

HARTLEPOOL CALEDONIANS HOCKEY CLUB CONSTITUTION

1.0 THE CLUB

1.1 The Club shall be called Hartlepool Caledonians Hockey Club (hereinafter referred to as the Club) and shall exist to encourage, promote and develop the game of Hockey within the Hartlepool area.

1.2 The objects of the club shall be:

- 1.2.1 To provide playing, leading, coaching, umpiring and administrative opportunities in the sport of hockey at a participation, development and performance level.
- 1.2.2 To provide equity of opportunity across all areas of the club and to encourage inclusion by minority groups.
- 1.2.3 To recruit and develop young people into the sport of hockey.
- 1.2.4 To ensure a duty of care to all club members and provide a safe, fair, effective and child friendly environment in which to play and learn hockey.
- 1.2.5 To promote the club within the local community and within the sport of hockey.

1.2 The Club shall be affiliated to England Hockey Board, the North Hockey Association and to Durham County Hockey Association.

1.3 The Club shall be based at those premises and in such association with other sporting or social organisations as may from time to time be decided upon by a resolution of an Annual General Meeting (AGM) of the Club.

1.4 The Club shall make use of those playing facilities as may from time to time be decided upon by a resolution of the Club Committee.

1.5 In addition to friendly competition the Club shall take part in such League, Cup and Tournament Hockey as may be decided upon from time to time by a resolution of the Club Committee.

2.0 MEMBERSHIP

2.1 Membership of the Club shall be open to all individuals in the following general categories:-

Senior Player: Over the age of 18 on 1st September of that year and completed full-time education.

Student Player: Over the age of 18 on 1st September of that year and in full-time education.

Junior Player: Under the age of 18 on 1st September of that year. Membership in this category will be subject to the completion of parental consent.

Social Member: Any person wishing to support the Club on a non-playing basis.

2.2 Membership of the Club shall be open to any individual by application to the Club Committee. Applicants must satisfy the Club Committee that they understand and accept the financial commitments required of Members as set out in Part 4 of this Constitution. Prospective Players should note that they will not be allowed to play for the club until they have discharged any outstanding debts, either in cash or in kind, that they may have with a previous hockey club.

2.3 There shall be an unlimited number of Honorary Members who shall be elected at the AGM following nomination by any member.

2.4 There shall be Honorary Life Members who, after long and meritorious service to the Club, shall be elected at the AGM but only on the nomination of the Club Committee.

3.0 MANAGEMENT

3.1 The management of the affairs of the Club shall be vested in the Club Committee consisting of the following who shall be elected annually at the AGM:-

President; Vice-President; Honorary Secretary; Honorary Treasurer; Honorary Women's Fixture Secretary; Honorary Men's Fixture Secretary; Junior Development Officer; Welfare Officer; Women's First XI Captain; Men's First XI Captain; Women's Second XI Captain; Men's Second XI Captain; Mixed XI Captain; Senior Club Coach; Two Junior Representatives (Women's and Men's); Disciplinary Officer; Honorary Umpire Development Officer; Honorary Publicity & Social Secretary, a Representative of the Club's main Sponsor.

At any one time persons of opposite gender shall fill the roles of President and Vice President. Any single person may take on one or more of the above roles but there shall always be a minimum of 8 individual committee members.

3.2 In addition to the members of the Club Committee the following additional Officers of the Club shall be elected at the AGM as appropriate to the circumstances of each season:-

Additional Team Captains; Team Vice-Captains; Indoor Captains; Junior Captains; Senior Team Managers; Junior Team Managers;

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3.3 Except for that of President the roles covered in 3.1 and 3.2 may be duplicated as deemed necessary. The Club Committee shall have the power to fill any vacancy arising from its members or from the Officers covered in 3.2. In addition the Club Committee may co-opt not more than two members at its discretion.

3.4 The Club Committee shall appoint such Representatives to other bodies and sporting organisations as may from time to time be deemed necessary.

3.5 The Club Committee shall have the power to establish such Sub-Committees as may from time to time be deemed appropriate. This will include Selection Committees and a Disciplinary Sub-Committee [Ref. 5.6 and Appendix 1].

4.0 FINANCE

4.1 Subscriptions and Match Fees will be set for each class of Member at the AGM. Subscriptions become payable immediately following the AGM and must be paid by 31st October of that year. Match Fees become payable on the day of the match. All prospective Club Members are entitled to one 'trial' match with no fee. Players 'doubling up' by playing for 2 teams in one day are only required to pay a single match fee.

