

West Hampstead Hockey Club Constitution



Last reviewed: December 2025

1 Name of Club

The Club will be called **West Hampstead Hockey Club**, and may also be known as **WHHC**. WHHC will be affiliated to the National Governing Body, England Hockey. WHHC is also directly associated with Cumberland Lawn Tennis Club (CLTC) & Hampstead Cricket Club (HCC).

2 Aims and Objectives

The overall aim of WHHC is to encourage and foster enjoyment of hockey for all, from Beginner, Social, Competitive and Performance level. **All Members** of WHHC will be provided with equal opportunities to participate and enjoy hockey. By Members we include players, coaches, umpires, supporters or anyone associated with WHHC in any way.

WHHC prides itself on our values:

- Social – We encourage socialising inside and outside of the club’s teams, as Members, Officials and Coaches.
- Fun – We want Members to have fun at all costs, not just focus on winning.
- Equal opportunities – we ensure every player is given the opportunity to enjoy hockey at any standard, race, gender or orientation.
- Member-run – We are a club managed and run by active volunteer Members of the club; Committee, Coaches, Umpires.
- Performance – We want Members to play to the best of their ability including performing at a high level if they wish.

3 Membership

- a. Membership of WHHC is open to anyone interested in promoting, coaching, volunteering or participating in hockey, regardless of sex, age, disability, gender, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b. The Membership consists of the following categories:
 - i. Adult member
 - ii. Concession member (graduate, student, goalkeeper)
 - iii. Junior member

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- iv. Social member
- c. All Members will be subject to the regulations of the constitution and by joining WHHC will be deemed to accept the regulations, policies and codes of practice that WHHC has adopted, including *all* England Hockey, CLTC and HCC policies.
- d. Individuals are unable to take part in the business of WHHC, vote at general meetings or be eligible for selection (in line with selection policy) of any Club team unless the applicable subscription has been paid by the due date and/or membership arrangements have been agreed with the club Treasurer and approved by the committee.

4 Sports Equity

- a. WHHC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:
 - a. *Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*
- b. WHHC respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of sex, age, ability, gender, ethnicity, nationality, sexual orientation, religious belief, or social/economic status.
- c. WHHC is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- d. WHHC Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e. WHHC will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5 Committee

- a. The affairs of WHHC shall be conducted by a Committee which consists of the following roles:
 - i. Chairperson
 - ii. Treasurer
 - iii. Mens Club Captain

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- iv. Womens Club Captain
 - v. Fixtures Secretary
 - vi. Umpire Coordinator
 - vii. Umpire Development Officer
 - viii. Coaching Officer
 - ix. Communications Officer
 - x. Social Secretary
 - xi. Welfare Officer
 - xii. Disciplinary Officer
 - xiii. Club Officer
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- b. Each member of the Committee will be elected at the Annual General Meeting.
 - c. All Committee Members must be members of WHHC.
 - d. The term of office shall be for one year, (with the start and end dates commencing 4 weeks after the last league game of the season).
 - e. Committee Members shall be eligible for re-election every season
 - i. For the Chairperson to be elected for the fourth year and every year after, they must:
 - 1. Obtain 12 signatures of support
 - 2. Signatures will serve as their intention to run again
 - 3. They must obtain a two-thirds majority
 - f. If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
 - g. The Committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation and running of WHHC.
 - h. The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
 - i. The Committee working with the CLTC (Cumberland Lawn Tennis Club) committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
 - j. Committee meetings will be convened by the Chairperson of WHHC and be held no less than 6 times per year.
 - k. Only current elected Committee Members will have voting rights at committee meetings.

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- I. The quorum required for business to be agreed at Committee meetings will be 60%.

6 Finances

- a. WHHC is a non-profit making organisation.
- b. The Club Treasurer will be responsible for the finances of WHHC.
- c. The financial year of WHHC will run from 1st July and end on 30th June of each calendar year.
- d. All club monies will be banked in an account held in the name of our parent club, Cumberland Lawn Tennis Club.
- e. A statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

7 Annual General Meetings and Extraordinary General Meetings

- a. General Meetings are the means whereby The Members of WHHC exercise their democratic rights in conducting the Club's affairs.
- b. WHHC shall hold the Annual General Meeting (AGM) in the month of March each year to:
 - i. Receive reports from the Chairperson.
 - ii. Receive a report from the Treasurer and approve the Annual Accounts.
 - iii. Receive reports from Club Captains.
 - iv. Discuss resolutions raised by Members and the Committee.
 - v. Elect the officers on the Committee.
 - vi. Discuss any proposed changes to policies and Club Constitution.
 - vii. Deal with other relevant business.
- c. Notice of the AGM will be given by the Chairperson with at least 28 days' notice given to all Members.
- d. Nominations for officers of the committee will be sent to the Chairperson prior to the AGM.
- e. Proposed changes to the constitution shall be sent to the Chairperson prior to the AGM, who shall circulate them at least 14 days before an AGM.
- f. All Members have the right to vote at the AGM.
- g. The quorum for AGMs will be 15% of WHHC Membership for that year.

