

## KINGSTON UPON HULL HOCKEY CLUB CONSTITUTION



### 1. NAME

The name of the Club will be Kingston upon Hull Hockey Club, comprising men's, ladies and junior sections.

### 2. ADDRESS

The Club Ground will be situated at the Sports Arena at West Park, Walton Street, Hull, HU3 6GA.

### 3. STATUS

The Club will be a Members Club affiliated to England Hockey, North Hockey Association and Yorkshire Hockey Association.

### 4. OBJECTIVES

- (a) To promote, encourage and extend amateur hockey for men, women, boys and girls in the Yorkshire and Humber area and community participation in same.
- (b) To make provision for playing hockey and social facilities.
- (c) To foster friendship between members and players of hockey.
- (d) To offer coaching, umpiring and competitive opportunities in hockey
- (e) To promote the Club within the local community
- (f) To ensure a duty of care to all members of the Club
- (g) To provide all its services in a way that is fair to everyone
- (h) To ensure that all present and future members receive fair and equal treatment

### 5. THE CLUB

The Club will consist of the following sections:

- Kingston upon Hull Men's Hockey
- Kingston upon Hull Ladies Hockey
- Kingston upon Hull Junior Hockey

These sections will be autonomous, governed by this over-arching constitution and also the rules pertaining specifically to that section as per the appendix attached. Each section shall be administered by their own committees, who shall be elected at their own AGMs.

Each section's committee will be directly responsible to the Executive Committee of the Kingston upon Hull Hockey Club. The roles and responsibilities of the Chair, Secretary and Treasurer for each Sectional Committee will be as described below for the Executive Committee.

### 6. CLUB COLOURS

The official Club playing strip will consist of shirts, shorts/skirts and socks in colours as determined by the Executive Committee from time to time. In the case of a colour clash, alternative colours may be used depending upon availability.

### 7. THE EXECUTIVE COMMITTEE

The business of the Club will be conducted by the Executive Committee except for those matters reserved, under these Club rules, for the Annual General Meeting. The Executive Committee is responsible for ensuring that policies (including welfare, safeguarding, equity), are adopted, reviewed regularly and kept up to date.

The Executive Committee will consist of the following Honorary Officers – the Chair, Vice Chair, Secretary, Treasurer, and Welfare Officer. In addition, a Disciplinary Officer will be appointed, and Social Representatives will be appointed to form a sub-committee reporting to the Executive Committee

All Members of the Executive Committee will be elected annually at the AGM from nominations received and seconded, beforehand. Where insufficient nominations are received, the Executive Committee will offer nominations.

The remaining members of the Executive Committee will be made up of up to three members from Men's, three from the Ladies and three from the Juniors, nominated by their own Section Committee.

The Executive Committee will meet on a regular basis or when requested by a member of the Committee or by request from the Secretary of any Section, and shall have the power to co-opt members on to the Committee and to appoint Sub-Committees.

A quorum for Meetings will be fifty percent (50%) of the Executive Committee.

The Chair will chair all Executive Committee Meetings and the AGM and in conjunction with the Honorary Secretary will be responsible for setting the date and time of the next meeting. The Chair may call for a vote, if required, by a show of hands. The Chair of the Meeting will have the casting vote in the event of a tie. The Chair may be a player or non-playing member and must ensure that the Club adheres to the Club policies and rules, and the rules of the Yorkshire Hockey Association, North Hockey Association and England Hockey Limited. In the event of the Chair/Vice Chair not being able to attend a meeting the members present will elect a deputy to chair that meeting.

The Vice Chair will chair all Executive Committee Meetings and the AGM, in the absence of the Chair and will be responsible for ensuring the Club policies and rules are adhered to, calling for a vote, if required, by a show of hands. The Vice Chair will have the casting vote. In the event of the Chair and Vice Chair not being able to attend a Meeting the rest of the Members present will elect a Chair.

The Secretary will be responsible for:

- (a) Preparing the agenda for Meetings and AGMs, in conjunction with the Chair.
- (b) Ensuring that all relevant correspondence pertaining to the Club be conveyed to the Executive Committee and/or the Secretaries of each Section Committee
- (c) The general administration of the Club and will be accountable to the Members.

The Treasurer will be responsible for:

- (a) Correlating all account sheets, monies and paying accounts relevant to the Club/Section. Note – all cheques shall be signed by two members of the Executive or appropriate Section Committee and in addition, the Treasurer is authorised to operate internet banking as required without the need for a second signatory, provided any internet banking transactions have received approval by another member of the Executive or appropriate Section Committee prior to processing (eg, via an email or an approval minuted from a recent meeting).
- (b) Holding a bank account in the name of the Club/Section and keeping written accounts of the Club/Section monetary transactions. The monthly bank statements shall be made available for scrutiny to another member of the Executive or appropriate Section Committee on a regular basis.
- (c) Producing Accounts for examination by request from the Executive or Section Committee as appropriate.
- (d) Producing annual accounts and a Balance Sheet to be presented at the AGM for the financial year ending 30 April.
- (e) Preparing an Income and Expenditure forecast for the coming season by request from the Executive or appropriate Section Committee.
- (f) Paying Affiliation Fees of all the Sections involved in the Club and dealing with all financial correspondence from England Hockey.

