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| MOD_Logo | DEVONPORT SERVICES HOCKEY CLUB  President: Commander J I MORLEY CEng FIMechE Royal Navy  Chairman: Mr D Gillespie |
| **DSHC** |  |

Devonport Services Hockey Club - COnstitution

Title

1. The Club shall be known as Devonport Services Hockey Club (DSHC) and shall be affiliated to the Hockey Association (HA) and England Hockey (EH), and the Royal Navy Hockey Association (RNHA) as appropriate.

Objectives

1. The objectives of DSHC are:
   1. Encouraging the participation in the game of hockey both indoors and outdoors;
   2. Supporting EH, the UK Armed Forces Hockey Association (AFHA), and the RNHA;
   3. Supporting DSHC representative teams and players;
   4. Competing in, and the promotion of, the following annual tournaments / competitions / events:
      1. EH Men’s and Women’s League Competition;
      2. Devon and Cornwall Cup Competitions as required;
      3. Grass roots hockey events;
      4. Regional competitions;
      5. Navy Cup;
      6. RNHA Inter-Region tournaments and their Inter-Service equivalents;
      7. Regional umpire qualification courses; and
      8. EH and AFHA coaching courses.
   5. Development and assessment of coaches, umpires and tournament / match officials;
   6. To ensure a duty of care to all members of DSHC; and
   7. To provide all its services in a way that is fair and equitable to ll.

Membership

1. Membership of the club is open to those interested in promoting, coaching, volunteering or participating in hockey, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. All serving Officers, Ratings and Other Ranks of the Royal Navy and Royal Marines are members of the RNHA and may join DSHC on payment of the annual Service membership fee. Ex-serving and other personnel may be invited to join DSHC upon the payment of the annual civilian membership fee, or a nominal fee to cover insurance costs associated with the running of teams, or other services to the Club.
2. The membership shall consist of the following categories:
   1. Service member;
   2. Veteran member;
   3. Civilian member; and
   4. Junior member.
3. All members of DSHC will be subject to the regulations of the constitution and by joining DSHC will be deemed to accept these regulations and codes of practice that the club has adopted.
4. Members in each category will pay membership fees, as determined at the Annual General Meeting.
5. Individuals may not be eligible to take part in the business of DSHC, vote at general meetings or be eligible for selection for any DSHC team unless the applicable subscription has been paid by the due date and / or membership has been agreed by DSHC committee.

Elected Members

1. In recognition of contribution and support to the purposes of DSHC, members and supporters may be elected or elevated to honorary positions as follows:
   1. **Vice Presidents** may be nominated and approved by the committee of the DSHC at its Annual General Meeting (AGM). They will be drawn from those members who have made a long term or otherwise significant contribution to the DSHC.
   2. **Life Membership** may be approved by the Committee at the AGM and may be granted to Members in recognition of outstanding service to DSHC. Life Members will be exempt membership fees.
   3. **Associate Membership** may be offered to any person who has made a significant contribution to Western Region hockey or DSHC and shall be approved by the Committee at the AGM.

SPORTS EQUITY

1. DSHC is committed to ensuring that equity is incorporated across al aspects of it’s 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 bout changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

1. DSHC 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.
2. DSHC is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
3. All DSHC members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
4. DSHC will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Drug and Substance Misuse

1. The short, medium and long term effects of the misuse of either illegal drugs or substances or legally obtained drugs or substances can have a damaging impact on mental and physical fitness and health. Drug or substance misuse constitutes a direct threat to the operational effectiveness of the Armed Forces; the security and safety of Service personnel; and potentially, the security and safety of civilians whom they protect. Illegal misuse of drugs and substances by members also damages the reputation and standing of DSHC. It is or these reasons that the misuse of drugs or substances is not tolerated by DSHC; DSHC operates a ‘zero tolerance’ approach to disciplinary cause involving the misuse of drugs or substances.

Committee

1. The affairs of DSHC shall be governed by the Committee comprising of DSHC Officers, those members with special responsibilities, Ex-Officio representatives, and, where appropriate, representatives of the associated Clubs.
2. The Committee shall hold and Annual General Meeting (AGM) at which the Officers and Members with special responsibilities shall be elected or re-elected. A quorum for the AGM shall be the Chairman, Honorary Secretary and four members.
3. The DSHC Officers are:
   1. The President;
   2. The Chairman;
   3. Honorary Secretary;
   4. Honorary Treasurer
4. The members with special responsibilities are:
   1. Umpires Secretary;
   2. Fixtures Secretary;
   3. Welfare & Safeguarding Officer;
   4. Men’s Captain;
   5. Ladies Captain;
   6. Mixed Captain; and
   7. Communications Officer.
5. The following clubs are invited to be represented:
   1. Plymouth Junior HC.
6. Ex-Officio representative:
   1. Area Regional PT Officer.
7. The Committee shall have the power to co-opt additional Members who would not otherwise be on the Committee to make use of their experience. Co-opted Members shall be limited to a maximum of two.
8. Ex-Officio and Co-opted Members do not have voting rights. In the event of a tied vote, the Chairman will have a second casting vote.
9. The term of office shall be for one year and members shall be eligible for re-election. Given the Service background, support, and funding for DSHC, the position of President is normally to be filled by a senior Service Member.
10. If any post should fall vacant after such an election, DSHC Committee shall have power to fill the vacancy until the succeeding Annual General Meeting.
11. Committee meetings will be convened by the Hon Secretary and be held no less than twice a year.
12. Only the posts listed above have the right to vote at committee meetings. The quorum required for committee meetings is 4 committee members.
13. The current list of Officers is at Annex A.

