



Beacon Hockey Club, Briar Ave, Streetly, Sutton Coldfield B74 3HX

Constitution of Beacon Hockey Club

1. Name of Club

The name of the Club shall be Beacon Hockey Club, hereafter to be referred to as "the Club" and the Club shall be affiliated to Hockey's National Governing Body to be referred to as "NGB" and any appropriate leagues. For the purposes of the league fixtures the Ladies will be known as Beacon Ladies Hockey Club, and the men will be known as Beacon Men's Hockey Club.

The Club shall promote the enjoyment and excellence of hockey and such other sport and special activities as shall be decided by the committee.

Matches shall be arranged for each hockey section separately. Membership of the Club is open to all persons regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs.

2. Aims and Objectives

- To foster and promote the sport of hockey at all levels within the community and within the sport, providing opportunities for recreation, coaching and competition.
- To ensure that all members, playing and non-playing, abide by the Club Code of Conduct which incorporates the Spirit of Hockey and by the Laws of the game.
- To ensure a duty of care to all members of the Club by adopting and implementing the Club's policies and those appropriate from the NGB (copies of which can be obtained on request).
- To encourage all members to participate fully in the activities of the Club.

3. Membership

Membership of the Club shall be open to anyone interested in the sport of hockey on

application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

- The Club may have different classes of membership and subscription on a
 1. non-discriminatory and fair basis.
 - The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
 - Application for membership of the Club shall be by completion of a Membership application form (Via Teamo) and by payment of the relevant subscription/joining fees as determined by the Annual General Meeting of the Club.
 - No person shall be eligible to take part in the business of the Club or be eligible for selection for any Club team unless the appropriate subscription has been paid by the specified date or membership has been agreed by the Committee.
 - The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or hockey into disrepute. Appeal against refusal or removal may be made to the Committee who shall appoint an Appeals Committee to hear the appeal.
 - All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and any Codes of Conduct that the Club has adopted. The Constitution shall identify those members eligible to vote at any General Meetings.
 - A copy of the Club rules will be available on the Club's website.
 - Any member may resign upon giving notice to the Hon. Membership secretary.
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 - A member shall be deemed to have resigned if their subscription shall be in arrears for six months.

4. Classes of Membership

Playing Members

- Adult Member
- Adult Reduced Rate
- Junior/Student Member (Under 18 years of age at the beginning of the current year or attends college/ university)

Non-Playing Members

- Juniors who only attend training
- Life Members
- Social Members including the below;
 - Individual Member
 - Family Member
 - Spouse/Partner of Playing Members

A list of members in each category shall be maintained on the Teamo Website

5. Officers

The Officers of the Club shall be as follows and elected annually by ballot by those attending the Annual General Meeting:

Executive Officers

- President (on recommendation of General Committee)
- New Life Members (on recommendation of General Committee)

3. Officers of the Club

- Club Chairperson
- Hon. Secretary
- Hon. Treasurer
- Hon. Club Welfare Officer
- Hon. Youth Development Officer
- Hon. Marketing/ Social Media/ Publicity Officer
- Hon. Club Liaison/ Communications/ GMS/ Teamo Officer
- Any other relevant position at the discretion of the newly elected Committee members, not exceeding four at any one time (details specified according to Club circumstances e.g. Volunteer Co-ordinator)

6. Playing Sections

The following officers of the Men's and Women's hockey sections shall be elected annually,

- Captains - 1 for each team
- Vice-captains - 1 for each team
- Fixture Secretary
- County Representative

Each hockey section (men's and women's), excluding the selection of teams, shall be managed by a committee consisting of the officers previously mentioned, and two others from within each section to be selected at the Annual General Meeting.

The selection committee shall consist of the captain and vice captain of each team.

7. Coaches

Both sections may appoint team managers and/or coaches subject to the approval of the committee.

Managers or coaches may take part in selection of teams if invited by the relevant selection committee. Only the committee may enter contractual or financial arrangements with managers or coaches.