Welfare Officer responsibilities:

- (a) Assist the Club to fulfil its responsibilities to safeguard children and young people.
- (b) Assist the Club to implement the child welfare section (including training) of the development plan.
- (c) To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.
- (d) Be the first point of contact with the England Hockey's Child Welfare Officer.
- (e) Implement England Hockey's reporting and recording procedures.
- (f) Maintain contact details for local social services, police and the Area Child Protection Committee.
- (g) Promote England Hockey's best practice guidance/code of ethics and behaviour within the Club and anti-discriminatory practice.
- (h) Ensure confidentiality is maintained.

#### Social Committee responsibilities:

- (a) Organise social events for their sections and/or the Club as a whole.
- (b) Costs of such events to be covered by participants and any surplus to be apportioned as the Executive Committee deem appropriate.
- (c) Events to be open to all Club members, with due regard for suitability dependent on age.
- (d) Be accountable to the Executive Committee and attend such meetings as required.

#### 8. ELIGIBILITY AND TERMS OF MEMBERSHIP

- Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- The Club has different classes of membership and subscriptions on a non-discriminatory and fair basis, and will aim to keep subscriptions at levels that will not pose a significant obstacle to people participating.
- The Executive Committee retain the right to refuse Membership to any person they consider contrary to the interests of the Club and its reputation. In the case of rejection, a right of appeal exists to a panel comprising the Honorary members of the Executive Committee. An appeal will be dealt with as outlined in section 13 (Conduct of Members), sub-section (d).

Classes of Membership are as follows:

- (a) Ordinary Member – a member who has paid the full playing membership subscription.
- (b) Non-working Members (excluding (c) and (d)) will pay the appropriate non-working/student playing membership subscription.
- (c) Student Member – a member of any age who is over 18 years old and in full time education who has paid the full student playing members subscription.
- (d) Junior Member – a member aged 18 or under attending full time education who has paid the appropriate junior playing members subscription.
- (e) Associate Member – a member who has paid the social members subscription.
- (f) Masters Member – a member who plays in Masters matches only who has paid the masters members subscription.
- (g) Honorary Member – will be Members or ex-Members of the former Hull YPI HC, Hull (Welton) HC, Welton Ladies HC or the Kingston upon Hull HC who in the opinion of the Executive Committee have performed meritorious service to the Club.
- (h) Non-playing Club umpires, coaches and other Club officials will be entitled to free membership of the Club.
- (i) A senior player playing development league games only, who has paid the appropriate annual subscription.

All paid-up Members, except (d), (e), (f), (g) and (h) will be entitled to vote at AGMs and EGMs of the Club.

#### 9. ANNUAL SUBSCRIPTIONS/MATCH FEES

The Annual Club Subscriptions and match fees for each section will be ratified by the Membership at the AGM of the Kingston upon Hull Hockey Club. Members joining the Club after December will pay half subscriptions.

All subscriptions have to be paid in full (or agreed regular payment commenced or set up an agreed payment plan) by 31 October. Any player who has not paid their annual Club subscriptions by that date may not be eligible for selection.

All subscriptions will be due on, or before 31 October in each year.

All surpluses are reinvested in the Club. No surpluses or assets will be distributed to members or third parties other than on dissolution, as described in item 15.

The Executive Committee has the power to adjust the membership fee on application if approved by the relevant Section Committee.

#### 10. NOTICES AND COMMUNICATIONS

Each member will be responsible for informing the Secretary of their address and, if possible, an e-mail address, to which communications will be addressed via whichever secure database management system the Club operates to communicate with its members.

All Notices concerning the members will be posted on the Club's social media platforms as appropriate.

All matters requiring to be raised at the Executive Committee meeting should be communicated to the Secretary at least seven days before the date fixed for the next Meeting.

Members are welcome to raise comments, compliments or complaints concerning Club matters to the Executive Committee; these should be raised initially with one of the Honorary Officers.

#### 11. THE ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting shall be held by the end of June each year at a date and venue set by the Executive Committee. The date, time, agenda and nominations for officers will be notified twenty-eight days in advance of the meeting. A quorum at the AGM will be 10% of the membership who are present and entitled to vote.