Routine Business

1. Routine business of the DSHC will be conducted by the Officers of the association assisted, where appropriate, by Members with special responsibilities.
2. The badge of the DSHC consists of a golden Combined Services Crest on a clear background with Devonport Services Hockey Club or DSHC in black lettering underneath.

Selection of teams

1. The selection of representative teams (Development, Senior, Masters & Mixed) shall be the responsibility of the captain and coach of each team. They will select from the club membership.
2. Captains and coaches should liaise with the Chairman DSHC to ensure the administrative arrangements for the teams’ accommodation and travel is in accordance with the current regulations, meets the needs and aspirations of the players and is within resources.

Dress for DSHC Teams

1. The dress for DSHC teams will be: red shirts, black shorts/ skirts and red socks; the alternative colours will be lime green shirts, black shorts and lime green socks.

Discipline

1. All DSHC competitions and members will comply with the EH Code of Ethics, Behaviour and Discipline, the DSHC code of Ethics, Behaviour and Discipline, and any local codes adopted by particular competition authorities.
2. 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 DSHC policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
3. All complaints regarding the behaviour of members should be presented and submitted in writing to the Hon Secretary.
4. The Committee will normally meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including termination of membership. Should the complaint involve a Service Member the President is normally to be present when the complaint is heard in committee; where this is not possible, the President is to be included by Out Of Committee circulation.
5. 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 raised within 14 days of the hearing.
6. There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Hon Secretary receiving the appeal.
7. All ‘Red Card’ offences committed by DSHC members will be dealt with in accordance with the England Hockey Disciplinary Code; the single exception to this will be ‘Red Card’ offences committed by Service personnel in Service or Service Inter-Region tournaments which will be dealt with by the RNHA, for which an RNHA sub-Committee will be formed.

Finances

1. The Honorary treasurer is responsible for the finances of DSHC and is to keep accounts and other records in accordance with good accounting practice. They are to prepare audited accounts to be presented to DSHC AGM for approval.
2. The financial year of the club will run 1 April to 31 March the following year.
3. All club monies will be banked in an account held in the name of the club.
4. Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.
5. Any digital transactions shall, as soon as practicable, be ratified by another Officer of the committee.
6. All members of DSHC shall be jointly and severally responsible for the non-public financial liabilities of DSHC.

Secretary’s Duties

1. The Honorary Secretary is to:
   1. act as the point of contact and co-ordinator for all business of DSHC and keep the Chairman of the DSHC informed of matters for their attention;
   2. arrange the AGM of the committee and subsequently, within 4 weeks of the AGM, promulgate minutes; and
   3. maintain a register of Vice Presidents, Life Members, Associate Members and Officers of DSHC.

Annual General Meetings and Extraordinary General Meetings

1. General meetings are the means whereby DSHC members exercise their democratic rights in conducting DSHC affairs.
2. DSHC shall normally hold the Annual General Meeting (AGM) in the month of March to:
   1. Approve the minutes of the previous year’s AGM;
   2. Receive reports from the Chairman and Secretary;
   3. Receive a report from the Hon Treasurer and approve the annual accounts;
   4. Receive a report from those responsible for certifying DSHC accounts;
   5. Elect the officers of the Committee;
   6. Agree the membership fees for the following year;
   7. Consider any proposed changes to the constitution; and
   8. Any Other Relevant Business.
3. Notice of the AGM will be given by the Hon Secretary with at least 14 days notice.
4. Nominations for officers of the committee will be sent to the Hon Secretary prior to the AGM.
5. Proposed changes to the constitution shall be sent to the Hon Secretary prior to the AGM, and be circulated for members to consider at least 7 days prior to the AGM.
6. All members may vote at the AGM.
7. The Quorum for an AGM will be 10.
8. The Chairman shall hold a deliberative and casting vote at general and committee meetings.
9. An EGM shall be called by an application in writing to the Hon Secretary supported by at least 10% of DSHC members. The Committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

Amendments to the Constitution

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

Dissolution

1. A resolution to dissolve DSHC can only be passed at an AGM or EGM through a majority vote of the membership.
2. In the event of dissolution all debts should be cleared with DSHC funds. Public monies will be returned; Non-public monies would be distributed amongst the current membership. Unless specifically specified in the dissolution any assets of DSHC would become the property of the Area Recreation Office.

Declaration

1. DSHC hereby adopts and accepts this constitution as a current operating model regulating the actions of members.

[Signed on Original]

J I MORLEY

Commander Royal Navy

President