



Wokingham Hockey Club 15-16

Governance

(V1.0 29/7/15)

Overview

This document outlines the day to day running of the committee and should be read in conjunction with the current club constitution (GDrive Club Constitution 17May1.doc)

The purpose of this paper is to provide guidance to ensure smooth running of the club and outline the process of decision making on behalf of its membership in line with the aims and objective outlined in the Club Constitution:

1. To offer coaching and competitive opportunities in hockey.
2. To promote the club within the local community.
3. To manage the running of the Wokingham Hockey Club clubhouse.
4. To ensure a duty of care to all members of the club.
5. To provide all its services in a way that is fair to everyone.
6. To ensure that all present and future members receive fair and equal treatment.

Meeting types.

1. Committee meetings are held to make the main decisions of the club, and only appointed committee members can vote at these meetings.
2. Annual General Meetings (AGM) are held for the committee to explain their actions to the members. It allows the members to ask questions and vote on business items.
3. Extraordinary general meetings (EGM) are called to discuss 'one-off' business items that may occur between AGMs. Such items may include significant changes relating to the club where a full membership view is sought.

Frequency of meetings

The Committee will be convened by the Secretary of the club and held no less than 8 times per year. The quorum required for business to be agreed at Committee meetings will be one-third of the officers in post.

Seven elected posts are required to attend each meeting - Constitution states 23 members includes appointment of Welfare Officer as per EHB recommendations.

Meetings are likely to take place every 6 weeks although may be more frequent if required. A full list of dates will be provided.

Governance

The Committee elected yearly will run on behalf of its members to discuss and make democratic decisions in line with the constitution. To enhance effectiveness and efficiency WHC have for 2015/16 adopted a delegated approach where appointed working groups have the responsibility to undertake discussion and proposed recommendations to the Committee for decision.

Goals for 2015-16

In order to achieve our objectives outlined in the constitution we have identified the following goals for this forthcoming season;

1. **Drive** -Implement an improved and sustainable approach to leadership, management and administration of the club.



2. **Grow** - Grow club membership through improved recruitment and retention, while maintaining or improving member diversity.
3. **Engage** - Improve member engagement through regular and targeted communications.
4. **Link** - Improve community and retail links through online and media presence.
5. **Play** - Improve Player Development opportunities at all levels.

Focus Groups

The following focus groups will report progress objectives against each committee meeting. Additional working group will be appointed as required to respond to the day to day running of the club, some aspects are seasonal and as such will be on a task and finish basis such as the club open day (see figure 1).

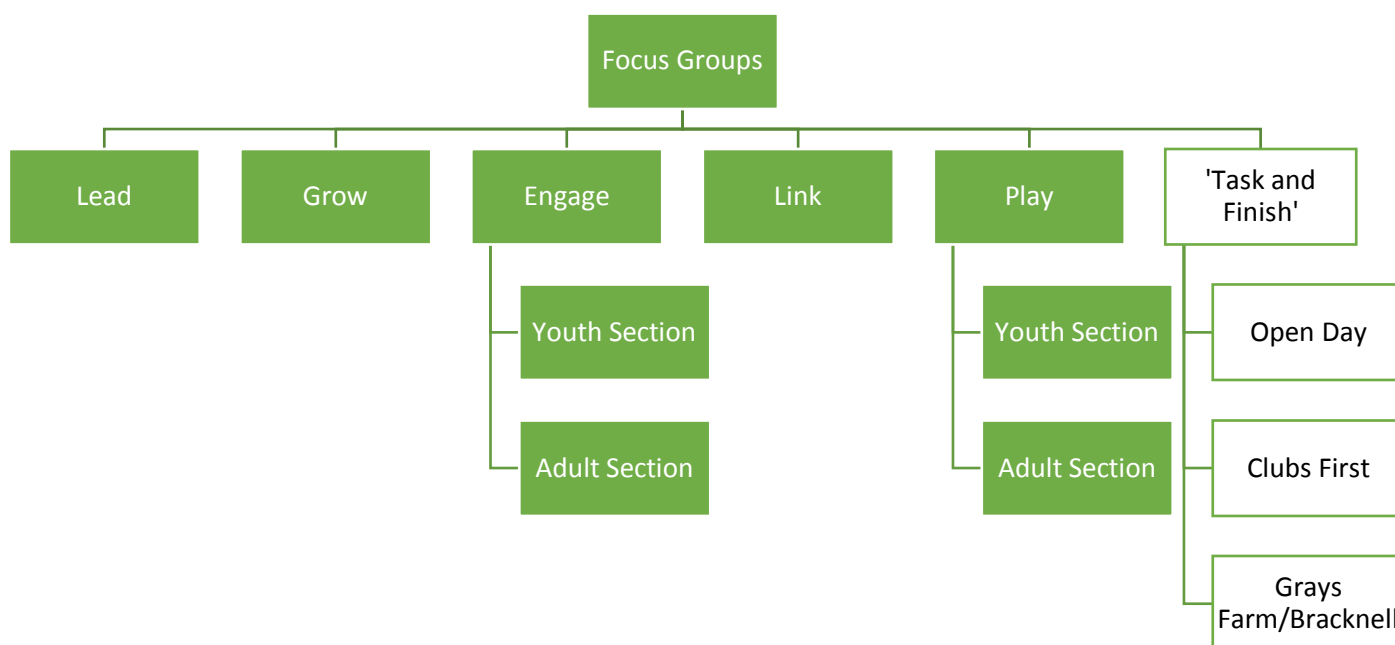


Figure 1 WHC Focus Groups

In order to achieve our objectives for 2015-16 the following tasks have been delegated to the subgroups as outlined in table 1. It is recognised that in order to achieve our objective that consideration of cross cutting themes, such as membership and communications etc. are the responsibility sub group lead to liaise with relevant committee members.