8. Club Colours

The colours of the Club shall be red and black.

- **Ladies Hockey** - Red shirt, black skirt/ shorts, red socks
- **Ladies Hockey Change strip** - White shirt, black skirt/ shorts, white socks
- **Men's Hockey** - Red shirt, black shorts, red socks
- **Men's Hockey Change strip** - White shirt, black shorts, white socks

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9. Election of Officers

All Officers shall be elected at the Annual General Meeting by the members of the Club. All Officers shall be elected for a period of one year, but shall be eligible for re-election to the same office or to another office the following year.

10. General Management Committee

The affairs of the Club shall be conducted by a General Management Committee, hereafter to be referred to as "the committee" comprising the Officers of the Club as detailed in Paragraph 5 above .

Only these members of the Committee shall be entitled to vote at Committee meetings.

The Committee will be convened by the Secretary and shall meet at agreed intervals and not less than six times per year.

The quorum required for business to be agreed at Committee meetings shall be five members.

The chairperson of the meeting may exercise a casting vote.

Should any vacancy occur, the committee has the power to fill the post provided seven voting members are present and in agreement.

The Committee has the discretionary power to deal with any matter not provided for by the rules but not to alter them.

An emergency meeting may be called with power to act provided that five members of the Committee are present.

The committee shall have the power to appoint such sub-committees to exercise such functions as the committee shall from time to time determine.

Persons who are not members of the Committee may be appointed to such sub-committees. Each sub-committee shall, until such time as its appointment be terminated by the committee, have authority to bind the Club in all matters within the powers delegated to that sub-committee by the committee.

A record of attendance at the committee and sub-committee meetings of all members present must be maintained and read at the Annual General Meeting by the Hon. Secretary.

The chairperson of each management committee, Hon. Treasurer and Hon. Secretary shall be ex-officio members of all committees.

The duties of the Committee shall be:

- (A) To control the affairs of the Club on behalf of the members. To keep accurate accounts of the finances of the Club through the Treasurer.
These should be available for reasonable inspection by members and should be audited before every Annual General Meeting.
- (B) The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: Chair, Treasurer and Secretary (other Officers as deemed appropriate by the Committee).
- (C) To make decisions based on a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote.

The Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non-Club members invited to advise on specialist subjects.

An elected Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the member concerned has been given the chance of putting their case to the Committee.

Appeal against removal may be made to the Appeals Committee.

The Committee shall fairly decide the time limits and formalities for these steps.

The Committee has the power to:

- (a) acquire and provide grounds, equipment, coaching, training and playing facilities, Clubhouse, transport, medical and related facilities
- (b) provide coaching, training, medical treatment, and related social and other facilities.
- (c) take out any insurance for Club employees, contractors, players, guests & third parties.
- (d) raise funds by appeals, subscriptions, loans and charges.
- (e) borrow money and give security for the same, and open bank accounts.
- (f) buy, lease or licence property and sell, let, or otherwise dispose of the same.
- (g) make grants and loans and give guarantees and provide other benefits.
- (h) set aside funds for special purposes or as reserves.
- (i) invest funds in any lawful manner.
- (j) employ and engage staff and others and provide services.
- (k) co-operate with or affiliate firstly to any bodies regulating or organising the sport of hockey and secondly any Club or body involved with hockey and thirdly with government and related agencies.
- (l) do all other things reasonably necessary to advance the aims and objectives of the Club.

None of the above powers may be used other than to advance the aims and objectives of the Club in a manner consistent with the Rules and the general law.

11. General Meetings

The Annual General Meeting of the Club shall be held not later than eight weeks after the end of the hockey season. 21 clear days written notice of the Annual General Meeting shall be given to members. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to members not less than 7 days before the meeting.

