

# **LOUTH HOCKEY CLUB**

## **Constitution**

### **1 Name**

The Club will be called **LOUTH HOCKEY CLUB** and will be affiliated to the England Hockey. It will be based at The Pavilion, London Road, LOUTH, Lincolnshire, LN11 9QP, and will use the all weather pitch and facilities of the Pavilion.

### **2 Aims and objectives**

The aims and objectives of the Club will be:

- 1 To offer coaching and competitive opportunities in Hockey and to implement policies laid down by England Hockey.
- 2 To promote the Club within the local community and Hockey
- 3 To ensure a duty of care to all members of the Club
- 4 To provide all its services in a way that is fair to everyone
- 5 To ensure that all present and future members receive fair and equal treatment.
- 6 To raise funds to make the Club viable and solvent.

### **3 Membership**

The Club shall have recognition of Full Membership, by affiliation, to E.H., the E.R.H.A., and the L.H.A.

Membership should consist of officers and members of the Club, and shall be open to all, irrespective of gender, sexuality, ethnic background, social disadvantage or special needs.

All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and Codes of Conduct that the Club has adopted.

Subject to prior approval by the Management Committee, any member may nominate and at the A.G.M. shall bestow Life Membership to those persons upon which the Club wishes to confer a mark of honour following distinguished or devoted service to hockey.

Members will be enrolled in one of the following categories:

- 7 Full member
- 8 Associate member
- 9 Junior member
- 10 Life member
- 11 Friends of Louth Hockey Club

### **4 Membership fees**

Membership, match and training fees will be set annually and agreed by the Management Committee or determined at the A.G.M.

Subscriptions should be paid at the beginning of the season, but no later than 31<sup>st</sup> October.

### **5 Personal Risks and Insurance**

Members of all ages shall accept that they participate in all Club activities entirely at their own risk. Members shall be responsible for their own extra insurance, health and fitness requirements.

The Club shall hold a policy of third party insurance to a liability limit of not less than £1,000,000.

Club members shall be aware that they are not insured for any personal accidents either on or off the field of play, other than as they affect a third party. An exception to this would be, for example, if the Club chose to include personal accident/ dental/ optical cover as an extra option together with the required third party liability cover.

## **6 Officers of the club**

The officers of the Club will be:

- 12 Chair
- 13 Vice Chair
- 14 Secretary
- 15 Treasurer
- 16 Captain (1 per team)
- 17 Vice Captain (1 per team)
- 18 Publicity Officer (1 per team)
- 19 Junior Representatives (2)
- 20 Parent Representatives (2)
- 21 Any other relevant position.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election.

## **7 Committee**

The Club will be managed through the Management Committee consisting of:-

The Officers elected at the A.G.M. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee may co-opt other members at a later date if it should consider this necessary. These and Associate members will also have the power to vote.

The Management Committee will be convened by the Secretary of the Club and held no less than four times per year.

The quorum required for business to be agreed at Management Committee meetings will be: Seven.

The Management Committee will be responsible for adopting new Policies, Codes of Conduct and Rules that affect the organisation of the Club.

The Management Committee will have powers to appoint sub-committees as necessary and have the power to fill any vacancies among the officers on any Committee for the unexpired term of office of the retiring officer.

The Management Committee may appoint advisers to the Management Committee as necessary to fulfil its business. Such persons shall not have the power to vote

The Management Committee will be responsible for disciplinary hearings of members who infringe the Club Rules/Regulations/ Constitution.

The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

If a member is expelled or suspended as a result of a Management decision any interest such a member shall have in the Club shall be thereby forfeited.

The Management Committee will liaise with East Lindsey Council (E.L.D.C.) for proper maintenance of the all weather surface and also with regard to Club's use of the Pavilion facilities at London Road, Louth, Lincolnshire

## **8 Finance**

All Club monies will be banked in an account held in the name of the Club.

The Club Treasurer will be responsible for the finances of the Club.

The financial year of the Club will end on: 19<sup>th</sup> March

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheque drawn against Club funds requires two signatories from a pool authorised by the A.G.M.

## **9 Annual General Meetings**

The Annual General Meeting (A.G.M.) will be held in May each year or as soon thereafter as possible.

Notice of the A.G.M. will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the A.G.M.

Election of officers is to take place at the A.G.M. (by simple majority)

Only paid up full members/associate members/junior members together with life members and friends of Louth Hockey Club have the right to vote at the A.G.M.

The quorum for the A.G.M. will be 11

The Management Committee has the right to call Extraordinary General Meetings (E.G.M.) outside the A.G.M. Procedures for E.G.M. will be the same as for the A.G.M.

## **10 Rules and Conduct**

The Rules of the Club shall only be altered at the A.G.M., or at an E.G.M., called for that purpose. At least 21 days notice, specifying the proposed amendments, shall be given to all members of any meeting at which alterations of the rules are to be discussed.

The Rules of England Hockey shall govern the play of all players, umpires, officials and spectators.

Players shall:

**a)** respect the spirit of fair play and non-violence and behave accordingly on and off the field of play as laid down by England Hockey International Hockey Federation

**b)** abide by the disciplinary and conduct requirements of the Leagues, Competitions and Associations responsible for the organisation of the various competitions in which they participate in.

**c)** abstain from using substances prohibited by the rules of the I.O.C., and F.I.H.

Every member of the Club shall be bound by these rules and the bye -laws of the Management Committee.

## **11 Discipline and appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

## **12 Club Teams**

The Club will operate four sections:

Women's

Men's

Mixed

Junior

All sections will abide by the Club Constitution and Rules, as stated in Section 10

The Club will endeavour to provide equal hockey opportunities for all fully paid up members to develop their hockey skill and play at the highest level, appropriate to their skill level and understanding of the game. This, however, cannot be guaranteed due to fixture availability and composition of Club teams.

Player selection will adhere to the criteria, and guidelines, laid down in the Club's selection policy which can be viewed on the Club's website or from documents held by the Club Secretary and Captains.

Club members, other than non-driving juniors, shall be expected to offer a fair share of transport provision during the season.

## **13 Club colours**

Club colours are Navy Blue and Emerald Green.

## **14 Amendments to the constitution**

The Constitution will only be changed through agreement by majority vote at an AGM or EGM. Any change to the Constitution shall be submitted, in writing, to the Secretary no less than 21 days prior to the A.G.M.

## **15 Dissolution**

A resolution to dissolve the Club can only be passed at an A.G.M. or E.G.M. through a majority vote of the paid up members.

In the event of the Club being dissolved, members of the Management Committee shall be responsible for the winding up of the affairs of the Club. After payment of all debts and liabilities, the committee shall transfer all remaining assets to another local charity, voluntary or community group with similar objectives.

**16 Declaration**

**LOUTH HOCKEY CLUB** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members as adopted at the Extraordinary Meeting on the 4th August 2010.

Signed:

Date:

Signed:

Date:

Name:

Club Chair

Name:

Club Secretary