



Bridgwater Hockey Club Constitution

2012-13

THE BRIDGWATER HOCKEY CLUB

CONSTITUTION

1 TITLE

The title of the club shall be the Bridgwater Hockey club, hereafter referred to as “the club”.

2 OBJECTIVES

The objectives of the club are:

- a) To provide facilities to play and promote participation for the whole of the community in the sport of hockey.
- b) To play the game of hockey under the rules of hockey as prescribed by England Hockey Association (England Hockey).
- c) To manage the financial and administrative affairs of the club effectively and to ensure that all actions comply with the non-profit making ethos of the club.
- d) To ensure a duty of care to all club members and to provide the environment, services and opportunities that are open to all and that ensure equal treatment for all present and future club members.
- e) To carry on any ancillary activity that is approved by the committee.

3 STATUS

The club shall be a non-profit making members club and in no circumstances shall its assets be distributed to any of its members.

4 CLUB COLOURS

The club colours shall be: predominantly red shirts, black shorts/skirts and black and red socks. Alternative away colours may be used in the case of a colour clash.

5 HEADQUARTERS

The headquarters of the club shall be at the Bridgwater Sports & Social Club, Bath Road, Bridgwater (Telephone 01278 446215). The current playing surface is Astra-turf and home matches will be played at Chilton Sports Centre (Telephone 01278456087).

6 MEMBERS

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.

- a) The membership of the club shall consist of Playing members, the President, Vice Presidents and Life Members and Associate Members. All playing members and Associate members must pay a subscription. Members who fail to pay their subscription by 31st December are lapsed members and will have to re-apply for membership of the club. See section 12.



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- b) Any person seeking playing membership shall be so elected at the discretion of the selection committee. This membership shall be provisional until it is endorsed at the Annual General Meeting, or at a meeting of the management committee. The management committee can refuse to elect any applicant but must provide their reason for so doing such as conduct or character which would bring the club into disrepute.
- c) The President, Vice Presidents and new Life Members shall be elected at the Annual General Meeting.
- d) Club membership shall be valid for twelve months from 1st September.
- e) Each member (with the exception of the Minis) shall have one vote to be made in person at all general meetings of the members.
- f) Members can, at any time, by giving notice in writing to the secretary, resign their membership of the club. That member shall, however, be responsible for any annual subscription, match fees or other outstanding debits to the club at the date of resignation.
- g) Termination of membership for conduct considered to be detrimental to the club shall be at the discretion of the management 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.

7 MANAGEMENT COMMITTEE AND OFFICIALS

The management of the clubs affairs shall be solely vested in the management committee, which shall be comprised of the following club officials:

- President
- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Membership Secretary
- Fixture Secretary (Ladies)
- Social Secretary
- Press Officer and Archivist (Web-site Administrator)
- Club Captain
- Team Captains
- Fixture/Match Secretary (Men's)
- Team Secretary
- Umpire's Secretary
- Coaching Co-ordinator
- Child Protection Officer
- Unspecified members (up to 2)

With the exception of the Team Captains, any member may fill any post irrespective of gender. The above officials shall be elected at the Annual General Meeting when each official shall be proposed and seconded. They shall hold office until the next Annual



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General Meeting. A person may hold more than one office if so elected. Any post still vacant after the Annual General Meeting may be filled by any member of the club at the discretion of the management committee. The management committee requires six members to attend a meeting to constitute a quorum.

The management committee has the powers to co-opt members as it sees fit.

The management committee may appoint sub committees from its numbers and allocate to them such duties to any of the club as it may determine.

8 SELECTION COMMITTEE

The selection of teams for each official team side will be decided by a SELECTION COMMITTEE. The selection committee can contain any members at the discretion of the captains. Selection for men and women's matches may be considered by a meeting of the relevant players.

9 ANNUAL GENERAL MEETING

The Annual General Meeting shall be held no later than the last day of June. At least 21 days notice of the date and agenda of this meeting shall be given by the secretary to all members. An Extraordinary General Meeting may be called if the secretary receives in writing, a request of such a meeting, signed by at least 10 members of the club. 14 days notice shall be given for such a meeting.

