

Bridgwater Hockey Club – Constitution

(Proposed 2019 for adoption at AGM)



1 Name

The club will be called *Bridgwater Hockey Club* (“the Club”), and may also be known as *Bridgwater HC*. The Club will be affiliated to the national governing body, *England Hockey*.

2 Aims and Objectives

The aims and objectives of the Club will be:

- To offer coaching and competitive opportunities in hockey for all levels of player.
- To promote the Club and hockey within the local community.
- To play the game of hockey under the rules of hockey as prescribed by England Hockey.
- To manage the financial and administrative affairs of the Club effectively.
- To ensure a duty of care to all members of the Club.
- To provide all its services in a way that is fair to everyone.

3 Membership

- (a) Membership of the Club is open to anyone interested in playing, promoting, coaching, umpiring, volunteering or otherwise participating in hockey, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
 - Full member (adult playing member).
 - Full member – goalkeeper (adult playing member - goalkeeper).
 - Junior member (6 to 16 years old – school age).
 - Student member (16 to 18 years old or older studying full time or part time recognised qualifications at school, college or university).
 - Life member (as elected at the Annual General Meeting (“AGM”)).
 - Vice-Presidents (as elected or re-elected annually at the AGM).
 - Associate members (Non-playing adult member).
- (c) 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 practice that the Club has adopted.
- (d) Members in each category (excluding Life Members and Vice-Presidents) will pay membership fees each year, as determined at the Annual General Meeting.
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee.

4 Sports Equality

- (a) The Club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so the Club acknowledges and adopts the following Sport England definition of sports equality:

“Sports equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture

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and structure of sport to ensure it becomes equally accessible to everyone in society.”

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All members of the Club have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to the Club disciplinary procedures.

5 General Committee and Core Committee

- (a) The affairs of the Club shall be conducted by a committee which shall consist of the Chair, Treasurer, Secretary, Vice-Chair, President, Club Captain, Welfare Officer, Fixture Officers, Communications Officer, Team Captains, Umpires Secretary, Coaching coordinator, Junior coordinator, who shall be elected at the Annual General Meeting, together “the Committee”.
- (b) The General Committee shall elect and co-opt a Selection Coordinator for each of the men’s and ladies’ sections of the Club to manage the implementation of the Selection Policy.
- (c) All General Committee members must be members of the Club.
- (d) The term of office shall be for one year, and members shall be eligible for re-election to the General Committee
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the General Committee shall have the power to co-opt a member to serve in the post or allocate responsibilities to a remaining General Committee member until the succeeding Annual General Meeting.
- (f) The General Committee may at its discretion choose to add additional posts to the General Committee, as General Committee members, for election at the AGM or at any subsequent time.
- (g) Selection for men’s and ladies’ matches will be considered by a meeting of the relevant team captains and/or vice captains and the relevant Selection Coordinators.
- (h) The General Committee will be responsible for disciplinary hearings of members who infringe the Club’s rules/regulations/constitution. A sub-committee of Chair, President and the relevant team captain will meet to brief the General Committee. The General Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The General Committee meetings will be convened by the Secretary of the Club and be held no less than six times per year.
- (j) The quorum required for business to be agreed at General Committee meetings will be eight.
- (k) Only General Committee members will have the right to vote at General Committee meetings.

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- (l) A subset of the General Committee consisting of the Chair, Secretary, Treasurer, Communications Officer, a General Committee member representing the men's section of the Club and a General Committee member representing the ladies' section of the Club, with an additional two Committee members nominated by the Committee shall form the "Core Committee".
- (m) The Core Committee will meet monthly or fortnightly at the discretion of the Core Committee Members, but on a schedule to ensure the timely and efficient running of the Affairs of the Club.
- (n) The quorum required for business to be agreed at Core Committee meetings will be six.
- (o) The management of the activities and affairs of the Club are vested equally in the Core Committee and the General Committee, save for the following, which will require the approval of the General Committee:
 - a. Making recommendations for consideration at an AGM or Extraordinary General Meeting ("EGM").
 - b. Adopting new policy, codes of practice and rules that affect the organisation of the Club.
 - c. Appointing any advisers to the Committee as necessary to fulfil its business.
- (p) A member may occupy more than one post on the General Committee.

