



# Club Constitution

## Colchester HC 2016 - 2017



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## CONSTITUTION

### 1 The Name, Location, Objects and Type of Club

- 1.1 The name of the Club shall be COLCHESTER HOCKEY CLUB.
- 1.2 The Club shall be situated in the County of Essex.
- 1.3 The objects of the Club shall be;
  - 1.3.1 The recruitment and development of adults, children and young people into the sport of hockey as players, leaders/coaches, umpires and administrators.
  - 1.3.2 The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level.
  - 1.3.3 To provide equity of opportunity across all areas of the club, to encourage inclusion by minority groups.
  - 1.3.4 To provide a safe, effective and child friendly environment in which to play and learn hockey.
- 1.4 The Club shall be a members club open to all.

### 2 Membership

- 2.1 President – elected annually at AGM by the membership, as a result of advance nominations to the committee. No names will be taken from the floor at the AGM.
- 2.2 Life Members – honorary category for members who have made significant contributions to the Club. Does not preclude playing members. Life Members do not pay subscriptions, but if they are still playing, do pay match fees. Life Members are appointed annually at the AGM. Nominations would normally come from the Management Committee, but Members are welcome to propose names to the Management Committee for their consideration and if accepted, ratification at the AGM.
- 2.3 Playing membership is open to all individuals. Membership is subject to the completion of a membership form,(which may be an electronic form), parental consent (when under 18), payment of appropriate fees, and approval by the Management Committee.
- 2.4 Membership fees will be charged as agreed at the Clubs Annual General Meeting and will include: Full, Junior, Quicksticks and Concessionary membership. Any new membership categories will need to be proposed and ratified at either the AGM or an EGM whichever is the sooner. No membership fees are applicable for Life Members.
- 2.5 The Management Committee shall have the power to take such action as they see fit with regard to any member whose annual subscription or match fees are not paid. . Membership must be

paid by the 31<sup>st</sup> October in any year or earlier if voted at the AGM. If payment has not been made, then players are not considered for selection until payment has been made. Anyone who believes that payment may be an issue, must contact either the Head of Men's Section or Head of Ladies Section in the first instance.

- 2.6 All applications to join the Club shall be submitted to the Management Committee who may accept or reject the application at their discretion.
- 2.7 All members are required to provide The Membership Secretary with their contact details to enable efficient communication.

### **3 Committee and Officers**

- 3.1 The affairs of the Club shall be managed by the Management Committee with input from the General Committee of Colchester Hockey Club except for matters reserved for the club in Annual General Meeting.
- 3.2 Colchester Hockey Club Management Committee shall consist of Chairman (Or 'Chairperson', 'Club Captain', depending on what the individual occupying the position each season wishes to be called), Secretary, Treasurer, Junior Development Officer, Head of Ladies Section, Head of Men's Section, Head Coach, Welfare Officer. Meetings of the Management Committee are intended to be held bi-monthly. The complete Colchester Hockey Club Committee to be invited to quarterly meetings. Ad-hoc meetings can be called as necessary. A Quorum for all Management Meetings will consist of the Chairman plus 3 Management Committee Members to allow any decisions to be made, other than for discussions involving recruitment or termination of the services of Freelance Agents employed by Colchester Hockey Club, whereby 100% of the Committee must be given the opportunity to contribute either in person or via electronic means.
- 3.3 COLCHESTER HOCKEY CLUB GENERAL Committee shall consist of officers named above in 3.2 plus: Fixture Secretary, Team Captains, Junior Member, Membership Secretary, Social Secretary, PR & Communications Officer, Sponsorship Officer, 200 Club Officer, all of whom shall be elected by the Club in Annual General Meeting.

COLCHESTER HOCKEY CLUB Committee may appoint one or more additional officers of COLCHESTER HOCKEY CLUB Committee for such purposes as it may deem appropriate. Where positions remain unfilled at the AGM, Colchester Hockey Club reserves the right to recruit members for key roles outside of any AGM/EGM to ensure the Management Committee has sufficient officers for the ongoing democratic management of the club.

- 3.4 The Treasurer and two further Club Management Committee Members shall be the signatories for all payments made by COLCHESTER HOCKEY CLUB, of which The Treasurer and one of the named must counter sign each and every payment. No payments may be authorised by any representative of COLCHESTER HOCKEY CLUB, without advance clearance by the Management Committee, unless the payment is an ongoing payment made by the Treasurer as part of the normal operational requirements of the club. No discretionary financial agreements can be made towards players by Captains. The Head of Section is the contact point for approaches regarding discretionary agreements.
- 3.5 The Treasurer in consultation with COLCHESTER HOCKEY CLUB Committee shall be responsible for recording all financial income and expenditure of the Club, for presenting audited accounts at each Annual General Meeting of the Club and to submit an outline budget at said AGM. The Treasurer will also be expected to deliver at least a verbal update on club finances at committee meetings and in response to any reasonable ad-hoc requests supported by the Management Committee.

