



The Constitution of the Cambridge University Hockey Club

Agreed at AGM 8th May 2023

1 Name

The name of the Club shall be Cambridge University Hockey Club, hereafter referred to as “CUHC”, or simply “the Club”.

2 Aims and Objects of the Club

The aims and objects of the Club are as follows:

- a) To provide those undergraduates and graduates of the University of Cambridge (“the University”) who are eligible with the opportunity to play competitive hockey of an appropriate standard throughout the normal hockey season. This will normally mean participating in a regional or national hockey league, and BUCS competitions.
- b) To provide the University men and women’s hockey first teams (‘The Blues’) to play Oxford University men and women’s hockey first teams in the annual Varsity Match.
- c) To provide second teams known as the Cambridge University Wanderers (men) and Cambridge University Nomads (women) to play the equivalent Oxford University second teams in their annual Varsity Match.
- d) To provide third teams known as the Cambridge University Squanderers (men) and Cambridge University Beds (women) to play the equivalent Oxford University third teams in their annual Varsity Match.
- e) When resources allow, to provide a men’s fourth team known as the Cambridge University Blunderers and a women’s fourth team known as the Cambridge University Rovers to play the equivalent Oxford University fourth teams in their annual Varsity Match.
- f) The advancement of amateur sport for the public benefit by encouraging and developing hockey within the University.
- g) The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in hockey with the object of promoting health and wellbeing; and
- h) The advancement of sports education by the provision of support, assistance and encouragement for hockey in order to enable members to develop and fulfil their potential.
- i) To supervise the organisation of the Inter-Collegiate Cup (Cuppers) and League.
- j) To embrace the principles of sports equity (i.e. “fairness” as defined by Sport England – East).



3 Membership

- (1) Membership of the Club shall be open to all Student Members of the University and (subject to clause 3(2)) other individuals by arrangement with the Executive Committee.
- (2) Membership shall consist of the following categories:
 - a. Ordinary membership: Undergraduate and graduate students of the University, who are currently representing the University by playing hockey and on the payment of the annual subscription to the Club, the level of which shall be set at the Annual General Meeting.
 - b. A number of Vice-Presidents may be elected. These need not be graduate members of the University but must be deemed worthy of the position by the current members of the Club when elected. The length of time that anyone should serve as Vice-President should be unlimited, subject to his or her appropriateness.
 - c. Former students of the University who represented the University at hockey whilst in residence shall be known as Old Members and shall have no right to vote at any meeting. At all times the Club shall endeavour to keep in contact with its Old Members keeping them abreast of the current state of the Club. Old Members may play for a University team for one season following the academic year in which they complete their studies, subject to (i) exceptional circumstances, as agreed by the Club at an AGM or SGM; (ii) payment of the annual subscription; and (iii) Old Members may not play in student competitions (e.g. a Varsity Match or BUCS games).
 - d. A number of Honorary Members may be elected. These should have contributed considerably to the Club in ways other than playing for the Club. Honorary Members shall have no right to vote at any meeting.
- (3) There shall be fees for membership, which are reviewed and determined at the Annual General Meeting each year.
- (4) The Junior Secretaries should keep a record of all members who play for the Club each year.
- (5) All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, as well as any rules/codes of practice that the Club has adopted.
- (6) Membership of the Club is terminated if the member resigns by written notice to the Club or if any sum due from the member to the Club is not paid in full within three months of it falling due or if the member is expelled in accordance with clause 15.



4 Equality of Opportunity

- (1) The Club is committed in its pursuit of sporting participation, achievement, and excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.
- (2) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (3) The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (4) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures and University regulations.

5 Affiliation

The club shall be affiliated to the national governing body, England Hockey, and the regional governing bodies, the East Region Hockey Association and Cambridgeshire Hockey Association.

6 Structure of the Club

The Club members shall elect their own Junior Officers to administer the day-to-day running of the Club (pitch bookings, travel, meals, equipment, coaching, league liaison and umpire liaison). The club is managed by the Executive Committee, supported by the Senior Committee. There shall be officers with club-wide roles (*e.g.* the Junior President, the Junior Secretaries and Junior Treasurers) and other officers with roles for either the Women's or Men's side of the club (*e.g.* the Kit and Umpire secretaries), as determined by the Club at its Annual General Meeting.

