

# **Market Deeping Hockey Club**

## **Club Constitution**

May 2009

### **Name and address of Hockey Club**

1. The Club shall be called "Market Deeping Hockey Club" hereafter known as MDHC.
  - The address of MDHC's home pitch is Market Deeping Sports Field, Linchfield Road, Market Deeping, Lincolnshire.
  - For all correspondence addresses please check the web site ([www.mdhc.org.uk](http://www.mdhc.org.uk))

### **Affiliations**

2. MDHC is affiliated to England Hockey Association, the East Region Hockey Association and to the Lincolnshire County Hockey Association and shall be bound by the rules and regulations of these associations.

### **Aims and Objectives**

3. The primary aims of MDHC are the promotion and encouragement of men's and ladies hockey for the enjoyment and satisfaction of the participants in playing the game. The objectives are thus;
  - To provide the opportunity for all female and male members to play hockey within all age groups.
  - To encourage, promote and develop playing the game of hockey and associated activities such as umpiring, coaching, coach education, club administration and team building within the club as well as within the local community.
  - To work with and within the recognised administrative and organisational associations (para 2) and help development of these associations.
  - To ensure that "Equality and Diversity" is practised at all times.

### **Club Colours**

4. MDHC's colours shall be based on maroon shirts with white trim and numbers, white shorts (men) or Maroon skirts/shorts (women) and maroon socks. The reverse of the tops and socks or the use of plain white tops and plain white socks should be worn when necessary to avoid a clash of colours with opponents.

### **Hockey Activities**

5. The Club shall participate in Men's and Ladies league and tournament hockey and also in mixed hockey, indoor hockey, festival and friendly matches as decided by the Executive Committee. Such participation should be at the best possible level and with a sufficient number of matches to give all playing members adequate, fair and regular playing opportunities.

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## **Communications Standards**

6. Members and prospective members shall provide the Club Committee with their name, address, home/work/mobile telephone numbers plus email address (where available). MDHC will safeguard this information. MDHC will primarily use email and mobile telephone communication methods and communicate with members through the website (<http://www.mdhc.org.uk>) and in writing where required. Members should make the Club Committee aware of change of communication details as soon as possible. MDHC shall prepare an electronic fixtures card for each league team for the beginning of the season, listing all league fixtures and dates for friendly fixtures together with essential organisational details. Printed copies are available where necessary

## **Membership**

7. Membership is open to both Men and Women and shall consist of:

- A president
- Honorary Vice Presidents
- Chairperson
- Senior Hockey Playing Members (defined as being over 18 years of age and in full time employment)
- Junior Hockey Playing Members (defined as being under 18 years of age or eligible for the concessions set by the committee)
- Student Hockey Playing Members (eligible for concessions set by the committee)
- Honorary Life Members
- Social Members
- Umpires and other non-playing Members

a) A person may become a member of MDHC by joining the club training sessions, joining in with club activities and by paying the appropriate subscription fee. All members shall be given a copy of the Club Constitution and other rules on joining the club. All junior members must have written consent of their parents (juniors here defined as less than 16 years of age).

b) Any person can request a copy of the Club Constitution from a member of the Club Committee.

c) Honorary Life Members shall be elected at the AGM on the recommendation of the Committee. Only members who have long meritorious service to MDHC and who have had an active part in one or more of the Club Committees shall be eligible for consideration.

d) In the event that the Committee has any reason to consider withdrawing membership from a member, the Secretary shall give that member a minimum of 2 weeks notice in writing inviting them to a committee meeting specially convened to discuss this matter. The Committee may suspend membership until this special meeting. The committee's decision shall be final.

e) If someone leaves the club for whatever reason after paying their subs we will refund at an agreed pro-rata rate

## **Subscriptions**

8. The Subscriptions for all Club membership shall be reviewed annually by the Committee and shall be due and payable by members after they have played 4 competitive games of the season. Any playing member whose subscription is not paid by the 1<sup>st</sup> February shall cease to be a playing member and therefore not be eligible for consideration for team selection ahead of paid-up members until such time as the subscription is paid.