## **4 Powers of the Management Committee**

- 4.1 The Management Committee shall have the following powers:
- a) To fill any vacancy that occurs during the year amongst the Club Officers
  - b) To manage and control the funds and affairs of the Club.
  - c) To make proposals to alter the rules of the Club that shall become binding on all members subject to approval by the membership at a General Meeting.
  - d) To accept, at their discretion, less than the full membership fee from members joining the club depending on the provision of viable circumstances.

## **5 Payments or Benefits**

- 5.1 COLCHESTER HOCKEY CLUB Committee may appoint paid freelance agent for specific projects. Such projects are at the complete discretion of COLCHESTER HOCKEY CLUB Committee, however they must be COLCHESTER HOCKEY CLUB projects. Example appointments: coaching staff for development programmes, Leader qualification course tutors etc.
- 5.2 The appointment of any and every paid freelance agent must be reviewed and confirmed at each meeting of COLCHESTER HOCKEY CLUB. This is to be in line with the terms of reference provided to the freelance agent, ahead of assuming any paid role with Colchester Hockey Club.
- 5.3 Any negotiations involving recruiting paid freelance agents, must involve a clear development and measurement plan for that individual, with reviews at least quarterly within the period of the playing season between the individual(s) and the Management Committee.

The engagement of any external facilitator or freelance agent where payment is required must be agreed by the Management Committee before engagement commences. This should be agreed with all Management Committee members present, with a majority vote. These remunerated roles may include, but are not limited to, external coaching staff, internal coaching staff, umpiring training, junior development coaches, sporting body training staff.

Where it has been decided to dispense with the services of any external facilitator or freelance agent from Colchester Hockey Club, this must be discussed by all Management Committee members with no decision able to be made without all members of the Management Committee contributing to the decision. Ideally all members to be present at a face to face meeting, but a written submission may be accepted in instances where attendance is not possible. Such decisions will be made by the Management Committee with the Chairman having the casting vote as necessary/appropriate. The Management Committee decision is final.

NB Where Colchester Hockey Club pays for the services of any freelance agents, it is the agent's responsibility to ensure they comply with any UK tax legislation applicable at the time of, and during their appointment. The performance of any freelance agent is to be reviewed on an ongoing basis as per the above.

## **5 Annual General Meeting**

- 5.1 An Annual General Meeting (AGM) of the Club shall be held as soon as is possible after the end of the season on completion of audited end of year accounts.
- 5.2 Notice of the time of the Annual General Meeting shall be posted for a period of at least 14 days before the date of such a meeting.

5.3 An Extraordinary General Meeting (EGM) may be called at any time by COLCHESTER HOCKEY CLUB Committee or by three members making a written request to COLCHESTER HOCKEY CLUB Committee for such a meeting, specifying the object of calling the meeting. Notice of the time of the EGM shall be posted for a period of at least 14 days before the date of such a meeting.

5.4 Every fully paid up member (or Life Member), of the Club shall be entitled to be present and to vote at any General Meeting of the Club. Should there be equality on any voting issue the Chairman of the meeting shall have the casting vote.

5.5 QUORUM – for an AGM or an EGM shall be 20 Members of Colchester Hockey Club, who may also be members of the Committee/Management Committee.

## **6 Subscriptions**

6.1 Subscription charges for the Club shall be agreed at the Annual General Meeting.

6.2 Membership renewal dates to be agreed at each Annual General Meeting, but in any case renewal is not to be later than the 31<sup>st</sup> October each year. Anyone experiencing financial hardship in their ability to pay their subscriptions, needs to raise this as soon as possible with their 'Head of Ladies/Men's Section' elected Member.

## **7 Conduct of Members**

7.1 COLCHESTER HOCKEY CLUB Committee must adopt and comply with the England Hockey policies and procedures and ensure all members of the club do also.

7.2 COLCHESTER HOCKEY CLUB Committee may suspend, or in extreme circumstances – cancel - the membership of any member whose conduct has been, in the opinion of COLCHESTER HOCKEY CLUB Committee and in line with England Hockey policy, contrary to the interests of the Club. For clarity, should any member of CHC be deemed to have acted unconstitutionally, the Management Committee has the authority to 'sack' said member.

7.3 Colchester Hockey Club Committee must ensure that all members comply with the terms of the licence the club holds with Sodexo Management Company (Or any subsequent Management Companies who may assume responsibility for the facilities), when using the Garrison Venue. (A copy of which is to be provided to all Captains).

7.4 . Any information or equipment provided to any member or Club Officer by Colchester Hockey Club remains the property of said hockey club. Should any member or Club Officer either resign or be asked to leave. All information and equipment provided remains the property of Colchester Hockey Club and as such should be returned. This also covers electronic information provided to Club Officers. All of the use of and retention of data is to be in line with the prevailing data protection act.

## **8 Changes to the Constitution of the Club**

8.1 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.

## 9 Dissolution of the Club

9.1 If the Club shall pass 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, COLCHESTER HOCKEY CLUB Committee shall take immediate steps to convert all of the assets of the Club into money.

9.2 The proceeds of the conversion shall be used by Colchester Hockey Club Management Committee firstly to discharge all the debts and liabilities of the Club. Any balance shall be passed to an appropriate beneficiary, to be decided at the General Meeting to dissolve the club, once all debts and liabilities have been dispensed with.

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_