7 The Executive Committee

- (1) The day-to-day management of the Club's affairs shall be overseen by the Executive Committee, which shall be elected annually at the Annual General Meeting (AGM), with the exception of the Senior Treasurer who shall be appointed by the Executive Committee, subject to the approval of the Sports Club Registration Sub-Committee.
- (2) The Executive Committee shall consist of (in order of seniority)

Position	Roles
Junior President	Oversees running of the club, including sponsorship, grant applications, Varsity Match organisation
Junior Club Captain (Men's / Women's)	Organises day-to-day activities (<i>e.g.</i> physio sessions) and Varsity Match logistics/events
Junior Secretaries (Men's / Women's)	Organises facilities booking and manage fixtures



Junior Treasurers (Men's / Women's)	Organises junior accounts with day-to-day transactions, including membership, sponsorship and payments
Senior President (corresponding)	Advises on running of the club
Senior Treasurer(s)	Oversees funds and accounts: the role is specified by the University Sports Service.
Senior Secretary (corresponding)	Advises on Club and alumni matters

- (3) All Junior members of the Executive Committee shall be matriculated undergraduate or postgraduate students of the University.
- (4) The Senior Treasurer shall be a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the club. There may be a Deputy Senior Treasurer, appointed as in (1).
- (5) All Executive Committee members (except the Senior Treasurer, Senior President and Senior Secretary) must be members of the Club and shall be eligible for re-election each year. If the post of any member of the Executive Committee should fall vacant after election, the Executive Committee shall have the power to fill the vacancy until the next AGM, provided that any temporary replacement for the Senior Treasurer is a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee.
- (6) Meetings of the Executive Committee shall be chaired by the Junior President, or, in their absence, one of the Club Captains. If neither the President nor the Club Captains are present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be five Junior Officers and a written record of each meeting shall be kept. Meetings must be held at least once per academic term.
- (7) The Executive Committee will be responsible for adopting new policy and codes of practice and making rules and bye-laws for the conduct of the Club's activities and management of its affairs, and must adopt such means as they think sufficient to bring these to the notice of the members. Any such policies, codes, rules and bye-laws shall be binding on all members.
- (8) The Executive Committee will be assisted by additional Junior Officers who are student members of the Club, including Officers with side-specific roles and Officers with club-wide roles. The structure will be reviewed each year and confirmed at the AGM.
- (9) The Executive Committee will have powers to appoint any non-voting advisers to the Executive Committee as necessary to fulfil its business.
- (10) The Executive Committee is supported and advised by the Senior Committee. The Senior Committee consists of: the Senior President, the Junior President, the Senior Secretary, the Senior Treasurer, and Old Members who may be appointed from time



to time. At least one of the Senior President, Senior Treasurer, Senior Secretary and Junior President must be of the opposite gender, thereby ensuring a 1:3 or 2:2 gender split.

- a. The Senior President and Senior Secretary must be graduates of the University; the Junior President is a current student.
- b. Nominations for the position of Senior President and Senior Secretary are made by the Senior Committee to the Club at its AGM.
- c. The membership of the Senior Committee is reported annually to the Club at the AGM.
- d. The purpose of the Senior Committee is to support and advise the Executive Committee, particularly in maintaining links with alumni.
- e. The Senior Committee shall meet at least once per year.

(11) Meetings of the Committees are as follows:

- f. Annual General Meeting (see below)
- g. A Special General Meeting (SGM) may be called by the Executive Committee on the request of any other member of the Club, who should give adequate prior notice. The quorum number at the meeting shall be 20 and this must include 2 Executive Committee members.
- h. There will normally be a meeting of the Executive Committee each term. This meeting shall be called and chaired by the Junior President. The quorum number for this meeting shall be 5 Junior Officers.
- i. There will be regular meetings of key Junior Officers to promote communication across the Club.
- j. The Senior Committee shall meet at least once each academic year.

When a vote is required at any of the meetings, each member shall have one vote. Should it be needed, the most senior member of the Club present will have the casting vote.

8 Captains

- (1) Each team will elect a Captain and Vice-Captain for each season. The team Captains will be responsible for all matters relating to performance and discipline (including coaching, selection and on-pitch matters).
- (2) Each team shall have its own election after their respective Varsity Match to elect a captain for the next season. Those members who have played for the team in the Varsity Match are able to vote and may vote by written proxy if necessary. The quorum number at the meeting shall be at least 8 of the Varsity Match squad. It is left to the outgoing captain's discretion to invite any other player who has not been able to take part in the team's Varsity Match (due to illness, injury... *etc*).