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- The Administrative sub-committee shall maintain a full record of all subscriptions, donations and loans
- In addition to a subscription each playing member shall pay appropriate match fees of an amount to be reviewed annually by the committee and endorsed at the AGM.
- If a playing member owes more than 3 weeks match fees to the club they shall not be eligible for selection ahead of other paid-up members until their debt is settled
- Honorary life members shall not be required to pay a subscription to the club but will still be required to pay match fees
- The Club website will detail how members' subscriptions are spent on their behalf.
- The Club website will detail the amount payable in subscription fees

### **Personal Risk, Conduct & Discipline**

#### **9. Members of all ages shall accept that they participate in all Club activities entirely at their own risk.**

a) Members shall be responsible for their own personal injury insurance, health and fitness requirements and shall be responsible for ensuring that they conduct themselves on the field of play in accordance with the "Conduct of Play" rules and requirements published in the Rules of Hockey by the International Hockey Federation ([www.FIHockey.org](http://www.FIHockey.org)). Members shall be made aware of the Club insurance policy. Umpires shall carry their own insurance and make the Club aware of their insurance details unless they have affiliated themselves to the county umpires association insurance scheme.

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

c) The Club committee shall be responsible for responding to disciplinary matters both on and off the field of play, in accordance with the association's requirements. Any player who has been cautioned by an umpire with a yellow or red card may appear before the committee and may be fined or suspended from club activities for a period deemed appropriate. Any person receiving a card from an umpire during a game will have a review with their captain and appropriate coaching discussed and asked to complete. Any player receiving 3 or more Yellow cards or 1 Red card will be suspended and the Club will add an additional week to the formal suspension handed out to this individual. Any player wishing to appeal a decision or a suspension may do so in writing within 10 days of the suspension addressed to the Club Chairperson. This will then be discussed during the next Club Committee meeting and the individual concerned may be asked to attend.

### **Youth Policy**

10. MDHC acknowledges it has a duty of care to safeguard all children involved in the club from harm. A child is defined as a person under the age of 18 (The Children Act 1989). We want to provide children and young people with appropriate safety and protection whilst in the care of the club and allow club officials / volunteers to make informed and confident responses to specific child protection issues.

a) The club shall encourage young players to join and participate in all club activities. Such young members shall receive coaching and the benefit of other resources as the club can make available with a view to nurturing a youthful interest in the sport and generating the highest possible standards of play and conduct consistent with the expectations of a voluntary sports club.

The Club's Welfare Policy can be seen on our website

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## **Club Management**

11. A Executive committee consisting of the following shall conduct the management of MDHC:

- Chairperson
- Secretary
- Treasurer
- Business Manager
- Men's Representative
- Ladies Representative

a) The minimum number to form a quorum at a committee meeting shall be two plus the Chairperson.

b) No one person can hold one of these positions for more than 3 consecutive years and must opt out of the position after completing their 3<sup>rd</sup> year.

c) The club committee will invite the following members along to some committee meetings to discuss selected items on the agenda as the Chairperson sees fit:

- Fixtures Secretary(s)
- Social Secretaries
- Club Captain
- Team Captains
- Press & PR Officer
- President
- Youth Development Rep
- Any other paid-up club member who wishes to raise or is involved in a club issue

d) Nominations for the committee are open to all members and it is the responsibility of each member who wants to stand for a position to let the Club Chairperson or Club Secretary know of their intention to stand no later than 2 days before the AGM. Each nomination must be properly proposed and seconded and must be completed no later than 2 days before the AGM and advised to the Secretary in writing or email. All nominees must be aware that they are being nominated and must have given their consent to be nominated to their proposers and seconders. Nominations for any office shall only be accepted at the AGM if no written nominations have been received by the due date.

e) All committee members may seek re-election annually at the AGM.

f) The committee shall have the right to remove from office any Club official whose actions, in the opinion of a majority of the committee, are prejudicial to the best interests of the Club or by whose actions fails to carry out his/her duties to a satisfactory standard or in a timely manner. In the event of such a removal the committee shall have the power to co-opt a person to carry out those duties until the next AGM. In the event of a resignation from the committee during the year the committee shall have the power to appoint a member to fulfil the vacated duties.

g) An Extraordinary General Meeting (EGM) shall be called to fill a vacancy only if the committee takes the view that serious organisational or financial problems need to be urgently and formally resolved.

h) The committee shall have the power to appoint a member to undertake duties not specifically defined on a temporary basis.

i) Voting within the committee on all Club matters shall be resolved by a simple majority with the Chairperson having the deciding vote when necessary

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k) The committee shall meet normally once a month plus any other times as considered necessary

l) The Secretary shall retain committee minutes for a minimum period of 2 years (by electronic or physical means) when the necessity for further retention shall be reviewed.