4.2 Members in debt to the Club in respect of subscriptions and/or match fees will, at the discretion of the Club Committee, not be allowed any of the privileges of the Club nor to have voting rights at any meeting, until the debt is discharged. Players in debt to the Club will not be allowed to transfer to any other club until the debt is discharged.

4.3 Club Funds shall be kept in a Bank or Building Society account that shall bear the name of the Club. There shall be three names for withdrawal from this account, which will include the Hon. Treasurer and two other signatories appointed by the Club Committee. All withdrawals and cheques must bear the signature of at least two of the signatories.

4.4 The financial year of the club will end on 30th April of each year and an audited statement of annual accounts will be presented by the Treasurer at the AGM

4.5 The Club must insure Players, Coaches and Umpires against personal injury and public liability at training sessions, matches and when travelling to play matches.

4.6 Expenses incurred by elected Officers, appointed Representatives and Members using their own transport to take fellow Members to away matches may, subject to the approval of the Club Committee, be reimbursed.

4.7 The Committee may appoint paid part-time staff for specific coach development projects. Such projects are at the complete discretion of the committee but must be Club projects. Example appointments: coaching staff for development programmes, leader qualification course tutors etc.

4.8 The appointment of all paid members of staff must be reviewed and confirmed at each meeting of the Club.

5.0 MEETINGS

5.1 The Annual General Meeting shall be held on a date agreed by the Committee which shall be as soon as possible after 30th April of each year. The Hon. Secretary shall give Member a minimum of 14 days written notice of the meeting and its content and the following business shall be transacted:-

- a) To take Apologies for Absence.
- b) To approve the Minutes of the Previous Meeting and discuss Matters Arising.
- c) To receive an Address from the President.
- d) To receive Reports from the Hon. Secretary, Hon. Treasurer, Hon. Fixture Secretaries, and Team Captains.
- e) To elect Officers for the following Season as set out in 3.1 & 3.2.
- f) To set Subscriptions and Match Fees for the following Season.
- g) To resolve any Motion indicated on the Notice convening the Meeting or incidental thereto. [Matters to be raised by Members and their Seconds must be submitted in writing to the Hon. Secretary at least 42 days before the date of the Meeting].
- h) To present Trophies and Awards as set out in Appendix 2
- i) To discuss any other Business of general interest to those present.

5.2 A General Meeting (GM) may be called by a majority resolution of the Club Committee. A minimum of 33% of Club Members shall have the power to instruct the Hon. Secretary in writing to call a Special General Meeting (SGM), such instruction to be signed by all the Members involved. No business other than that for which the Meeting was called shall be transacted at a General or Special General Meeting of which 14 days written notice shall be given in the same manner as 5.1 above.

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5.3 At the *AGM* or any *GM* or *SGM*, and at Club Committee Meetings, the President shall take the Chair. In the absence of the President the Vice-President will take this role. If neither Officer is present then a Chairperson will be appointed on a majority vote of those present and entitled to vote.

5.4 All classes of Member, including Honorary and Honorary Life Members, shall be entitled, subject to the provisions of 4.2, to vote at the *AGM* or at a *GM* or *SGM*.

5.5 The Club Committee shall meet on a regular basis and on not less than six occasions annually.

5.6 The Quorum for the *AGM* or a *GM*, *SGM* or a Club Committee Meeting shall be 33% of all Members. In all cases a motion shall be carried on a simple majority of those present. The Chairperson shall not vote except in the case of a tie in which case the Chairperson shall have the casting vote.

6.0 CLUB COLOURS

6.1 The Club Colours shall be any combination of any or all of Green, Maroon, Amber, Black and Navy Blue as decided upon from time to time by the Club Committee.

7.0 CHILD PROTECTION & EQUITY POLICY

7.1 The Club shall operate Safeguarding and Protecting Young People and Equity Policies as set out in Appendix 3.

8.0 GENERAL

8.1 Each Club Member shall be supplied with a copy of the Club Constitution and shall be bound thereby.

8.2 The Club Committee shall be the sole authority for the interpretation of this Constitution and the decision of this Committee upon any question of interpretation, or upon any matter covered by the Constitution or upon any matter affecting the Club and not provided for by the Constitution, shall be final and cannot be revoked retrospectively at the *AGM* or at a *GM* or *SGM*.