10 VOTING AND QUORUM

At all times resolutions shall be carried by a simple majority, by a show of hands of the members voting but any member may insist on a secret ballot. The Chairperson shall have the casting vote on matters arising at all general and management committee meetings. A quorum of members for any Annual General Meeting or extraordinary general meeting shall consist of the lower of one quarter of the full membership of the club or 15 members. In the event of equality the elected chairperson of the meeting shall have a casting vote.

11 DISCIPLINE

The management committee may suspend a member, if for any reason; it considers the behaviour of the member to be detrimental to the club. This rule is designed to include behaviour on the pitch, within club confines or at any other time. For matters occurring during a match the management committee is likely to enforce guidelines laid down by England Hockey. Members so suspended or whose membership has been, may appeal against their punishment, by writing to the secretary within 7 days of being notified of the punishment and may appear before the management committee to present their appeal. The decision of the management committee on appeals is final in cases of suspension (whereas in termination appeals would be subject to club ratification).



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12 SUBSCRIPTIONS, MATCH FEES AND EXPENSES

- a) The form and level of subscriptions match fees and expenses for the following season shall be decided at the Annual General Meeting.
- b) The rates for subscriptions and match fees shall be different for Adult members, Students, Junior, Mini, Associate and OAP members. A Mini is one 11 and under, a Junior is one 11-15 and Students are 16 and over and in full time education. The relevant date for determining age being 1st September. It should be understood that differing rates of subscription relevant to the aforementioned categories may be agreed at the discretion of the management committee.
- c) Subscriptions are considered to be due before 31st October; otherwise players may not be eligible for selection. See also section 6a.
- d) Any subscriptions payable by new members shall be due on election and the management committee may at their discretion amend or repay any subscription where members do not play the full season.
- e) **The level of payment of subscriptions is deemed as full at the committee's discretion.**
- f) Match fees are due on the day of the match. Any member with an outstanding match fee of four weeks or more will not be eligible for selection until these monies are paid.

13 FINANCE

The management committee has the power to raise or expend finances by any means it considers in the best interest of the club. The following cases, however, require the consent of two-thirds of members voting at either the Annual General Meeting or Extraordinary General Meeting.

- a) The winding up of the club
- b) The transfer of assets elsewhere
- c) Any items of expenditure in excess of £5000.

14 ACCOUNTS

Financial statements showing the club's financial position shall be duly prepared and reviewed as necessary and presented for adoption at the Annual General Meeting. For purposes of accounts, the year-end is considered to be 30th April each year. The club's accountant shall be appointed at the Annual General Meeting.

15 INSURANCE

Members or visitors leaving unattended vehicles, personal kit, clothing or other property at the club, do so at their own risk. The club shall not be responsible for any loss, damage or injury resulting from this or any cause. Members also play at their own risk and are advised to take out their own personal accident insurance. The club insurance does cover public liability.

16 CLUB POLICIES

- a) Child Protection Guidelines
- b) Equity Policy Statement



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- c) Health and Safety Policy
- c) Code of Conduct for Club Officials and Volunteers
- d) Code of Conduct for Parents
- e) Guidelines for dealing with incidents and accidents
- f) Junior Club Rules

These policies can be located as separate documents to the formal constitution and are listed here for completeness and identification and can be updated through the authority of the management committee and thus do not necessarily require the same ratification procedure as the constitution itself.

17 DISSOLUTION OF THE CLUB

After following the procedures outlined in section 13 FINANCE in the event of the winding up of the club the management committee shall firstly take immediate steps to convert all of the assets into money.

The proceeds of the conversion shall be used to discharge all the debts and liabilities of the club. Any balance shall be passed in the first instance to a successor club (determined by the management committee) but failing this shall next fall to the relevant Hockey Association (being currently Somerset).

18 AMENDMENTS TO THE CONSTITUTION

The constitution can only be amended at the Annual General Meeting or Extraordinary General Meeting. The notice of any proposed amendments must be submitted in writing to the secretary at least 21 days prior to the Annual General Meeting or Extraordinary General Meeting and must be included in the agenda sent to the club members. No amendment can be made without the consent of a least two-thirds of the members voting at the meeting.

19 MATTERS NOT PROVIDED FOR IN THIS CONSTITUTION

Any question that may arise, not provided for in this constitution, shall be settled by the management committee and the members shall be bound by their decision until the next Annual General Meeting or Extraordinary General Meeting.