Focus Group	Objective	Lead (Bold) & Members	Goal link	Suggested frequency of meetings
Drive	Implement an improved and sustainable approach to leadership, management and administration of the club. To track Yearly tasks	Jenny Jones Dave Badger Club Captains	1,2,3,4,5	As required
Link	To undertake public relations and communications and sponsorship opportunities and implement improved sustainable approach for 2015-16	Helena Badger Michelle Richards Ben Dudley Nathan Desmond Kirsty Thompson Junior Comms Lead	1,3,4	May, July December April +As required
Grow	To manage and review finances and membership of the club including	Dave Badger Michael Amor	1,2	May, July December



	options and payment mechanisms (when requested) and implement improved sustainable approach for 2015-16	Kirsty Thompson Junior Lead Tom King Alan Baines		April +As required
Engage	To enable centralised two way communication, and provide a player voice on the committee, liaise/manage; captains selection, player issues in collaboration with Welfare Officer if required and implement improved sustainable approach for 2015-16	Dave Baines Nathan Desmond Helena Badger Graham Lee Junior Captain Colts Team Manager Mike Bayliss	1,3	Monthly +As required
Play	Improve Player Development (fitness, coaching and playing) opportunities at all levels. Include Youth Section sub group- whos' responsibilities include to liaise/ manage colts coaches, team managers, selection, junior training, school links, communication and player issues in collaboration with Welfare Officer if required. Implement improved sustainable approach for 2015-16	Steve Simpson Tom King Helena Badger Dave Baines Mary King Tom King <i>Youth Sections sub group –</i> Junior Captains Jenny Jones Rachel Jones Junior Comms Lead	1,5	Preseason – July /August Mid Season – December & February End of Season wrap up – April +As required*

*Due to the breadth of this Goal the Youth Section will be represented at Player Development meetings by Tom King, however Youth Section specific meetings will need to run outside of the Player development Sub Group at the same frequency.

Decision making process

The committee will identify tasks and identify working groups or individual committee members to work outside of the meeting to develop proposals for decision by the committee as follows;

1. For items requiring decision;
 - a. A paper identifying no more than 3 options to be provided in advance of the designated timeframe to the Secretary.
 - b. Attendance at the relevant meeting will be required to address and questions in order to support the committee to make an informed decision.
 - c. Following presentation there are 2 options
 - i. Committee requests further information required to make a decision and the item is place on the next agenda
 - ii. Committee feels there is enough information to make a decision then it will go to a vote and if a tie the casting vote will lie with the Chair.
2. For items of update
 - a. A verbal update is acceptable, however for issues such as membership (inc Colts), finance and sponsorship it is likely that a short report will be required providing details.

All agenda items will be required 1 week prior to the meeting. Meeting minutes will be circulated within one week of the meeting. It is likely that meetings will take place every 6 weeks.



Expectations of committee members

In order for meetings to be productive and as inclusive as possible it is important to clarify the expectations of committee members to support understanding of roles and responsibilities.

Committee members are expected to uphold certain values and principles in line with the aims and objective outline in the constitution. These include to:

- to honour the approach and respect that meetings are a decision making rather than a discussion environment
- act in all times in the best interests of the organisation, ahead of any professional or personal interest
- act in accordance with the organisation's constitution and any relevant legislation
- act with honesty and integrity, and respect confidentiality and diversity of opinion
- partake in one meeting and allow all members a chance to share their opinion
- enhance the organisation's reputation and take an active interest in its work
- uphold the values and principles of the organisation
- maintain good relationships with other Committee members and with staff, volunteers, advisors, members and other people and groups in the organisation
- actively contribute to the work of the club by regularly attending meetings and preparing and participating in decision-making within the committee and discussion within working groups

Standard Agenda approach

Due to the cyclical nature of running the club a standard agenda approach will be taken as follows;

- Apologies for absence
- Minutes of previous meeting for approval
- Actions relating to previous meeting
- Notification of AOB items
- Focus Group reports
 - Drive
 - Grow
 - Link
 - Engage
 - Play
 - Task & Finish
 - Grays Farm / Bracknell (TF)
 - Open Day (TF)
 - Clubs First (TF)
- Reports from Committee Roles
 - Club Development Officer – Kit, facilities
 - Fixture secretary
- Any other business (AOB)
- Date, time and venue of next meeting.

Version 1.0 Jenny Jones & Dave Badger 30/7/2015.