

Club Constitution

1 Name of Club

The club will be called *Addiscombe Hockey Club* (hereinafter will be referred to as The Club), and may also be known as *AHC*. *Addiscombe Hockey 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
- To promote the club within the local community and hockey
- To form part of the Sandilands Club
- 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
- To ensure the club is financially self-sustaining

3 Membership

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in hockey, regardless of sex, age, disability, ethnicity, religious belief, sexuality or social/economic status.
- (b) The membership shall consist of the following categories:
- Full member
 - Junior member
 - Student member
 - Life member
 - Social 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 will pay membership fees, as determined by the Club Committee.
- (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 membership fee has been paid by the due date and/or membership has been agreed by the Club committee.
- (f) All members shall automatically become members of the Sandilands club, to whom the hockey club will pay any relevant subscription.

- g) Members and officials of visiting Clubs and Neutral Officials shall be elected Temporary Members of the Club for that day. They shall enjoy the facilities of the Club but are not entitled to attend any meetings.
- h) All members will have access to the constitution and policies either on request or through normal information channels.

4 Sports Equity

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

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture 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 sex, age, disability, 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 club members 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 club disciplinary procedures.

5 Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary, Men's Club Captain, Ladies Club Captain, Welfare Officer, Fixtures Secretary, Junior Section Chair, PR Officer, Facilities Officer, and Social Secretary, who shall be elected at the Annual General Meeting.

The President shall be entitled to attend committee meetings but shall not be entitled to vote.

- (b) All committee members must be members of the Club.
- (c) If required, the committee shall elect a Vice Chair from among its members.

- (d) The term of office shall be for one year, and members shall be eligible for re-election.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (g) The Committee will have powers to appoint any advisers, or co-opt any members to the Committee as necessary to fulfil its business.
- (h) The Committee will be responsible for establishing any sub-committees as necessary to fulfil its business, including terms of reference and financial delegations.
- (i) The Chair of any sub-committee must be an elected member of the Club Committee, and the Club Chair and Secretary are ex-officio members of all sub-committees.
- (j) Membership of any sub-committee will be confirmed by the Club Committee.
- (k) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (l) The Committee shall have the power to grant Honorary Life Membership to any person who has rendered special service to the Club, whether or not they are currently a Member of the Club.
- (m) The committee meetings will be convened by the Secretary of the Club and be held no less than 6 times per year.
- (n) Only elected and co-opted members of the committee will have the right to vote at committee meetings.
- (o) The quorum required for business to be agreed at Committee meetings will be 4.

6 Finances

- (a) The Club treasurer will be responsible for the finances of the Club.
- (b) The financial year of the Club will run from 1st April to 31st March.
- (c) All Club monies will be banked in an account held in the name of the Club.

- (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn against Club funds should hold the signatures of the treasurer plus at least one other officer.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

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) within six weeks of the final league match of the season to:
 - Approve the minutes of the previous year's AGM;
 - Receive and consider reports from the Chairman and Secretary;
 - Receive and consider a report from the Treasurer and approve the Annual Accounts;
 - Receive a report from those responsible for certifying the Club's accounts;
 - Elect the officers on the committee on an annual basis;
 - Elect the President and Vice President(s) on a five-yearly basis.
 - Elect team captains for the following year;
 - Consider any proposed changes to the Constitution;
 - Deal with other relevant business proposed in advance by the membership.
- (c) Notice of the AGM (and EGM) will be given by the Club Secretary with at least 14 days' notice to be given to all members.
- (d) Nominations for officers of the committee will be sent to the Secretary prior to the AGM.
- (e) Proposed changes to the constitution 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. In the case of Junior Members, only those aged 13 or over have the right to vote at the AGM.
- (g) Only male members may vote for male team captains, and only female members may vote for female team captains. The Chairman of the meeting shall hold the casting vote in all elections even though they may have been ineligible to vote in the election.
- (h) The quorum for AGM's will be 10% of the membership or 15, whichever is the higher. In discussions and votes where only part of the playing membership is

entitled to participate then the quorum shall be 25% of that section or 10, whichever is the lower.

- (i) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and 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 committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (k) All procedures shall follow those outlined above for AGMs.

8 Amendments to the constitution

The constitution will only be changed through agreement by a two thirds majority vote at an AGM or EGM.

9 Discipline and appeals

- (a) All concerns, allegations or reports of poor practice/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 not related to a young person should be presented and submitted in writing to the Club Secretary.
- (c) The Committee, or its delegated representatives, will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- (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.
- (e) There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 10 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 Club funds. Any assets of the club that remain following this will become the property of the Sandilands Club.

11 Declaration

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

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| Name | Tom Nixon | Position | Club Chairman |
| Sign | T. Nixon | Date | 6 May 2022 |

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|-------------|--------------------|-----------------|----------------|
| Name | Adam Pizzey | Position | Club Secretary |
| Sign | APizzey | Date | 6 May 2022 |

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