Business to be transacted:

- The election of officers. All members of the Executive Committee will stand for one year and will then be eligible for re-election. All nominations must be lodged with the Secretary no later than one week before the date of the AGM. In the case of no nominations being received beforehand, then those taken from the floor will be acceptable.
- The presentation of accounts and a report on the current financial position
- The ratification of the annual subscriptions and weekly match fees
- The presentation of reports
- The consideration of any amendments to the Constitution in line with section 12 below
- Any other business submitted for inclusion on the agenda

The meeting shall be chaired by the retiring Club Chairman and, in the absence of the Chairman, the Vice-Chairman. In the absence of both of these Officers, the meeting shall elect a member of the Executive to Chair the meeting.

At any General Meeting no member may cast more than one vote, other than the Chairman, who in addition has a casting vote. All members apart from Junior, Associate, Masters, Honorary and Non-playing club umpires, coaches and other officials are entitled to vote.

Any other person may attend a General Meeting, but may not take an active part in the proceedings unless invited by the Chairman.

#### 12. CONSTITUTION CHANGES

Any changes in the Club Constitution must be passed by a simple majority of the voting membership present at the AGM. Any resolution for a change must be proposed in writing and backed by at least six bona-fide members entitled to vote, unless the resolution is to be submitted on behalf of the Executive Committee. Notice of proposed amendments to the constitution must be submitted to the Secretary at least seven days prior to the above mentioned twenty-eight days' notice of the AGM.

#### 13. CONDUCT OF MEMBERS

The Executive Committee retain the right to suspend for a fixed period or permanently the Membership of any member whose conduct, whether on the Club premises or elsewhere, is or has been, in the opinion of the Executive and/or Section Committees, contrary to the interest of the Club or to the Club's reputation or any of its Members.

Any allegation of misconduct by a Member must in the first instance be submitted, preferably in writing, to the relevant Section Secretary, who will inform the Club Disciplinary Officer within 48 hours of receipt. The Club Disciplinary Officer will set up the Disciplinary Committee, comprising the Disciplinary Officer and two representatives from across the Sections, and the following will be taken as appropriate action in all cases of disciplinary action:

##### (a) Investigation

No substantive action will be taken before a proper investigation has been undertaken by the Disciplinary Committee relating to the circumstances of the matter complained of. If considered appropriate the Disciplinary Committee may, by written notice, suspend the Member for a period which will not exceed fourteen days, during which time such further investigation will be undertaken. A report to the Honorary Secretary and the appropriate Section Chair will be made by the Disciplinary Officer.

(b) Suspension

If the member is suspended, they will not be entitled to participate in any Club activity or represent the Club in any official capacity. Also they will not be entitled to access any Club premises except at the prior request or the prior consent of the relevant Section Committee and subject to such conditions as that Committee may impose. The decision to suspend the Member will be notified by the Club Disciplinary Officer and confirmed in writing.

(c) Disciplinary Hearing

If the Disciplinary Committee decides to hold a disciplinary hearing relating to the matter complained of, the Member will be given details of the complaint made against him or her in writing not less than three days before any such disciplinary hearing. A disciplinary hearing will be convened within fourteen days of the written complaint or within seven days of the period of suspension being completed. At any disciplinary hearing the Member will be given to opportunity to state his or her case. The Member may also be accompanied by a maximum of any two Section Members of their choice. The Disciplinary Committee may impose a penalty of a fixed period of suspension or an indefinite period of suspension may be imposed. The member will be notified in writing of the decision by the Club Disciplinary Officer within forty-eight hours of the hearing and a report will be made to the Honorary Secretary.

(d) Appeals

Any suspended Member may make an appeal to the Honorary Secretary in writing within seven days of the written notification of the decision of the Disciplinary Committee. An appeal panel consisting of the Honorary Members of the Club Executive Committee will take place within fourteen days of receipt of the written notifications of intent to appeal.

The following steps and procedures will be adopted in the case of an appeal:

- The Executive Committee will convene an appeal hearing.
- The decision of the Executive Committee will be final.
- If a Member suspended indefinitely subsequently seeks to re-apply for membership of the Club such application will be dealt with by the Executive Committee.

14. EXTRAORDINARY GENERAL MEETING

The Executive Committee may, as it deems fit, call an EGM. The Secretary will upon receiving a request from at least six voting members call an EGM. The date and time of the EGM will be notified to Club Members by electronic means at least seven days in advance of the EGM. The EGM must take place within fourteen days of the written request being received by the Secretary. Notice of the EGM will clearly state the reason for such a Meeting and no other business will be transacted.

15. APPLICATION OF ASSETS ON DISSOLUTION

A resolution to dissolve the Club or any of its component parts should be put to a General Meeting and shall be passed by the affirmative vote of at least two thirds of those entitled to vote and voting.

