

Charnwood Forest Hockey Club Constitution and Rules

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1 Definitions

- 1.1 “Club” shall mean the Charnwood Forest Hockey Club.
 - i. “Section” shall mean ‘Men’s section’, ‘Mixed section’ or ‘Women’s section’
 - ii. “Single sex” shall mean Men’s and Women’s section
- 1.2 “Sports Club” shall mean the Loughborough Carillon Sports Club.
- 1.3 “MHA” shall mean the Midlands Hockey Association
- 1.4 “LRMHA” shall mean the Leicestershire & Rutland Mixed Hockey Association.
- 1.5 “EC” shall mean the Executive Committee of the club.
- 1.6 “MC” shall mean Management Sub-committee of the EC. This is comprised of the Chair, Treasurer, Secretary and Selection Chair.
- 1.7 “SC” shall mean Section Committee referring to the Committee running each section of the club
- 1.8 “Member” shall mean a person who has been accepted as a member of the. In addition, “Member” shall also mean a member of the Loughborough Carillon Sports Club.
- 1.9 “Applicant” shall mean a person who is seeking membership of the club.
- 1.10 “Junior” shall mean a person who is 18 years of age or under. “Senior” shall mean a person of any other age.
- 1.11 “AGM” shall mean Annual General Meeting
- 1.12 “EGM” shall mean Emergency General Meeting

2 Titles and Objectives

- 2.1 The club shall be called the Charnwood Forest Hockey Club. It shall be a part of the Loughborough Carillon Sports Club and a member of England Hockey Association and affiliates.
- 2.2 Mens and Ladies teams will play under the name of Charnwood Forest HC. Teams representing the Mixed section will play under the name “Carillon” plus an appropriate team name e.g. “Carillon As”, “Hermitage”
- 2.3 The object of the club will be to promote and encourage the playing of hockey.

3 Rules

- 3.1 Every member will be made aware of the existence and location of the Constitution (and associated Policy documents) when completing the Club membership form.
- 3.2 An up-to-date copy of the Constitution will be displayed prominently in the club house for members’ reference and also online in the members area of the club website.
- 3.3 All members will abide by the Constitution. Ignorance of their content will not be accepted as a reason for their infringement.
- 3.4 Any Constitution previously adopted by the club, whether written or verbal, will be superseded when the

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members accept these rules.

4 Membership

- 4.1 a) The Club shall consist of senior and junior members.
 - i. Applicants can opt to subscribe to either the (A) Mixed Section or (B) a Single Sex Section.
 - ii. The membership classification for the Club shall be either: Junior U13, Junior U18, Senior (student – in full time education), Senior, Vice President (Senior), Social (Junior or Senior)
- 4.2 Only Senior playing members and Vice Presidents of the club shall be entitled to vote at the AGM.
- 4.3 Any person can seek membership of the club by completion of an application form. The MC will review applications on a regular basis and grant membership to all persons of good standing
- 4.4 Senior and junior members will automatically become a member of the Sports Club and their acceptance into the club shall grant them membership of the Sports Club.
- 4.5 Non-playing members of a member's immediate family are entitled to membership of the sports club, when the subscription of the playing member has been paid. Playing members of a member's family must, however, pay the appropriate subscription fee to CFHC.
- 4.6 Upon election of a member of any class, the General Secretary shall notify the Sports Club Secretary of the club member's relevant details.
- 4.7 Any member may resign their membership by giving written notice to the General Secretary. If this notice is given after the 31st October or after 4 weeks of completing a club membership form, whichever is the later, the member shall be liable to pay subscription for that year, subject to the MC discretion.
- 4.8 Any person on ceasing to be a member of the club shall forfeit all rights to and claim upon the club, its property and funds.
- 4.9 Any equipment or property of the club in the possession or custody of a member at the time of termination of membership must be relinquished immediately upon request. Holders shall be responsible for making good any damage or deficiency and/ or for any charge incurred by the club in doing so, subject to the discretion of the EC.
- 4.10 Social membership of CFHC and LCSC is available to an applicant not wishing to play hockey and who does not qualify for membership under rule 4.5 subject to payment of the appropriate fee.
- 4.11 All Senior club members are required to read, and maintain awareness of, the clubs Child Welfare and Protection policy.