8.3 The Club shall be dissolved upon a resolution to that effect, notified in accordance with 5.1, and passed by a two-thirds majority of those present and entitled to vote at the *AGM* or at a *GM* or *SGM*. The Committee shall take immediate steps to convert all of the assets of the Club into money and the proceeds of this conversion shall be used by the committee firstly to discharge all the debts and liabilities of the Club. Any balance shall be placed in trust with Durham County Hockey Association to be used solely for the purposes of supporting the development of hockey, and hopefully the reinstatement of club hockey, in the Hartlepool area.

8.4 This Constitution may be changed either at the *AGM* or at *SGM* on a written motion submitted to the Hon. Secretary by a Member and Seconded not less than 42 days before the Meeting or on a motion from the Club Committee at the *AGM* or a *SGM* or *GM*. Details of the motion(s) must be stated on the Notice convening the Meeting [Ref 5.1 and 5.2].

LAST AMENDED AGM 2010/11

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APPENDIX 1 - Club Disciplinary Code

1.0 All Players, Officials and Umpires representing the Club are subject to the England Hockey Disciplinary Code as administered by Durham County Hockey Association together with any disciplinary system(s) operated by Leagues and Competitions entered into by the Club.

2.0 In addition to the above which generally cover red card and similar 'off the field' offences, any Player who receives three yellow cards in one season in outdoor matches at any level and of any status shall be suspended automatically for the next outdoor match and for a further outdoor match for each subsequent yellow card in that season.

Any Player who receives four yellow cards in one season in indoor matches at any level and any status shall be suspended automatically for the next indoor match and for a further indoor match for each two subsequent yellow card in that season. For the purposes of this rule a season shall be deemed to be the period between 1st September and 31st August (inclusive) of successive years.

3.0 Any Player who receives a red card or who in the opinion of the Club Committee develops a poor disciplinary record will be summoned to attend a Disciplinary Sub-Committee for action [ref. Rule 5.6].

4.0 All concerns, allegations or reports of poor practice/abuse relating to welfare of young people will be recorded and responded to swiftly and appropriately in accordance with the Club's 'Safeguarding and Protecting Young People Policy and Procedures' as set out in Appendix 3. The club's Welfare Officer is the lead contact for all members in the event of any child protection concerns.

5.0 Any Member considered to be in breach of any part of this Constitution or guilty of any action considered prejudicial to the sport of Hockey or the good name of the Club, may be reported to the Club Committee by any Club Committee Member for action. All complaints regarding the behaviour of members must be presented and submitted in writing to the Hon. Secretary. Such a member will be entitled to a hearing before a Disciplinary Sub-Committee before any action is taken.

6.0 The Disciplinary Sub-Committee, consisting of The Hon. Secretary, Disciplinary Officer, Welfare Officer and all Team Captains, shall meet at the verbal instruction of the Hon. Secretary within 7 days of either notification of a Red Card Offence or a breach of the Club's Disciplinary Code. The Hon. Secretary shall take the Chair.

7.0 In the event of a Member being proved, to the satisfaction of the Disciplinary Sub-Committee, to have been guilty of misconduct or a breach of the Constitution, the Disciplinary Sub-Committee shall have the power to suspend that Member from all Club activity for a stated period or to deal with the matter otherwise as it sees fit. However decisions on expulsion from Club Membership can only be taken by the Club Committee on the recommendation of the Disciplinary Sub-Committee. The outcome of a disciplinary hearing will be notified to the person who lodged the complaint and the member[s] against whom the complaint was made within 14 days of the hearing. Said member[s] will then have the right of appeal to the Club Committee following disciplinary action being notified. The Club Committee will consider the appeal within 14 days of the Hon. Secretary being informed of the appeal.