### Financial Management

12. The Treasurer shall maintain a bank account, or accounts, in the name of MDHC. For each and every out-going transaction the signatures of the Treasurer and a second signatory to the account shall be required, the second signatory should either be the Chairperson or a senior member of the committee.

The Treasurer shall be responsible for:

- Presenting a statement of MDHC finances at each committee meeting with a spreadsheet breakdown of all income and expenditure
- Producing an annual statement of accounts which shall be presented for approval to the AGM
- Proposing the financial structure (subscriptions, match fees, fundraising etc) to the AGM for consideration and endorsement
- Ensuring that the bank account(s) remains in credit. In the event of needing to borrow money or raise money for major projects the committee shall endorse the requirements and arrange any necessary guarantees before further action is taken.

a) The committee may appoint paid part-time staff for coaching within MDHC. Such payments are at the discretion of the MDHC Club Committee. The appointments must be reviewed at each Club Committee meeting of MDHC.

b) Expenses shall be paid to drivers at the same rate as England Hockey to all drivers who have a full car. Drivers who do not have a full car will not be eligible for expenses and therefore have to pay match fees. If mileage is less than match fees the difference is still payable to the club. If mileage claim is more than match fees and the driver is carrying a full car the extra is to be paid out of the match fees to that individual driver.

### The Annual General Meeting (AGM)

13. The AGM shall normally be held at a suitable location during the month of April (unless the committee has good reason to choose an alternative time or location) when the committee shall submit reports

a) Club members shall be given at least 4 weeks notice of the date and location and agenda of the AGM by means of written notice on the Club website and verbally by each team captain and emailed to the given email address or posted to them in the event of not having an email address. Intention of attending should be received by the Club Committee in advance of the AGM. All positions within the committee are open for new nominees and anyone can be nominated, proposed and seconded for any position. Intention of standing for a position should be announced at least 4 weeks prior to the event and everyone should be told of who is standing for which position. Only if no-one is standing for a position can a nominee come forward at the AGM.

b) The Club secretary shall also use best endeavours to inform members of the date of the AGM by means which may include telephone, email or written notices and through advertising on the web site.

c) Any member wishing any matter to be considered by the committee for inclusion on the agenda at the AGM must advise MDHC Secretary two weeks in advance

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- d) The committee will provide printed agendas and financial reports to all paid up members in attendance
- e) The Chairperson shall preside at the AGM or any other general meeting. In the absence of the Chair the Secretary shall take the chair. In the absence of both Chair and Secretary the Club Captain will take the chair. The Chair shall preside over the AGM until its conclusion, even beyond election of the new Chair. The new Chair will start their duties after the conclusion of the AGM.
- f) At the AGM the minimum number of votes to elect officials will be 15 full members' votes. In the absence of 15 full members, telephone, text, email or postal votes can be used to allow members to vote. Voting on all club matters shall be resolved by a simple majority. The member presiding shall only have a vote in the event of equality of votes. In the event of a contested election, the candidates shall withdraw from the room. Proposers may then speak for up to 2 minutes on behalf of a candidate and voting shall then take place immediately. The candidates themselves do not state their own case for nomination.
- g) Only fully paid-up members shall be entitled to vote at the AGM; however other members may attend and speak.
- h) The Club Secretary shall be responsible for recording the Minutes of the AGM.
- i) An Extraordinary General Meeting may be called at any time by MDHC Committee or by 3 or more members making a written request to MDHC Club Committee for such a meeting with 4 weeks notice.
- j) Every paid-up member of the club shall be entitled to be present and to vote at any General Meeting of MDHC and should there be equity on any voting issue the Chairperson of the meeting shall have the casting vote. The Chairperson is not allowed to abstain in the event of there being equity in the voting decision.