5 Finance

- 5.1 All members are required to pay an annual subscription to the club on or before 31st October each year or within four weeks of completing a club membership form. Subscription and match fees shall be reviewed annually by the EC and, if amended, shall be put forward for approval by the members at the AGM.
- 5.2 Any member experiencing financial difficulties who is unable to pay the subscription in line with the rules may apply to the Treasurer for consideration to be given to paying the subscription by instalments over an

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agreed period. This decision would be made by the MC.

- 5.3 Members subscriptions not paid within the timescales set out in Rule 5.1 shall, subject to EC discretion, attract a penalty charge at a rate to be decided by the EC.
- 5.4 Any applicant becoming a member after 30th December will be eligible to pay reduced, calculated as a percentage, based on the number of matches typically still to be played, as compared to the total number to be played in the season.
- 5.5 Dependents of club members will be entitled to a discounted subscription if they become playing members. Discount rates will be set at the AGM alongside subscription levels.
- 5.6 Prior to playing in their first MHA or LRMHA fixture of each playing season, members must complete relevant registration forms and pay the required fee. It is the member's responsibility to ensure this is completed and they may be liable for fines if the necessary forms and fees are not provided.
- 5.7 A fee will be payable by members after every match. All MHA and LRMHA league match fees will be reviewed by the EC and a recommendation tabled for ratification at the AGM. Fees for other fixtures will be at the discretion of the EC.
- 5.8 All agreed categories of membership, subscription fees and match fees will be published after adoption at the AGM.
- 5.9 All members shall as a requirement of membership of the section need to purchase home playing kit, away playing kit, and training top from the club's approved kit supplier.
- 5.10 The accounts of the club shall be subject to thorough independent financial scrutiny once every year. The EC will appoint an independent scrutineer prior to the annual AGM and scrutinised accounts will be presented at the Annual General Meeting by the treasurer..

6 Committee Structures and Procedures

- 6.1 The Officers of the club shall be the President, Vice President(s) and members of the EC and other club positions identified in Appendix 1.
- 6.2 All officers of the club shall be elected at a General Meeting of the club. The terms of office will be 3 years for the President, life for the Vice President(s) and 12 months for the EC.

Executive Committee

- 6.3 The Executive Committee (EC) of the Club, shall consist of the following:
 - Chairperson,
 - Section Chair (Mixed),
 - Section Chair (Mens),
 - Section Chair (Womens),
 - General Secretary,
 - Treasurer
 - Selection Committee Chair.(Brief role specifications for all roles are contained in Appendix 1.)
- 6.4 The Management Sub-Committee of the Club shall consist of the following:

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Chairperson,
General Secretary,
Treasurer
Selection Committee Chairperson

In addition to the EC roles the club will also look to elect members to a number of supporting administrative roles (Brief role specifications for all roles are contained in Appendix 1). These are

- Fixtures Secretary
- Child Welfare Officer
- Club Disciplinary Officer
- Data Protection Officer
- Social Secretary
- Umpires Secretary
- Media Secretary
- Youth Co-ordinator
- LCSC Committee representatives (2)

The EC will appoint to the role of Tournament Director if it is determined that the club shall run any tournaments during the year.

Where requested by the Sports Club the club shall look to appoint additional members to roles to support the management of the bar and the ground.

- 6.5 The roles identified in clauses 6.1-6.5 cannot be held by a member under 18 years of age.
- 6.6 A quorum for an EC meeting shall be four of the EC members.
- 6.7 Should there be an EC vacancy during the year, the EC shall have the power to co-opt an individual to fill the vacancy.
- 6.8 Should the EC find that there is the need for an additional administrative role to be fulfilled during a year then it shall have the power to co-opt an individual to fill the vacancy until the next AGM at which point the role will be filled via an election.
- 6.9 Members elected to the administrative roles are entitled to attend EC meetings to provide information and contribute to discussion about club policy and management. However, only standing members of the EC shall be entitled to vote at EC meetings.
- 6.10 Any member may, with the prior permission of the Chairperson, attend a meeting of the EC. This permission shall not be unreasonably withheld.

Section Committees

- 6.11 Each Section of the club shall form a Section Committee comprised of the Section Chair, Team Captains and Team Secretaries. Section Committees are responsible for
- Identifying and responding to issues relating solely to the operation of that section
 - Be responsible for communication and engagement with the relevant leagues and Associations

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- Team selection (supported by the Selection Chair)
- Organising and leading training for their section

6.12 All nominations for the role of captain, team secretary or coach must, as a prerequisite of their role, be prepared to submit to a DBS check by the club through England Hockey.

