



## OUR CONSTITUTION

### 1. Purpose, Aims and Values

The Club exists to provide opportunities for people of all ages, backgrounds and abilities to participate in, enjoy and develop within the sport of hockey. Its purpose is to foster a positive, safe and inclusive environment where members can grow their skills, build community and contribute to the long-term success and sustainability of the Club.

The aims of the Club are to:

- Promote participation in amateur hockey at all levels, from introductory to competitive
- Provide high-quality coaching, development pathways and playing opportunities
- Support the physical, mental and social wellbeing of members
- Uphold strong governance, financial responsibility and transparent decision-making
- Strengthen community engagement and encourage volunteering
- Champion equality, diversity and inclusion across all areas of Club activity

The Club's values guide the behaviour and expectations of all members, volunteers and representatives. The Club is committed to:

- Respect – treating all individuals with fairness, dignity and consideration
- Integrity – acting honestly, responsibly and in the best interests of the Club
- Inclusivity – ensuring everyone feels welcome, supported and able to participate
- Teamwork – working collaboratively to achieve shared goals
- Excellence – striving for continual improvement on and off the field

These principles underpin the culture of the Club and shape how it operates, competes and engages with its members and the wider community. The conduct and operational standards set by England Hockey shall constitute the minimum expectations for the Club, and all members, volunteers and representatives are required to uphold these standards in full.

### 2. Membership of the Club

The Club is committed to providing an inclusive, welcoming environment for all. Membership is open to every individual who supports the objectives of the Club, regardless of age, sex, gender identity or expression, sexual orientation, marital or family status, race,



ethnicity, nationality, religion or belief, disability, socio-economic background, or any other protected characteristic. The Club actively seeks to remove barriers to participation and to promote diversity across all areas of its activity.

The Club will not tolerate discrimination, harassment or victimisation in any form. All members, volunteers and participants are expected to uphold the principles of fairness, respect and equality in their conduct.

### Fees

The Club will set its membership fees in a manner that reflects the genuine operational costs required to run the organisation effectively and sustainably. In doing so, the Club remains committed to its inclusive ambition and will ensure that financial considerations do not create unnecessary barriers to participation.

The Club will apply fair and reasonable measures to maximise accessibility, including the consideration of flexible payment options, reduced-rate categories, or other supportive arrangements where appropriate. All decisions relating to fees will be transparent, equitable and reviewed regularly to ensure they remain aligned with both the Club's financial responsibilities and its commitment to broad, inclusive membership.

Membership is contingent upon the timely payment of the annual subscription fee, as set and approved each year at the Annual General Meeting.

All paid members have the right to one vote at any club annual, ordinary or extraordinary general meetings. For junior members, this may be exercised by proxy by the member's guardian.

## 3. Governance and Management

The Club shall be governed and managed by elected officers and volunteers who collectively form the Committee. The Committee structure is detailed in the Appendix, with full role descriptions available on the Club's document portal. The Committee is responsible for the effective operation, strategic direction and day-to-day management of the Club, meeting at least monthly or more frequently as required. A minimum of four (4) Committee members shall constitute a quorum for formal decision-making.

Officers shall be elected by the membership at the Annual General Meeting (AGM). Nominations must be submitted in advance in line with the published timetable. Where more than one nomination is received, a simple majority vote of eligible members present shall determine the appointment. Any fully paid-up member is eligible to stand for election.



Officers serve a one-year term from the close of the AGM and may stand for re-election without limitation unless otherwise stated.

Where a role is unfilled or becomes vacant, the Committee may appoint an interim officer until the next AGM. The Committee may also co-opt members to provide specialist support or fulfil specific tasks. All Committee members must act in the Club's best interests and declare any conflicts of interest. The Club may remove a Committee member whose conduct or performance is inconsistent with this Constitution, following a majority vote of the remaining Committee members. Vacancies arising from removal shall be managed through interim appointment procedures.

### Meetings

The Club shall hold an Annual General Meeting (AGM) to ensure transparent governance, accountability and meaningful engagement with the membership. Extraordinary General Meetings (EGMs) and Ordinary General Meetings (OGMs) can be held as required.

### Annual General Meeting (AGM)

The AGM is the primary forum for reporting on the Club's activities and performance over the preceding year and for setting the direction for the year ahead. The AGM will include:

- A Chair's Report reviewing the previous year
- A Financial Report for the previous year, including presentation of the proposed membership and match fees for the forthcoming season
- Section Reports from Club Captains
- Elections for Committee positions
- Any Other Business raised by members

The AGM provides members with the opportunity to receive updates, ask questions, vote on key matters and participate in the democratic governance of the Club.

The Secretary will give all members four weeks' notice for the AGM.