9 General Meetings

- (1) The Club shall hold an Annual General Meeting (AGM) during each academic year. The AGM shall be held in Cambridge during Easter Term.
- (2) All junior members who have paid their full subscriptions shall be entitled to attend and vote at any AGM. The Executive Committee may invite non-voting observers to



attend the AGM. Members of the Senior Committee may attend but (with the exception of the Junior President) cannot vote.

- (3) At least fourteen days' written notice shall be given to members before the AGM, containing the date, time and place of the meeting.
- (4) The Senior President, or, in their absence, the Senior Secretary, shall take the Chair at any AGM. In the absence of the Senior President and Senior Secretary the meeting shall elect a Chairperson for that meeting. The quorum number at the meeting shall be 20 voting members.
- (5) The AGM shall be called to:
 - a. To approve the Minutes of the previous AGM
 - b. To receive a report of the season from the captain of each of the teams.
 - c. To approve club accounts for the preceding year from the Senior Treasurer, and to receive a report of the season's accounts from the Junior Treasurers.
 - d. To set the annual subscription and any match fees for the next season.
 - e. To elect the Executive Committee and Club Officers.
 - f. To confirm the membership of the Senior Committee.
 - g. To elect any Vice Presidents or Honorary Members.
 - h. To consider any proposed changes to the Club Constitution.
 - i. To transact any other general business.
- (6) Candidates for election to office shall be proposed and seconded by two other members. Every motion at an AGM shall be proposed and seconded by two members. Except for changes to the Constitution referred to in clause 11 and Special Matters referred to in clause 17, voting shall be by a simple majority. The method shall be by a show of hands at the meeting, or by any other method agreed by the outgoing Executive Committee.
- (7) A written record of every AGM shall be kept by the Senior Treasurer and the Junior Secretaries.

10 Financial & Liability Matters

- (1) The Club shall maintain a banking account or accounts in the name of the Club with a suitable Bank or Building Society to hold the Club's funds.
- (2) It shall be the responsibility of the Junior Treasurers to ensure that monies received are properly accounted for, and that the Club's financial records are kept in good order. In particular, the Junior Treasurers shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Club.
- (3) The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances. All monies received on behalf of the Club from investments or from sponsorship shall be handed to the Senior Treasurer and be passed by the Senior Treasurer to the Club's bankers. The Senior Treasurer, with the help of the Junior Treasurers, shall keep an account of all sums received and payments made on behalf of the Club, and shall be responsible for the same.



- (4) For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
- (5) The Executive Committee (acting by its members) is authorised to enter into contractual arrangements with third parties for and on behalf of all members, but only to the extent reasonably necessary for the proper performance of its duties pursuant to the constitution and acting always in the best interests of the Club and its members. Non-Executive Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Executive Committee.
- (6) When entering into contractual arrangements pursuant to clause 10(5), the Executive Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
- (7) All monies drawn against Club funds above a threshold approved at the AGM should be authorised by at least two members of the Executive Committee (one of whom must be a Treasurer), either by recorded communication or by access to online banking facilities.
- (8) The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.
- (9) As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the constitution and have taken all reasonable steps to mitigate their loss, they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time, such indemnity to be administered by the Executive Committee, subject to the following exclusions: claims, penalties or other financial loss or liability incurred by a member or members: (i) as a result of criminal offences committed by such members; and/or (ii) in connection with the use of motor vehicles by such members; and/or (iii) which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.
- (10) The Senior Treasurer shall not be liable for any debt or other obligation of the club or society, except where they have personally authorised it in writing.
- (11) The Club's financial year shall run from 1st August to 31st July. The Club's draft accounts shall be presented to the AGM for approval by the Club.
- (12) The Senior Treasurer will send the audited accounts to the University as determined by the Proctors/University Sport Service.



11 Changes to the Constitution

In all cases the Executive Committee is empowered to decide upon the interpretation of these rules.

Subject to clause 17 (Special Matters) the Constitution may be amended at a General Meeting, with approval of at least two thirds of those voting members present.

Proposed changes must be circulated at least fourteen days prior to a General Meeting. Any amendments are subject to approval by the University Sports Service, and must be received by the Sports Service within fourteen days of the vote.