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- h. The Chairperson shall hold a deliberative as well as a casting vote at general and committee meetings.
- i. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Chairperson supported by at least 10% of the membership. The committee also has the power to call an EGM by decision of a majority of the Committee Members.
- j. All procedures shall follow those outlined above for AGM or EGMs.

8 Amendments to the constitution

- a. The constitution will only be changed through agreement by majority vote at an AGM or EGM.

9 Safeguarding and Welfare

Safeguarding and Welfare at WHHC is defined as ensuring the protection, health, and well-being of all members in accordance with England Hockey's standards. This includes safeguarding children and vulnerable individuals from harm, providing support for mental and physical health, and fostering a safe, inclusive, and respectful environment.

- a. WHHC and its Members will be subject to and comply with England Hockey's "Safeguarding Young People in Hockey" Policy and Procedures and SafeGuard Guidelines. Safeguarding is everyone's responsibility.
- b. WHHC is committed to ensuring that young people and adults at risk are able to enjoy the sport of hockey free from harm, abuse and exploitation. It is vital that everyone in WHHC knows how and when to report concerns about any action that affects the welfare of a young person or adult at risk.
- c. All concerns, allegations, or reports of poor practice or abuse related to the welfare of children, young people, or adults at risk regarding the behaviour of members should be submitted in writing to the Welfare Officer (welfare@whhc.uk). The Welfare Officer will manage the case in accordance with the WHHC Disciplinary and Welfare process and, if required, involve the Disciplinary and Welfare Committee, which includes the Welfare Officer, Disciplinary Officer, and Chairperson.
- d. The Disciplinary and Welfare Committee will meet as needed upon receipt of a concern to review and determine an appropriate outcome. The Disciplinary and Welfare Committee may choose to:

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- i. Seek advice from England Hockey's Ethics and Welfare team.
 - ii. Officially report the concern to England Hockey.
 - iii. Provide club support to affected individuals.
- e. All matters will be solved within 28 days of a concern being submitted.
- f. Reporting Issues
- i. If the concern relates to the Welfare Officer, you should report the concern to the Club Chair (chair@whhc.uk), who will handle the matter accordingly.
 - ii. If the concern relates to the Club Chair, you should raise the matter to England Hockey's Safeguarding team (safeguarding@englandhockey.co.uk).

10 Disciplinary Matters

Disciplinary matters at WHHC are defined as any breach of The Club's Code of Conduct, including match day misconduct.

- a. All complaints regarding the behaviour of members should be presented and submitted in writing to the Disciplinary Officer (disciplinary@whhc.uk). The Disciplinary Officer will manage the case in accordance with the WHHC Disciplinary and Welfare process and, if required, involve the Disciplinary and Welfare Committee, which includes the Welfare Officer, Disciplinary Officer, and Chairperson.
- b. The Disciplinary and Welfare Committee, will meet within 28 days of a complaint being submitted to review and reach an outcome on the matter. The Disciplinary and Welfare Committee has the authority to:
 - i. Take appropriate disciplinary action, including the termination of membership (in cases of suspension or expulsion, the individual will not be entitled to any membership refund).
 - ii. Request further information from any or all parties involved.
 - iii. Require a meeting with any or all parties, either face-to-face or virtually.
- c. The outcome of any disciplinary meeting should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made in accordance with our Disciplinary and Welfare process.
- d. Reporting Issues

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- i. If the concern relates to the Disciplinary Officer, you should report the concern to the Club Chair (chair@whhc.uk), who will handle the matter accordingly.
- ii. If the concern relates to the Club Chair, you should raise the complaint to England Hockey's Disciplinary team (disrepute@englandhockey.co.uk).

11 Appeals

- a. Members have the right to appeal any disciplinary action taken against them.
- b. All appeals must be submitted in writing to the Chairperson (chair@whhc.uk) within 14 days of receiving the disciplinary decision. The appeal should clearly state the grounds for the appeal and any supporting evidence.
- c. The Appeals Committee, which includes the Welfare Officer, Disciplinary Officer, Chairperson and Club Officers, will review and consider the appeal within 21 days of receipt. The Appeals Committee will assess whether the original disciplinary action was fair and take into consideration any supporting evidence.
- d. Following the review, the Committee will make a decision on the appeal. The outcome will be communicated in writing to the appealing member, outlining any changes to the original disciplinary action or confirmation of the original decision.
- e. If the member is dissatisfied with the outcome of the appeal, they are entitled to submit relevant information to England Hockey's Disciplinary team (disrepute@englandhockey.co.uk). The decision of England Hockey will be final.

12 Dissolution

- a. A resolution to dissolve WHHC can only be passed at an AGM or EGM through a majority vote of the Membership in attendance.
- b. In the event of dissolution, all debts should be cleared with any club's funds. Any assets of WHHC that remain following this will become the property of Cumberland Lawn Tennis Club or England Hockey.

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13 Declaration

- a. West Hampstead Hockey Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.