Meetings & Decision Making

6.13 All members of the EC are expected to attend the EC and General Meetings and should be prepared to report any necessary updates at these meetings.

6.14 Any EC members failing to attend two or more of these scheduled meetings over a season without providing timely apologies before the meeting will lose their vote for the end of season awards.

6.15 The EC shall meet on the first Monday of every month, unless a different date is selected by the Chairperson. A schedule of these meetings will be made available following the AGM.

6.16 The Chairperson or Selection Chairperson shall normally conduct all EC meetings. In their absence, another committee member shall be elected to the chair. All issues shall be decided by a simple majority of votes. Voting shall be by show of hands or as otherwise decided by the Chairperson. In the case of equality of votes, the Chairperson shall have the casting vote.

6.17 An accurate record of all resolutions and proceedings of all meetings shall be kept. A copy of the records from the last EC meeting will be made available online in the members area of the club website for members inspection, except those records pertaining to members disciplinary matters and any other sensitive subjects as decided by the EC.

6.18 When it is not possible to call a full EC matter to discuss an urgent issue then the Management Sub-Committee, comprising the Chairperson, General Secretary, Selection Committee Chairperson and Treasurer, is empowered to deal with such matters as they arise. Emergency decisions taken by the MC shall be put forward at the next EC meeting for debate and ratification.

6.19 The EC shall have the power to decide any matter not dealt within these rules and shall have the power to make by-laws for the governance and wellbeing of the club.

7 General Meetings

7.1 The Annual General Meeting (AGM) of members shall be held no later than 20th June in each year. Twenty eight (28) days clear notice of such meetings shall be given in writing to each member by the general secretary.

7.2 A quorum of an AGM shall be one fifth of the total club membership. If a quorum is not present within 15 minutes after the start time for which the meeting was convened, it shall be null and void.

7.3 The Chairperson of the EC shall preside. If he or she is absent, the meeting shall vote another member of the EC to the chair before proceeding. This person will normally be expected to be another member of the EC. The elected AGM Chairperson will ensure a quorum is present before continuing.

7.4 All members shall be supplied with an audited income/expenditure/balance sheets at the AGM.

7.5 The order of business at the AGM shall be as follows, unless otherwise determined by the chairperson of the meeting:

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- 1) *Apologies for absence*
- 2) *Minutes of the previous meeting*
- 3) *Matters arising out of the minutes*
- 4) *Chairperson's report*
- 5) *General secretary's report*
- 6) *Treasurer's report, including Auditor's report, consideration of the adoption of the balance sheet*
- 7) *Election of President*
- 8) *Election of Vice President(s)*
- 9) *Election of Members of the EC*
- 10) *Election of Team Captains and Secretaries*
- 11) *Election of administrative roles*
- 12) *Election of the Auditors*
- 11) *Presentation of Trophies*
- 12) *Propositions*
- 13) *Any other business within the competence of the meeting*

- 7.6 All proposals shall be decided by a simple majority of votes. In the event of equality of votes, the chairperson shall have a casting vote. Voting shall be by show of hands or as otherwise decided by the chairperson.
- 7.7 All resolutions or proposals to be placed before the AGM must be received by the General Secretary in writing (by post or email), signed by the proposer and seconded by another member, a minimum of 14 days before the date of the AGM.
- 7.8 Amendments to the proposals, if applicable, shall be made at the AGM.
- 7.9 The nominations for President and Vice President(s) shall be made by members in advance of the AGM.

8 Team Selection Procedure

- 8.1 All selection will take place in accordance with the clubs selection policy.
- 8.2 Section selection committees shall consist of the Section Chair and team captains (or team secretaries in the absence of captains).
- 8.3 Where a Section has a designated coach recognised by the club then that person can sit on the selection committee for that section.
- 8.4 A quorum for a section team selection meeting shall be the Section Chair,(or nominated deputy) a team captain or secretary from more than one team when selecting multiple teams.
- 8.5 The Section Chair shall normally conduct selection meetings. If he/ she is absent, the attending selection committee members shall vote another member to the chair.
- 8.6 Teams for all matches, other than friendlies, will be selected in accordance with the club selection policy, starting with the highest ranked team, by the respective section selection committee.
- 8.7 In the event of there being an inability to agree on a matter of selection, a majority vote will decide the issue. Should the vote be equal, the Section Chair shall have the casting vote.
- 8.8 The club shall endeavour to distribute players so that all teams have 11 players with the proviso that the

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highest ranked team in each section shall have 13 (subject to the compliance with the Association rules).