### **Amendments to Rules**

14. The rules of MDHC shall only be altered by the AGM or by a Special General Meeting (SGM) convened for that purpose. The notice of intention to propose any changes to the Rules shall be given to the Secretary in writing prior to February 1<sup>st</sup>. Any proposal for an alteration to the Rules shall be displayed on the MDHC website giving everyone at least 4 weeks notice before the AGM or Special General Meeting is convened. A Simple majority is required to amend a ruling.

a) In the event of initiating rulings the new rulings will first be discussed by the Committee then members of the club will be informed via post, email or via the website of the new rulings and have 30 days to recommend any changes before the rulings are brought into force. These new rulings will be discussed at the AGM and reviewed accordingly. A simple majority is required to amend any new rulings.

### **Selection of teams and associated members obligations**

15. A single Selection Committee shall represent Men's and Ladies hockey. The selection committee shall consist of the Club Captain, all team captains (vice-captains should attend if captains are not available) and the club coach(es). The Club Captain has the responsibility to organise the selection committee as he/she sees fit taking into account MDHC's aims & objectives.

For any league team, selection shall follow the merit guidelines required by league rules

a) A new player who is transferring from another club shall not be eligible for selection until his/her membership has been accepted by the club committee and the subscription is partially paid and their transfer papers accepted by the Club and the League.

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b) Selection of any member to any team shall be at the sole discretion of the selection committee. In general, the relevant captain shall have the final decision on the team make-up from available members, unless an objection is raised on the basis of non-payment of subscriptions or other monies owed to MDHC or an unresolved disciplinary issue.

c) Whilst every effort shall be made to ensure all fully paid-up members are offered a Saturday game this can not be guaranteed due to the obvious requirements of pitch and fixture availability and the fact that hockey teams comprise 11 players. Selection shall generally be on merit (as stipulated in league rules) with some rotation of players allowed due to personal circumstances and their own personal availability. Any fully paid-up member who feels that he/she is not being offered sufficient hockey may appeal to the Club Captain or the Club Committee. In such circumstances the Committee, or Club Captain, may consider a partial refund of subscriptions or other actions as may be felt necessary

d) Selection of the 1<sup>st</sup> XI shall be made by the 1<sup>st</sup> Team Captain from all available players and the captain shall have priority for the first 12 players dependent on availability.

Club Members should:

- Purchase the correct playing kit (home and away) before making themselves available for selection. The provision of a hockey stick is the members' responsibility unless it is for junior coaching.
- Develop an understanding of the rules of hockey before making themselves available for selection.

Team Captains should:

- Produce a weekly match report for publication on the MDHC website and in local newspapers. This report must include reference to league sponsors and club sponsors.
- Be expected to offer a fair share of transport provision during the season (not applicable to non-drivers!)

### **Social Committee**

16. The Social Committee should advertise their events on the website and by other suitable means giving at least 4 weeks notice to members and send out appropriate invitations by mail, by email, by telephone or by face-to-face discussions. These invitations must be responded to by all members. The social committee work hard to organise these events and the least they should receive is a reply to their work. Members should try to attend fundraising events, social events and other organised events in relation to MDHC and creating a Club Atmosphere within MDHC.

### **Damage and Loss**

17. If a club member wilfully or by neglect damages or loses any of MDHC's property or loses Club money, the committee may decide that he/she shall make good the same without delay. If a criminal offence has taken place the management committee must take a vote on whether the police are called. All criminal matters must be kept private and confidential for the benefit of the Club.

### **Insurance**

18. MDHC shall hold a policy of insurance to a liability limit of not less than

a) MDHC must ensure that all coaches register and hold their own coaches insurance under the England Hockey Scheme

b) Club members shall be made aware that they are not insured for any personal incidents either on or off the pitch other than as they affect a third party

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## Procedures on Winding-up

19. In the event of the club being dissolved all such properties of MDHC, after payment of outstanding obligations shall be distributed to an organisation whose aims are to develop hockey for all.

**Drafted May 2009**

**Approved** \_\_\_\_\_ -

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

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_