The business of the Annual General Meeting shall be to:

1. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
2. Receive the audited accounts for the year from the Hon. Treasurer
3. Receive the annual report of the Committee from the Hon. Secretary
4. Elect an auditor.
5. Elect the Officers of the Club (i.e. President, Vice Presidents, Chair etc.)
6. Review Club subscription rates and agree them for the forthcoming year.

7. Transact such other business received in writing by the Secretary from members 14 days prior to the meeting and included on the agenda.

At an Annual or Special General Meeting each member of the Club shall be entitled to attend where they may vote in connection with any matter except that social members shall not be entitled to vote on the election of captains.

Special General Meetings may be convened by the Committee or on receipt by the Hon. Secretary of a request in writing from not less than five Full Members of the Club. At least 21 days' notice of the meeting shall be given.

At all General Meetings, the Chair will be taken by the Chair or, in their absence, by a deputy appointed by Full Members attending the meeting. Decisions made at a General Meeting shall be by a simple majority vote from those Full Members attending the meeting. In the event of equal votes, the Chair of the meeting shall be entitled to an additional casting vote.

A quorum for a General Meeting shall be 15 Full Members and any other categories membership entitled to vote (as outlined by the membership section of this Constitution) and Officers of the Club including at least 2 from the Chair, Secretary and Treasurer.

Each Full Member of the Club shall be entitled to one vote at General Meetings.

12. Alterations to the Constitution

Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by a simple majority of those Full Voting Members present at the meeting, assuming that a quorum has been achieved.

13. Finance

All Club monies shall be banked in an account in the name of the Club.

The Hon. treasurer shall be responsible for the finances of the Club and for providing a report on the financial position as required by the Committee.

The Hon. Treasurer shall ensure that the Club maintains adequate and appropriate insurance to cover the activities of the Club.

The financial year will end on 30 April of each year and Accounts for that period presented at the Annual General Meeting.

All members shall by virtue of their membership become members of the Streetly Sports Club and shall be bound by the rules of that Company as well as those of the Hockey Club.

The subscriptions of hockey social members will be paid to the Streetly Sports Club.

14. Property and Funds

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits shall be reinvested in the Club.

The Club may also in connection with the sports purposes of the Club:

1. sell and supply food, drink and related sports clothing and equipment.
2. employ members and enumerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
3. pay for reasonable hospitality for visiting teams and guests.
4. indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

15. Discipline and Appeals

All complaints regarding the behaviour of members should be lodged in writing with the Hon. Secretary.

The Committee shall appoint a Disciplinary sub-committee who will meet to hear complaints within 21 days of a complaint being lodged. Any member requested to attend a Disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Committee (or its sub-committee) has the power to take appropriate disciplinary action, including the termination of membership.

The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days following the hearing.

Should disciplinary action be taken, there shall be a right of appeal to the Committee against either the finding or the level of sanction imposed or both.

The Committee shall appoint an Appeals Committee (a maximum of three) which shall not include members involved with the initial disciplinary hearing but may include non members of the Club.

The Appeals Committee shall consider the appeal within 28 days of the Hon. Secretary receiving the appeal.

The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses.

The decision of the Appeals Committee shall be final and binding on all parties.

16. Safeguarding

Safeguarding will be at the forefront of what the Club does. The Club will ensure a Welfare and DBS officer is always in post. The Club will also publish, maintain and comply with a written safeguarding policy.

The Club will ensure it meets any NGB guidance with regards to the safeguarding of children and vulnerable adults.

Before any coach is taken on by the Club an enhanced DBS check will be completed. The check will be reviewed by the Welfare and DBS officer who may deny approval of appointment of a coach or other role within the Club should there be a risk.

The Club will also carry out a DBS check on members within certain roles of the Club (e.g. Team captains).

17. Dissolution

If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Hon. Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that Special Meeting, the resolution is carried by at least two-thirds of the Full Voting Membership present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

The Committee will then be responsible for the orderly winding up of the Club's affairs.

After settling all liabilities of the Club, the committee shall dispose of any remaining assets to a charitable concern of its choice.