

Title

The name of the Club will be known as **Mid Somerset Hockey Club** (Hereinafter referred as “the club”)

The Club will be situated in the City of Wells, Somerset.

Objectives

The objectives of the Club will be;

To encourage the participation, practice, promotion and development of hockey in the City of Wells and surrounding areas.

The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level.

To manage the financial and administrative affairs of the club transparently and effectively to ensure that all actions comply with the non-profit making ethos of the club.

To ensure a duty of care to all club members and to provide the environment, services and opportunities to all.

To ensure equal and fair treatment for all present club members.

To provide a safe, effective and child friendly environment in which to play and learn hockey.

Membership

To qualify as a club member eligible to play for and or vote on club matters the following need to be true.

A full subscription has been paid.

A part subscription has been paid, (if previously agreed with the club as part of a formalised payment plan).

The name of the member must appear on the treasurers/secretaries list of members.

The committee has formally agreed and documented that the member in question has been given some form of dispensation not requiring them to pay a full or part subscription.

The committee has approved the member for membership.

The member has no outstanding financial liabilities to the club.

Any junior player who has paid a junior affiliated membership as recognised by the club.



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Any player the committee deems a 'pay and play' player is recognised as a non-voting member, until such time as they have paid the equivalent of a full membership.

Membership of the club is open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs, or of age's, disability except as necessary consequence of the requirements of hockey as a particular sport.

Members who fail to pay their subscription by 31st October are lapsed members and are required to re-apply for membership to the club.

Club membership will be valid for twelve months from 1st October.

For any new member joining the club after October, and not having played a match previously during the current season, can at the discretion of the committee be offered a pro rata membership.

Any person seeking membership will only be given provisional membership until it is reviewed and approved/rejected at the next meeting of the committee. The committee can refuse to approve any application for membership but must provide their reason for so doing, such as conduct or character which would bring the club into disrepute.

Members can, at any time, by giving notice in writing to the secretary, resign their membership of the club. That member will, however, be responsible for any annual subscription, match fees or other outstanding debits to the club at the date of resignation.

Termination of membership for conduct considered to be detrimental to the club will be at the discretion of the committee. In the event of an appeal against such a decision then it would be necessary to convene an extraordinary meeting where subject to quorum a majority vote would determine the outcome.

Membership fees will be set as agreed at the Clubs Annual General Meeting.

All members need to provide the secretary with their contact details to provide effective communication. This information should come via the club captains and the Clubs membership form.

The club secretary will present a list of members to the committee 14 days after the membership fees due date has passed on or around the 15th November.

Committee and Officers

The affairs of the Club will be managed by the Committee of the club except for matters reserved for the club in the Annual General Meeting.

The committee shall meet at least every 4 weeks during the season, notice of meetings shall be sent by the secretary to each committee member. A quorum shall consist of 5 committee members.



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The Club Committee will consist of:-

President

Chairman

Vice Chairman

Secretary

Treasurer

Captains of all relevant teams (Currently four)

Or Vice to stand in if captain is unavailable.

Fixture Secretary

Welfare Secretary

Digital Team (currently three)

Social Team (currently two)

The following roles are recognised as Committee Members but are not required to attend every meeting unless requested:-

Umpire Secretary

Junior representatives (Currently one and vacant one)

Kit Team (currently one)

The above will be elected by the Club at the Annual General Meeting each position requires a proposer and seconder.

The Committee may appoint one or more additional officers of the club Committee for such purposes as it may deem appropriate.

The committee may appoint persons to committee roles not filled at the AGM as required.

The elected Chairman, Treasurer and Secretary of the Club will decide on the signatories for all payments made by the club.

The treasurer will produce written reports throughout the playing season (October, December, February and March) detailing all incoming and outgoing transactions to the committee. To be included with the above should be all match sheets.

The Treasurer in consultation with the club Committee will be responsible for recording all financial income and expenditure of the Club and for presenting audited accounts at each Annual General Meeting of the Club. The audited account period will be from the 1st April to the 31st March.



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Payments or Benefits

The Club Committee may appoint paid part-time staff for specific coach development projects. Such projects are at the complete discretion of the club Committee, however they must be MSHC projects. Example appointments: coaching staff for development programmes, Leader qualification course tutors etc.

The appointment of any and every paid member of staff must be reviewed and confirmed at each meeting of the club.

General Meetings (AGM and EGM's)

An Annual General Meeting of the Club will be held in the month of April every year.