- 8.9 All senior members are liable to be called upon for umpiring duties at Association arranged fixtures. It will be the responsibility of the Umpiring Secretary in conjunction with section selection committees to appoint members to these duties.
- 8.10 When the non-availability of a player becomes apparent in the week, it is the prerogative of the team captain concerned to select the player of his/ her choice from a lower team, but only after prior consultation with the captain/ secretary of the lower team. This facility will not be allowed later than Friday evening (18:00) if two of the teams within the club are playing each other on the Saturday in a League or Cup fixture.
- 8.11 For Mixed Section, priority will be given to members who have subscribed to the Mixed section, where appropriate any remaining spaces may be filled by Single Sex section members.
- 8.12 Where there are disputes within a section or between sections regarding selection then these issues will be referred to the club Selection Chair for mediation and review.
- 8.13 The decision of the club Selection Chair in matters of team and umpiring selections will be final.

9 Responsibilities and Duties of Club Members

- 9.1 All members must comply with the Association Rules and also the Rules of the Game of Hockey.
- i. All players are required to adhere to the appropriate, published codes of conduct in view of the need to safeguard the welfare of children and junior members. Such codes are to be prominently displayed in the clubhouse and/or online in the members area of the club website.
 - ii. Members are required to ensure compliance with these codes of conduct by their own visitors or spectators. Failure to comply with such codes may render the member subject to disciplinary action.
- 9.2 In the event of poor weather conditions, members are responsible for checking with their respective team captain/ secretary on Saturday morning to ascertain whether the match is on or postponed.
- 9.3 All members must maintain a high level of discipline at all games and on, or within, the locality of the club or hired premises.
- 9.4 Members must adhere to standing instructions with regard to the movement and storage of equipment.
- 9.5 All members will be required to fulfil certain duties as laid down by the EC. These will be on a rota basis and could include but not limited to the following: pitch preparation, pavilion maintenance, bar and club house duties.
- 9.6 Individual members are responsible for organising their own insurance policy to cover injuries and any other areas of personal liability they deem necessary.
- 9.7 Members must immediately inform the club of any changes to their: (a) personal contact details; and/or (b) emergency contact details; and/or (c) medical details.
- 9.8 Failure to comply with rules 9.1-9.4 may render the member subject to disciplinary action.

10 Complaints and Protests

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- 10.1 Any member having a complaint or protest should first discuss the situation with their team captain/ secretary. If the member is not satisfied with the outcome, they may take the matter up with their Section Chair.
- 10.2 Should the matter still remain unresolved to the member's satisfaction, he/ she has the right to have it discussed before the EC, subject to 6.19, the decision reached by the EC in this matter will be final.

11 Disciplinary Procedure

- 11.1 Where a disciplinary investigation is required the EC shall form a disciplinary committee comprising the Disciplinary Secretary and two other members of the EC.
- 11.2 Any member reported for serious or consistent infringement of these rules, or those of the Association, may be invited to give evidence before a disciplinary committee.
- 11.3 The date of this hearing shall be notified to the member in writing, giving 7 clear days notice and outlining brief details of their alleged transgression.
- 11.4 The member may bring another club member(s) to the disciplinary hearing as a witness or for support.
- 11.5 If, after hearing the evidence from the member and their witness(es) – if applicable, it is the opinion of the disciplinary committee that the member is guilty of a transgression, then this will be referred to the MC to determine the action to be taken by the club including potential punishment of the member. The decision of the MC shall be notified to the member in writing. If the MC decide that the best interests of the club so require, the member shall be liable for immediate expulsion from the club. In this instance, rules 4.8 and 4.9 shall apply.
- 11.6 Failure by a member to attend a disciplinary hearing without reasonable excuse, and having been given prior notice, shall render themselves liable to immediate expulsion from the club. In this instance, rules 4.8 and 4.9 shall apply.

12 Winding up

- a) In the event of the majority of the members voting at a General Meeting for the club to be wound up, any funds remaining after the club's financial liabilities have been discharged, will be handed to Loughborough Carillon Sports Club.
- b) In these circumstances, any financial deficit shall be made good by the members in equal shares.