The Executive Committee shall proceed to realise the assets and settle the liabilities of the Club. Thereupon, after discharging or making provision for its liabilities (including, in the case of a dissolution part way through the season, the return of members' annual subscriptions on a pro-rata basis to the extent that Club funds allow after all other liabilities of the Club have been settled), the whole of any remaining assets shall be distributed to not-for-profit organisation(s) with similar purposes, as determined by a General Meeting.

At any time, including upon dissolution, the maximum aggregate liability of the committee members and all other members of the Club as listed in Section 8 (a) to (h) shall be limited to, and indemnified by, the available assets of the Club.

16. CLUB COMMITTEE

The Executive Committee will be the sole authority for the interpretation of these Rules governing men's, ladies and juniors, and the decision of the Executive Committee upon the question of interpretation, or any matter affecting the Club and not provided for by these Rules, will be final and conclusive.

A copy of these Rules will be posted on the Club web site, and be available from the Secretary on request, and all the members will be bound by them.

17. DECLARATION

Kingston upon Hull Hockey Club hereby adopts and accepts this Constitution and Rules as the current operating guide regulating the actions of the Committees and Members.

SIGNED BY THE CHAIR:.....

DATE:.....

NAME (please print):.....

SIGNED BY THE SECRETARY: .....

DATE:.....

NAME (please print).....

## KINGSTON UPON HULL MEN'S, LADIES AND JUNIOR HOCKEY SECTIONS

### 1. SUBSCRIPTIONS

The annual subscriptions and weekly match fees will be set by the membership at their respective AGM and ratified at the Main Club AGM.

### 2. COMMITTEE

The Section Committees will conduct the business and will consist of the following Honorary Officers: - The Chair, Vice Chair (where appointed), Secretary, Treasurer. Their roles and responsibilities are as outlined in the Main Club constitution. (Junior Committee doesn't have a VC)

The remaining officers for the Men's and Ladies sections will usually comprise a Fixture Secretary, Team Captains/Co-Captains, Vice-Captains, Minutes Secretary, a Social Events Team and a Social Media Team.

In addition, the Junior Committee will be supplemented by a Junior Boys Co-ordinator plus two nominated representatives from the Junior Boys, and a Junior Girls Co-ordinator plus two nominated representatives from the Junior Girls.

The Section Committees will meet regularly and have the power to appoint sub-committees as appropriate, and will have the power to co-opt appropriate representatives on to their respective Section Committee.

The Chair will have the power to call for a vote at any meeting by a secret ballot or show of hands and will have the casting vote.

A quorum shall be 50% of the voting members present.

### 3. ANNUAL GENERAL MEETINGS

The AGM will be held by the end of June each year at a date and venue set by the Section Committees, with notice being given to the membership on the same terms as those outlined in the Main Club constitution. AGMs for the Men's and Ladies Section will usually be held on the same date and venue as the Main Club AGM. The Junior AGM will usually be held on a separate date. Junior members must appoint one responsible adult, parent or guardian to vote on their behalf at the Junior AGM. NB: junior members or their representatives do not have the right to vote at the Main Club, Men's or Ladies AGMs.

10% of the membership who are present and entitled to vote shall form a quorum.

The business to be transacted will be as outlined under item 11 of the Main Constitution with the exception of ratification of annual subscriptions and weekly match fees, which are subject to ratification at the Main Club AGM.

In addition, up to nine members, three from each section, will be elected as representatives on the Executive Committee.

Changes to this Appendix may be made as follows:

- Any Section Committee may propose an amendment to this Appendix.
- Such amendment to be notified either electronically or in writing to the Secretary of the other Sections at least 7 days prior to the 28 days before the date of their respective AGMs and be notified to the membership.
- For the change to be made, the amendment must be passed by a simple majority of the members present at the respective AGMs and entitled to vote by combining the votes from all three Section.

4. EXTRAORDINARY GENERAL MEETINGS

The Section Committees may, as they deem fit, call an EGM. The Secretary of the relevant Section will upon receiving a request from at least six voting members call an EGM. The date and time of the EGM will be notified to Club Members by electronic means at least seven days in advance of the EGM. The EGM must take place within fourteen (14) days of the written request being received by the Secretary. Notice of the EGM will clearly state the reason for such a Meeting and no other business will be transacted.

5. SELECTION COMMITTEE

The Selection Committee for each Senior Section will consist of the Club Coach, Section Chair or Vice Chair, Captains and Vice-Captains in line with the developmental selection policy for junior players.

The members of the Selection Committee will be responsible for reviewing squads on a regular basis.

Selection for junior teams will be as determined by the relevant coach and team manager.

6. DECLARATION

This document has been adopted as the current operating guide regulating the actions of the Men's, Ladies and Junior Sections of Kingston upon Hull Hockey Club.

	PRINT NAME	SIGNATURE	DATE
Men's Section Chair			
Men's Section Secretary			
Ladies Section Chair			
Ladies Section Secretary			
Junior Section Chair			
Junior Section Secretary			