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APPENDIX 2 - Annual Awards

- 1 The **D.Hornby Shield** will be presented to the Member who, in the opinion of the President (assisted by nominations from the Club Committee), was the '**Clubperson of the Year**'.
- 2 The **RAOB Elwick Lodge Trophy** will be presented to the female Player voted by her peers, by a system of 'Woman of the Match' votes, as the '**Womens Player of the Year**'.
- 3 The **W.G.Ash Trophy** will be presented to the male Player voted by his peers, by a system of 'Man of the Match' votes, as the '**Mens Player of the Year**'.
- 4 The **Spalding Trophy** will be presented to the female Player who, in the opinion of the Club Committee, was the '**The Most Promising Young Player of the Year**'.
- 5 The **K.Jackson Trophy** will be presented to the male Player who, in the opinion of the Club Committee, was the '**Mens Young Player of the Year**'.
- 6 The **D.Thorman Trophy** will be presented annually to the male Indoor Hockey Player voted by his peers as '**Mens Indoor Player of the Year**'.
- 7 The **RAOB Elwick Lodge Shield** will be presented to the female Player who, in the opinion of the Club Committee, was the '**Sportswoman of the Year**'.
- 8 The **Ayub Bhatti Fair Play Award** will be presented to the male Player who, in the opinion of the Club Committee, was the '**Sportsman of the Year**'.
- 9 The **Steron Locksmiths Shield** will be awarded annually to the male Player voted by his peers, by a system of 'Man of the Match, votes, as the '**Summer League Player of the Year**'.
- 10 The **ROAB Shield** will be awarded annually to the Player voted by their peers, by a system of 'Person of the Match' votes, as the '**Mixed XI Player of the Year**'.
- 11 The **A. P. Lowrie Trophy** will be presented to the male Player voted by his peers, by a system of 'Man of the Match' votes, as the '**Mens 2nd XI Player of the Year**'.

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APPENDIX 3 - Safeguarding and Protecting Young People & Equity Policies

Hartlepool Caledonians Hockey Club believes that:

- The safety and welfare of young people should always be of paramount importance, whatever the circumstances
- All people, regardless of age, ability, gender, racial origin, religious belief, or sexual orientation has the right to be protected from abuse
- The rights, dignity and worth of a person should always be respected
- Everyone with a role in working with young people has a moral and legal responsibility to safeguard and promote their welfare particularly when it comes to protecting them from abuse.
- Special care is needed in dealing with young people whose age, inexperience or ability makes them particularly vulnerable to abuse.
- 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.

Hartlepool Caledonians Hockey Club:

- Has therefore adopted Safeguarding and Protecting Young People & Equity Policies to ensure that the welfare and safety of all people in Hartlepool Caledonians Hockey Club's care or custody is always of prime consideration.

Safeguarding and Protecting Young People Policy:

The Club:

- Is committed to providing an environment where people can learn about, participate in, and enjoy, hockey, free from harassment or abuse.
- Accepts the moral and legal responsibility to implement procedures, to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse.
- Will respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedure.
- Respects and promotes the rights, wishes and feelings of young people and disabled adults.
- Will ensure that all employees, volunteers and members will adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations.
- Requires all employees, volunteers and members to adopt and abide by the Hartlepool Caledonians Hockey Club Disciplinary Code and this policy.

Safeguarding and Protecting Young People Procedures:

- The Club will utilise the *Good Practice Guidance Notes* published by England Hockey Board covering: Care of Young People; Supervision of and Communicating with Young People; Changing; Transportation; Competitions and Tournaments; Planning Trips; Taking of and use of Photographic and Recorded Images of Young People; Safe Recruitment; Safeguarding and Protecting Young People at Local Level, and Implementing Anti-Bullying Procedures at Local Level.
- If any member of the Club or any parent/carer of a junior member suspects that a young person is being abused or has been abused, that person, if requested, in the first instance, is to inform the Club's Welfare Officer in strict confidence.
- If any junior member of the Club feels that they have been abused, they should contact the Club's Welfare Officer to discuss the matter in strict confidence.
- The Welfare Officer shall then take appropriate steps to resolve the matter. The Welfare Officer shall be entitled to call a meeting of the Club's Disciplinary Committee.
- The Disciplinary Committee is empowered to take whatever sanctions are deemed necessary to ensure the complaint is dealt with properly. These sanctions shall include expulsion from the Club.

Equity Policy:

The Club:

- Will respect the rights, dignity, and worth of every person and will treat everyone equally within the context of sports, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Is committed to everyone having the right to enjoy their sport free from any threat of intimidation, harassment or abuse.
- Requires all employees, volunteers and members to have a responsibility to oppose discriminatory behaviour, promote equality of opportunity and abide by this policy.
- Will deal with any evidence of discriminatory behaviour seriously and in accordance with its Club Disciplinary Code.