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Appendices

Appendix 1. Roles and Responsibilities of Club Officers

All captains, team secretaries and coaches (and EC of the club) shall be aware of the Club's Child Welfare and Protection Policy, and Data Protection Policy and Privacy Notice and associated guidelines and ensure its appropriate practice before, during and after all games/ training sessions played under the auspices of the club.

Executive Committee voting roles

Chairperson is responsible for:

- Promoting efficient working of the club within the rules and objectives laid down.
- Chairing the EC and General Meetings.
- Monitoring the activities of any sub-committee.
- Organise response to initiatives (such as Clubs First).
- Represent CFHC on Sports Club Management Committee.

General Secretary is responsible for:

- Communication with members, the Sports Club and the Association, plus any other person or party, as and when required.
- Keeping a record of all minutes at all EC and General Meetings.
- Updating the club rules with amendments as and when necessary.
- The registering of all playing members with the association through the Team Secretaries and Selection Chairperson.
- Notification of members details to the Sports Club Secretary.
- Maintain club information database.

Treasurer is responsible for:

- The collection and safe keeping of all monies payable to the club
- Ensuring funds received are banked within a reasonable time period.
- Reconciliation of annual subscriptions and weekly match fees to the bank account
- The paying of all accounts, registration fees, fines etc. and the making up of a properly documented balance book.
- Ensuring invoices over £100 have been approved by the EC or MC [r. 6.d)] prior to payment.
- Providing regular updates to the EC on funds held at bank, invoices due, bills paid and any discrepancies in reconciliation
- Informing the EC of any fees or monies that are overdue in order that rule 5.c) may be invoked
- Ensuring the annual accounts are prepared for scrutiny by an independent person appointed by the EC.

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Selection Chairperson is responsible for:

- Chairing the selection committee and maintaining procedures of selection with reference to Association and Club rules.
- Advising and assisting on selection of players.
- Keeping a continuous record of all nominated playing members for all teams and notifying the Association Registration Secretary of changes as necessary.
- Ensuring Team Captains receive internal communications regarding sports and social events in order that the Captains may pass them on to all members.
- Keeping a master record of all final match day teams.
- Maintaining a continuous record of all registered players.
- Ensuring adherence to the Selection Principals during Selection meetings, preparing any updates to the Principals in order that they may be considered and voted upon by EC.

Section Chair is responsible for

- Promoting efficient working of the section within the rules and objectives of the club.
- Chair Section meetings.
- Represent the views of the section on the CFHC Committee.
- Monitoring the activities of any section sub-group.
- Organise responses from the section to club requests and/or initiatives.

Executive Committee Administrative roles

Fixtures Secretary is responsible for:

- Assisting Team Captains to liaise with the League in relation to requests to postpone/rearrange fixtures or any queries.
- Booking of facilities for the use of the club e.g. hockey pitch or training facility.

Child Welfare Officer (who must submit to an enhanced DBS check) is responsible for:

- Ensuring compliance by the club and its members with the published Child Protection Policy.
- Ensuring that DBS checks are undertaken for all coaches, captains and team secretaries.
- First point of contact within the Club for all members, coaches and parents where concerns about child welfare, poor practice or abuse are identified.
- Point of contact for England Hockey Child Welfare Officer.
- Ensure that the Club Child Protection Policy and Guidance are updated in line with England Hockey and Sport England requirements.
- Ensure their own Child Protection training and awareness and that of captains, coaches and secretaries is updated as required.

Disciplinary Officer is responsible for:

- Ensuring behaviour of members is to a high standard on and off the field
- Coordinating the investigation and subsequent consideration of any disciplinary matters
- Reporting to and attending to any matters raised by the LRHA disciplinary committee

Data Protection Officer is responsible for:

- Ensuring the Club remains compliant with the Data Protection Act 2018
- Understanding the processing operations carried out.

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- Understanding information technologies and data security.
- Promoting a data protection culture within the Club.
- Note: personal qualities including integrity and high professional ethics.

Social Secretary is responsible for:

- Organising social events regularly throughout the year (including, but not limited to, End of Season Dinner, Christmas Party, Bonfire night).
- Supporting the organisation of the summer tournament.
- Collection of all monies etc. and passing these on to the Treasurer.