Notice of the time of the Annual General Meeting will be posted for a period of at least 14 days before the date of such a meeting.

The quorum for all general meetings should be 12 members.

An Extraordinary General Meeting may be called at any time by the club Committee or on receipt of a written request signed by 10 members stating the purpose for which the meeting is required. At least 14 days written notice incorporating the agenda shall be notified to each member before an EGM.

At an EGM no other business shall be discussed except that which is on the agenda.

Every member of the Club will be entitled to be present and to vote at any General Meeting of the Club and should there be equality on any voting issue the Chairman of the meeting will have the casting vote.

Each paid up member as confirmed by the treasurer or secretary from the list of members will have one vote at all general meetings. The club committee reserves the right to implement online voting for any item to be decided by the whole of the club membership. This may take the form of, but is not limited to, social media, surveys, email, SMS text messaging. The club committee also reserves the right to discard or temporarily discount any electronic vote where the identity of the person casting the vote cannot be confirmed.

Electronic voting does not preclude a member from standing for a position on the night of a general meeting, however if a voting member has already voted for a proposed candidate online, their vote stands unless they notify the secretary, they wish to withdraw their vote and re-cast in favour of an alternative member.

When voting for team captains or vice captains only ladies may vote for the ladies' team captains and only men may vote for the men's team captains.

Match Fees, Subscriptions and Reimbursements



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Charges for Subscriptions and match fees will be agreed at the Annual General Meeting.

Subscriptions are as follows;

Full subscription

Junior/Student/ unemployed subscription

Pay and Play Member

Match fees are as follows;

Full match fee

Junior /Student/ unemployed match fee

Pay and Play Member

It is the captain's responsibility to collect all match fees and the individual player's responsibility to pay their match fee.

It is the captain's responsibility to pay umpires and officials prior to the commencement of the game.

All match fees shall be paid before the match commences. If any player is not in possession of a match fee it is down to the discretion of the captain as to whether the player takes any part in the game. Any unpaid match fees should be paid within 14 days, after this time the player is ineligible for selection until any outstanding match fees are received.

Reimbursements for expenditure on behalf of the club will be made on production of a valid receipt. Where a receipt is not available, or likely to be available, prior authorisation for the expense from the committee should be sought whenever possible.

For a person seeking reimbursement for driving to an away match at least three players or officials need to have travelled to the match in that vehicle. The committee will set the reimbursable rate for each venue. This table will be published on the website.

The captains will ensure each week's match fees are collected and paid (Cash or through App) and will submit the official club match sheet to the treasurer on a weekly basis (using app). The club treasurer should ensure that this process is adhered to and should notify the club chairman or secretary when this process is not followed. Any alternative arrangements to this process need to be approved by the committee prior to implementation.

Selection

The club Committee will make all members aware of the process that captains and the committee will follow for the forthcoming season when selecting teams. Captains are required to follow the process set by the committee when selecting teams.



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The captain of the higher team will speak with any players moved to a lower team, the captain should explain the reason for the move and where possible provide constructive input regarding how the individual can improve to enable re-selection to the higher team.

Changes to the Constitution of the Club

These rules may be altered, added to or revoked, in accordance with clubs and association law, by majority comprising two-thirds or more of the members present and entitled to vote at any General Meeting of the Club. As a minimum the Constitution should be reviewed annually.

Dissolution of the Club

If the Club passes, in General Meeting, by a majority comprising two-thirds or more of the members present and entitled to vote, a resolution of intention to dissolve the Club, the Committee will take immediate steps to convert all of the assets of the Club into money.

The proceeds of the conversion will be used by the club Committee firstly to discharge all the debts and liabilities of the Club. Any balance will be passed on to the mixed hockey club geographically closest to the City of Wells, Somerset.

Complaints

All complaints shall be made in writing to the secretary and the committee shall be bound to consider them at its next meeting.

Borrowing

If at any time the club has a need to borrow money authority will only be given at a general meeting by special resolution.

Club Kit

The club's colours will be predominately Burgundy and gold unless otherwise stipulated by a body the club is affiliated to.

Governing Body Documents.

As an affiliated member of England Hockey, the club accepts and fully supports the documents and guidance given by the governing body on the englandhockey.co.uk website.



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We the undersigned, as elected officers of the Club, confirm the validity and accuracy of this constitution, with no changes;

X Dgr ROGERS
Daniel Rogers
Chairperson

Signature:

Date: 25/07/2022

X Kim Wall
Kim Wall
Secretary

Signature:

Date: 25/07/2022





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