereof shall be paid or transferred by way of profit to any member of the Club.
  - a. Nothing herein shall prevent the repayment of out-of-pocket expenses to the member.

2. The financial statement together with a balance sheet and statements of income and expenditure for the preceding year shall be presented to the Annual General Meeting.
3. The financial statement and balance sheet shall be available on request from the Club Secretary or Treasurer 7 days prior to the AGM.
4. The Club Accounts shall be inspected by an independent examiner at the discretion of the Committee.
  - a. The examiner need not be a member of the Club
  - b. The examiner shall have access to the club books and records and shall assert that the financial report is in accordance with the records.
5. All monies received by the Club shall be deposited in the Club bank account(s).
  - a. Monies to be withdrawn from this account(s) shall require the signatures of a minimum of two (2) Officers that have been agreed by the Committee as authorised signatories.
  - b. Account signatories must be noted in the AGM minutes.
  - c. Account signatories must be reviewed annually.
6. All membership fees are determined and voted upon at the AGM
  - a. The rates of membership fees are permitted to vary according to the type of membership.

## **11. CLUB COLOURS**

1. The Club colours shall be:
  - a. Bottle green shirt
  - b. Black shorts/skort
  - c. Bottle green & white striped socks
  - d. Away colour is white shirt and black shorts/skort.

## **12. CLUB POLICIES**

1. All Club policies and descriptions of roles and responsibilities shall be published on the club website.
2. Club policies and documents include as a minimum:
  - a. The Constitution
  - b. Safeguarding & Protecting Policy
  - c. Code of Conduct, including the Grievance Process
  - d. Emergency Procedures
  - e. Photography Policy and Request Form
  - f. Terms and Conditions of Membership
  - g. Risk Assessment



- h. Role Descriptions
- i. Selection Policy

3. All Club policies shall be reviewed at least annually by the Committee.

### **13. AMENDMENTS TO AND COPIES OF CONSTITUTION**

1. A copy of this Constitution shall be published on the club website.
  - a. The Secretary shall supply a copy of this Constitution, upon reasonable request, to any new or existing member.
2. All resolutions and propositions to amend the Constitution must be brought to the AGM and must be in writing, and must be sent to the Secretary at least seven days before the AGM or Special General Meeting. Where possible, a copy of the proposed changes will be published in advance of the AGM
3. All proposals to amend the Constitution will be voted upon.
  - a. This Constitution may be amended by a minimum of two thirds of members present voting to approve the change at the AGM or Special General Meeting.

### **14. DATA PROTECTION**

1. The club adheres to relevant data protection regulations.
2. The Privacy Policy is available on the provider website (Teamo/Sportplan).
  - a. The Club is the known 'data controller' and Sportplan shall be the 'data processor'.