12 The Varsity Match

As detailed in the objects of the Club, as well as providing hockey throughout the normal season, each team of the Club will have an annual Varsity Match against the equivalent Oxford University team. The eligibility of people to play in a Varsity Match is as follows:

- (1) The person must be a member of CUHC with subs up to date.
- (2) The person must abide by any rules laid down by the Cambridge and Oxford joint Blues Committee.
- (3) On representing the Club in a Varsity Match against Oxford, the following awards will be made:
 - a. Full Blues may be awarded to any player in the starting eleven for the Blues Match.
 - b. Additional Full Blues or Half Blues may be awarded to substitutes at the captain's discretion.
 - c. To qualify for either a Full Blue or a Half Blue, substitutes must have been called onto the field of play.
 - d. All Full Blue awards and Half Blue awards are subject to approval by the Cambridge Blues Committees.
- (4) Team colours (*e.g.* Wanderers Colours, Nomads Colours) shall be awarded to all members of the second teams in their respective Varsity Matches.
- (5) Any member of a team who does not play against Oxford in the respective annual Varsity Match is not eligible for an award of any kind.

These criteria are accurate for 2021 and will be updated by the Executive Committee having consulted the University Blues Committee.

13 The Annual Inter-Collegiate Knockout Cup (Cuppers)

It is the responsibility of the Junior President to delegate to the Executive Committee to organise, each year, the inter-collegiate men's and women's knockout cups. The draw shall be made in the first week of Lent Term with appropriate seeding of the semi-finalists of the previous year's competition.



14 Complaints Process

- (1) Prior to submitting a written complaint members should, where possible and appropriate, first discuss any concerns that they may have in relation to club activities with a member of the Executive Committee, Club Welfare Officer or relevant team captain so that a suitable informal resolution may be considered. If not possible or appropriate, or an informal resolution cannot be agreed, then the member should follow the complaints process identified in the remainder of this clause.
- (2) The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct. (moved)
- (3) Prior to submitting a written complaint, members should refer to the University Sports Club Incident Pathway (Students/Adults) to determine the complaints procedure(s) that should be followed. Advice on the appropriate procedure(s) may be sought, in confidence, from the Club or Sports Service Welfare Officer(s) whose contact details can be found in the Club Welfare Policy.
- (3) Where a club level complaint is indicated, this must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
 - (a) The Executive Committee will acknowledge receipt of any written complaint within 7 days.
 - (b) The Executive Committee will meet to review the complaint within 21 days of receipt to determine what information, response or action is required. The Executive Committee will also agree an appropriate timescale for the process to be completed. This will be communicated to the complainant within 7 days of the meeting taking place.
 - (c) Where indicated by the University Sports Club Incident Pathway (Students/Adults), or when agreed by the Executive Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.
- (4) Complaints against a member(s) of the Executive Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.

15 Disciplinary Process

- (1) Subject to the remainder of this clause, the Executive Committee, in consultation with the Senior Treasurer, shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute; constitute a breach of the Code of Conduct; or materially harm or present a risk of material harm to the interests of its members. This includes the situation where a case of serious misconduct is reported to the Club and the complaints procedure results in the matter being referred to another body, *e.g.* the University's Office of Student Conduct, Complaints and Appeals (see clause 14(3)).



- (2) The Executive Committee, in consultation with the Senior Treasurer, may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence.
- (3) In line with clause 14, written notice of any investigation by the Senior Treasurer will be provided within 28 days of a complaint being received. In the case of serious misconduct, the Club Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- (4) The member against whom a complaint has been made will be given an opportunity to make written or oral representations, following the conclusion of any investigation, before a decision is taken regarding expulsion. The expulsion of a member can only be effected, following a majority vote of all Executive Committee members.
- (5) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.
- (6) If a member who has been excluded, suspended or subject to other disciplinary action pursuant to this clause wishes to appeal the decision, that appeal should be made to the Secretary of the University Sports Committee who will convene a Review Group from members of the Sports Committee/Sub-Committees. The Review Group will consider the investigation process and the facts of the case and their decision will be final.

16 Dissolution

- (1) A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 18.
- (2) In the event of dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall become the property of the University and shall be transferred to the Sports Service.

17 Special Matters

The following matters ("Special Matters") require approval by the Senior Treasurer and at least two thirds of the Members present and voting at any General Meeting at which any of the following matters require approval:

- (1) Any amendment to the Constitution which materially affects the position of the Members, or which materially alters the relationship between the Club and the University, or between the Club and its Old Members.
- (2) The dissolution of the Club.
- (3) Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
- (4) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.



18 Provision of Information

The Executive Committee must supply annual accounts of the Club to the University, together with such other information as the University may reasonably require from time to time, whether in connection with the Club's registration as a Sports Club of the University, or in relation to the need to ensure that the Club is being administered in accordance with paragraph 28(1)(a) of Schedule 3 to the Charities Act 2011 or otherwise.

19 Declaration

CUHC hereby adopts and accepts this constitution as its current constitution regulating the actions of members, and will also comply with all University and legal requirements.