Umpire Secretary is responsible for:

- Assisting captains to liaise with league umpires.
- Helping ensure all Club fixtures that need an umpire have one appointed.

Media Secretary is responsible for:

- Maintaining the club website.
- Maintaining the club statistics.
- Collecting match reports and selection information and submitting these to the local press.

Sport Club Management Committee representatives are responsible for:

- Attending the meetings of the Sports Club Management Committee and ensuring the best interests of the club are maintained.
- Advising the EC on the outcome of the Management Committee meetings.
- Charnwood Sports Council Representative is responsible for:
- Advising the club on any expenditure for which funding may be available.
- Advising the EC on any information sent out by the Sports Council.
- Attending meetings called by the Charnwood Sports Council.

Tournament Director (if required) is responsible for:

- Organising the summer tournament, including:
- Organising volunteers
- Investigating sponsorship and funding
- Arranging necessary equipment
- Administering the event (e.g. match schedule, umpires etc.)
- Design of the entry form and ensuring teams have clear information regarding all rules
- Arranging first aid cover
- Liaising with the Sports Club to ensure appropriate insurance cover is in place
- Inviting visiting teams
- Appointing a representative to organise CFHC teams to enter
- Collection of all monies etc. and passing these on to the Treasurer.

Youth Coordinator is responsible for

- Being aware of and enforcing the Club youth policy.
- Coordinating with the coaching team for junior training sessions and schedule.

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- Ensuring development and health and well-being of juniors when partaking in club events.
- Organising entrance and teams for junior tournaments and associated events.
- Ensuring juniors are registered appropriately with the club (forms to be forwarded to the Secretary and fees to the Treasurer).

If required the club shall appoint members to act as Ground Committee or Bar Committee members.

Ground Committee are responsible for:

- Preparation of the pitches to an acceptable standard.
- Ensuring the goal posts, flags and nets are kept in a proper state of repair
- Ensuring that safe working practices are adopted by members carrying out ground duty.
- In the event of poor weather conditions, deciding if the pitches are fit to be played on.
- Notification of the home fixture postponement to the respective team captains and secretaries.

Bar Committee are responsible for:

- The efficient operating and stocking of the bar.
- Maintaining/ cleaning the bar equipment to the applicable Hygiene Standards.

Section Roles

Team Captains and **Team Secretaries** are responsible for:

- The registering of members on the association forms
- The gathering of members' availability each week and feeding this information to the Selection Chair prior to the election Committee meeting.
- The selection of team members at selection committee meetings.
- Notification of match details to members to which they are selected.
- Notification of relevant club duties (e.g. bar and ground duties) and encouraging participation.
- The tactics during matches and the behaviour of team members.
- The keeping of a record of nominated players.
- The filling in of the match card and the payment of the umpire(s).
- Notification of the match result as requested by the league and the posting of the match cards to the Association League Charts Secretary.
- Notification of match result and provision of match report to media coordinator.
- The provision of a whistle, first aid kit and two balls at every match.
- If the captain, the wearing of a distinctive armband.
- In the event of a fixture postponement or cancellation ensuring, to the best of their ability, that all team members are aware. (The primary responsibility for checking is with each member.)

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- The notification of a postponed or cancelled fixture with the opposition, umpires, fixtures secretary and umpires secretary (after prior agreement from the Selection Committee).
- Having reasonable knowledge of the Rules of Hockey and the Association Rules.
- The distribution of information to the team members.
- The confirmation of home fixtures with the opposition and the umpires.
- The collection of match fees and subscription plus the final team list and the completion of the availability card for submission to the Treasurer or selection chairperson prior to the next Selection Committee meeting.
- Passing all monies (and any related records) received to the Treasurer, together with a detailed list of what the monies relate to, a minimum of once every 3 weeks
- NOTE: In the absence of an elected Team Secretary, a Team Captain can delegate administrative match day duties (such as: completion of the match card, collection of monies) to a responsible person.

Section Head Coach is responsible for:

- Organising club coaching sessions (including team coaching where requested by team captains) in conjunction with other Head coaches and the General Secretary.
- Organising a coaching team for the section.
- Liaising with the General Secretary re: training venue requirements, informing them asap should any training sessions be cancelled.
- Disseminating information to members at training.
- Informing the General Secretary of any updates regarding training in order that they can be communicated to members.