6 Finances

- (a) The Treasurer will be responsible for managing the finances of the Club.
- (b) The financial year of the Club will run from 1st May to 30th April.
- (c) All Club monies will be banked in an account(s) held in the name of the Club.
- (d) A statement of annual accounts (reviewed by a nominated General Committee member, or other nominated Club member) will be presented by the Treasurer at the AGM.
- (e) Any cheque payments or electronic payments drawn against the funds of the Club for amounts greater than £250 may be actioned by the Treasurer only with the authorisation of another Core Committee Member.
- (f) The General Committee has the power to raise or expend finances by any means it considers in the best interests of the Club.
- (g) The following require the consent of two-thirds of members voting at either the AGM or an EGM.
 - a. The winding up of the Club.
 - b. The transfer of assets elsewhere.
 - c. Any items of expenditure in excess of £5,000.

7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of June to:
 - a. Approve the minutes of the previous year's AGM.
 - b. Receive reports from the Chairman and Secretary.

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- c. Receive a report from the Treasurer and approve the Annual Accounts for the preceding Club financial year.
 - d. Receive a report from those responsible for reviewing the Club's accounts.
 - e. Elect the officers on the General Committee.
 - f. Agree the membership fees for the following year.
 - g. Consider any proposed changes to the Constitution.
 - h. Deal with other relevant business.
- (c) Notice of the AGM will be given by the Club secretary with at least 21 days' notice to be given to all members.
- (d) Nominations for officers of the General Committee will be sent to the Secretary prior to the AGM.
- (e) Proposed changes to the Constitution of the Club shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- (f) All members have the right to vote at the AGM.
- (g) Resolutions shall be determined by a simple majority by a show of hands or (at the request of any member) by a secret ballot.
- (h) The quorum for AGMs will be the lower of either 25% of the membership or 15 current members.
- (i) The Chair of the Club shall hold a deliberative as well as a casting vote at General Meetings and General and Core Committee meetings.
- (j) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The General Committee shall also have the power to call an EGM by decision of a simple majority of the General Committee members.
- (k) 14 days' notice shall be given for an EGM.
- (l) All procedures for an EGM shall follow those outlined above for AGMs.

8 Amendments to the Constitution

The Constitution will only be changed through agreement by majority vote at an AGM or EGM.

9 Discipline and Appeals

- (a) All concerns, allegations or reports of poor practice or abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's Child Protection Policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The General Committee will meet to hear complaints within 7 days of a complaint being lodged. The General Committee has the power to take appropriate disciplinary action including the termination of membership, or the suspension of a member.
- (d) 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 7 days of the hearing.

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- (e) There will be the right of appeal to the General Committee following disciplinary action being announced. The General Committee should consider the appeal within 7 days of the Secretary receiving the appeal.

10 Dissolution

- (a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution all debts should be cleared with any remaining funds in possession of the Club. Any assets of the Club that remain following this will become the property of another Club with similar objectives (as determined by the General Committee) or Somerset Hockey (England Hockey).

11 Declaration

Bridgwater Hockey Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chair
Sign		Date	

Name		Position	
Sign		Date	

Annexes

The following Policies of the Club (as agreed and published from time to time) form part of and are annexed to the Constitution.

- (a) Annual Membership Fees, Playing Fees (match fees), Expenses and Concessions.
- (b) Safeguarding Policy.
- (c) Equality Policy.
- (d) Health and Safety Policy.
- (e) Selection Policy.
- (f) Code of Conduct for Players, Club Officials, Volunteers.
- (g) Code of Conduct for Parents.
- (h) Guidelines for dealing with incidents and accidents.
- (i) Junior Club Rules.

These policies are drawn up in line with England Hockey guidelines as separate documents to the constitution and act to guide the actions of the Club and the Committee. These may be updated by the General Committee and do not require the same ratification procedure as the Constitution.