### Extraordinary General Meetings (EGMs)

An EGM may be convened at any time to consider urgent or significant matters that require membership approval and cannot reasonably be deferred until the next AGM. EGMs shall be limited to the specific business for which they are called and executed in line with the AGM procedures.



### Ordinary General Meetings (OGMs)

OGMs may be held as required to update members on ongoing Club matters, consult on developments, or seek input on non-urgent issues. OGMs do not replace the formal reporting and decision-making functions of the AGM or EGM but provide an additional mechanism for communication and engagement. OGMs may be held as required or on the written request of the secretary by at least eight (8) paid-up members. The secretary shall give ten (10) days' notice of such meetings.

Ten (10) members will be required for a quorum at all general meetings excepting those relating to the merger or dissolution of the Club (§10).

Amendments to the Constitution can only be executed through an AGM or EGM.

## 5. Finance

The financial affairs of the Club shall be managed responsibly, transparently and in accordance with recognised good practice. The Committee shall ensure that all income and expenditure is properly recorded, monitored and reported, and that the Club remains financially sustainable in support of its objectives.

The Club shall maintain a dedicated bank account in its own name, with authorised signatories appointed from among the elected officers. All payments shall require approval in line with the financial controls established by the Committee to ensure accountability and safeguard Club funds.

The Treasurer shall be responsible for the day-to-day management of the Club's finances, including maintaining accurate financial records, preparing regular updates for the Committee, and producing an annual financial report for presentation at the Annual General Meeting.

All Club funds shall be used solely for the benefit of the Club and its members, and no individual shall derive personal financial gain from Club resources. The Committee shall review the Club's financial position regularly and take appropriate action to ensure the continued viability and effective operation of the organisation.

The financial year of the Club will run from 1<sup>st</sup> May to the 30<sup>th</sup> April.

The Treasurer will maintain a club insurance policy approved by the England Hockey. Members have the right to organise their own policy if they do not feel that the Club policy is sufficient



## 6. Team Management

Selection of the teams for matches will be undertaken at the weekly captains' meeting/communication and in accordance with the Club's selection policy published on the Club's document portal. The Captain of each team shall have the final decision in the selection of players for their respective team.

Match kit will be in line with the club colours. Team players will be consistent and selection made in consultation with the opposition to ensure clear differentiation between teams. A selection can be made from navy-blue and white player shirts, navy-blue shorts or skorts and red, white or blue knee length socks.

## 7. Discipline

All members must agree to abide by the Club's policies, including the code of conduct. All complaints regarding the behaviour of members should be submitted in writing to a member of the Disciplinary Panel.

Disciplinary matters will be handled as outlined in our Disciplinary Policy. The Panel has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing will be notified in writing to the concerned parties fourteen (14) days of the conclusion of the investigation. There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within fourteen (14) days of receipt.

## 8. Data Protection and Privacy

The Club is committed to protecting the personal data of its members, volunteers and participants in accordance with applicable data protection legislation. Personal information shall be collected, stored and used only for legitimate Club purposes and handled securely to prevent unauthorised access or misuse. Members' data will be retained only for as long as necessary and will not be shared with third parties except where required by law or essential for the operation of the Club. Full policy details are available on the Club's document portal.

## 9. Health, Safety and Risk Management

The Club shall take all reasonable steps to provide a safe environment for members, volunteers and visitors. The Committee is responsible for identifying, assessing and managing risks associated with Club activities, ensuring appropriate safety measures,



guidance and reporting procedures are in place. All members are expected to act with due care, follow safety instructions and contribute to maintaining a safe and responsible sporting environment.

## 10. Merger and Dissolution

The Club may be merge with another club or be dissolved only by a resolution passed at an Annual General Meeting or an Extraordinary General Meeting called specifically for that purpose. Agreement to merge or dissolve shall require a three-quarters majority vote with a quorum of 20 voting members.

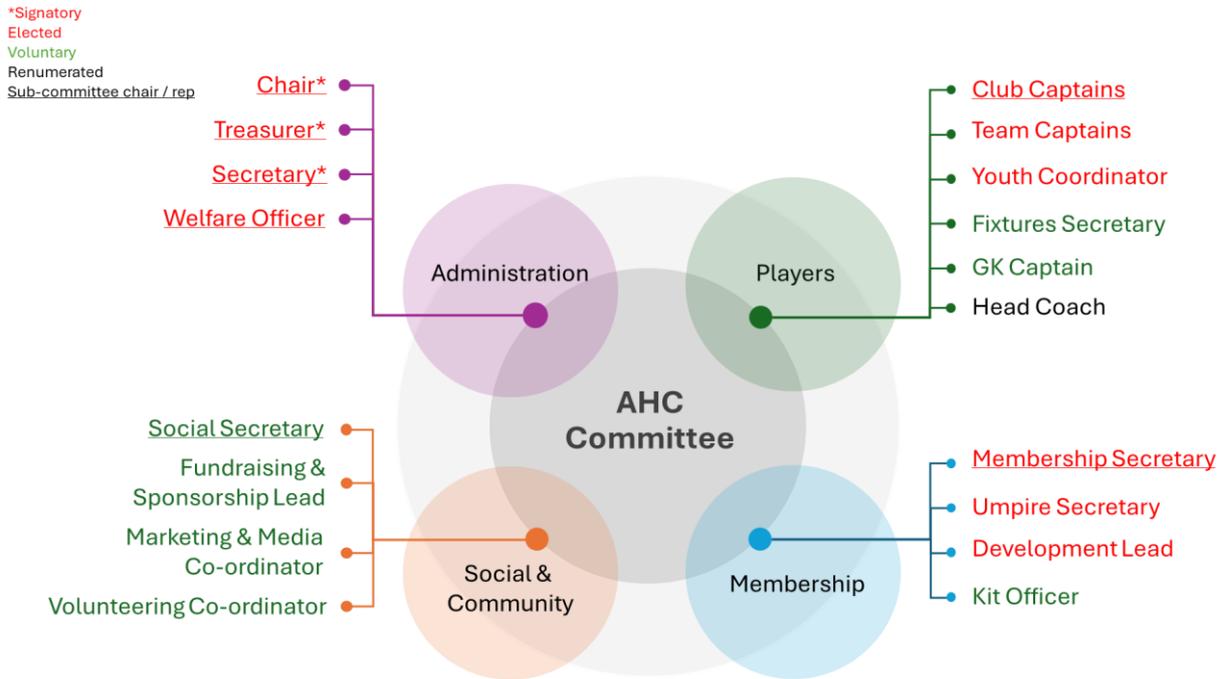
The Club may merge with another organisation where such a merger is considered to be in the best interests of the membership and aligned with the Club's objectives. Prior to any vote, the Committee must present the full terms of the proposed merger, including the intended governance structure, financial arrangements, treatment of assets and liabilities, and the implications for existing members. These terms shall be set out in a written merger agreement or memorandum of understanding made available to all members in advance of the meeting.

If a merger is approved, the Committee shall oversee the transfer of the Club's assets, responsibilities and operations into the merged organisation in accordance with the agreed terms. All assets shall be used solely for the continuation and development of sporting or charitable purposes within the merged entity. No assets shall be distributed to individual members.

In the event of dissolution, the Committee shall be responsible for winding up the affairs of the Club, including the settlement of all debts and liabilities. Any remaining assets shall be transferred to a recognised and CASC registered sporting or charitable organisation with similar aims or England Hockey, as agreed by the membership at the meeting at which dissolution is approved. Under no circumstances shall any assets be distributed to individual members.



## A1. Appendix – Committee Positions



The following signatories were elected for the 2025/26 season (May 2025-May 2026) at the Club AGM held on the 30<sup>th</sup> April 2025. Full minutes of the elections can be found in the AGM minutes, available on request.

Position	Elected
<b>Chair</b>	Laura Cardy
<b>Treasurer</b>	Ollie Morris
<b>Secretary</b>	Stephanie Liggins



## Change Control Record

### Document Information

- **Document Title:** AHC Constitution
- **Current Major Version:** 2026.01
- **Effective Date:** March 2026

Revision	Type	Description	Approval by	Date
<b>2025.01.00</b>	Major	Changes summarised in 250430 AHC AGM Minutes 1) Updated references to Men’s teams to Open teams 2) Update to Article 8 – Team Colours 3) Update to Article 9 – Discipline 4) Update to Article A1 – Committee Positions	AGM	30Apr25
<b>2025.01.01</b>	Minor	Introduction of change control summary Addition of name signatories of the Club	Administrative committee	10Jan26
<b>2026.01.00</b>	Major	Revision to language to align with the requirements of CASC application	EGM	19Feb26

### Change Control Requirements

Any substantive amendments to the Core Constitution, defined as changes that alter the purpose, structure, governance, membership rights, disciplinary processes, or decision-making authority of the Club, must be approved by a majority vote at the Annual General Meeting (AGM) or by Extraordinary General Meeting (EGM). Requests for such changes, must be submitted to the administrative committee a minimum of six (6) weeks ahead of the AGM/EGM.

Minor amendments that do not affect the intent or operation of the Core Constitution, including corrections to formatting, grammar, numbering, or layout, as well as updates to non-governing appendices (e.g., operational procedures, role descriptions, or administrative



templates), may be approved by the Administrative Committee and enacted immediately. All such minor amendments must be reported to the membership at the next AGM.

This document will be reviewed by the committee at least once every three years.