



# Bicester Hockey Club Constitution

## Title

The Club shall be called 'Bicester Hockey Club', hereafter to be referred to as 'the Club' and shall be affiliated to the Oxfordshire Hockey Association.

The junior section is part of the Club and will be referred to as the Bicester Hockey Club "Foxcubs".

## Club Colours

Home: green shirt, black shorts/skort and green socks

## Objectives

To equitably encourage and promote increased participation in the sport of hockey at all levels and to provide opportunities for all abilities to enjoy sporting recreation training and competition and social activities. The rules of the game of hockey played by the Club shall be those adopted from time to time by England Hockey.

## Membership

Membership of the Club shall commence upon receipt by the Club of a properly completed application via the Club's membership database and either payment in full or submission of a direct debit form for the relevant subscription as determined by Annual General Meeting of the Club members. 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 allowed on a non-discriminatory basis.

All members are required to show respect to each other, their fellow players, to their opposition and to club and match officials at all times. The Club may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute.

There shall be four classes of membership available:

Senior Member (adult aged 18 and over)

Under 18 Member/Member in fulltime education (Junior/Student Member)

Occasional Member (£15 Match fee)

Vice-President

The Committee shall have the power to recommend and appoint any person to honorary life membership as a Vice-President, where in the opinion of the Committee that person has provided services to hockey in general and/or the Club in particular that have been of exceptional value.

The Club will maintain a membership register of all members for use by team captains and junior coaches in determining eligibility of members to play for the Club in friendly or competitive matches. Team captains and junior coaches will not knowingly permit anyone to play who is not a bone fide member.

Annual subscriptions and match fees for each class of membership will be set annually at the Annual General Meeting.

The Clubs financial year will be from 1<sup>st</sup> May to 30<sup>th</sup> April.

For subscription fee purposes the actual fee payable will be the full annual fee if joining the Club before 31st December thereafter the annual fee will be pro-rated as agreed with the Treasurer.

Members will only be eligible for selection to play in friendly or competitive matches after they have been accepted as members and paid the relevant subscription fee (or arranged a direct debit).

All members are entitled to the full benefits of membership up until 31<sup>st</sup> August following payment of their relevant subscription fee.

Players who do not pay subscription fees or match fees will not be allowed to join the Club in the following season until their debts have been cleared. Transfer to another hockey club will only be approved via England Hockey's GMS database if the player requesting transfer has cleared any outstanding debts.

### **Matches**

All members selected to play in friendly or competitive matches will pay the full match fee for their relevant membership category for each game or part of a game in which they play, and the fee will be as determined by the Annual General Meeting of the Club members.

A member providing transport to additional 2 club members who are playing in the same fixture will be entitled to a reduction in match fees as follows:

Fixture venue within 20-mile radius of Cooper School: half match fees

Fixture venue outside 20-mile radius of Cooper School: no match fees

### **Club Officers**

The Club Officers shall be as follows and form the Club's General Committee: -

President  
Chairperson  
Treasurer  
Secretary  
Vice Chairperson  
Ladies' Club Captain  
Mens' Club Captain  
Head of Junior Hockey  
Club Development Officer  
Membership Secretary & Volunteer Co-ordinator  
Team Captains  
Club Fixture Secretary & League Liaison Officer  
Club Umpire Co-ordinator  
Club Social Secretary  
Club Disciplinary Officer  
Festivals Director  
Mixed Team Captain  
Welfare Officer  
Director of Coaching

All Club Officers shall be elected at the Annual General Meeting of the Club and must be current full or honorary members of the Club. The only exception to this is the Director of Coaching who will be appointed by the Executive Committee as a paid position.

All Club Officers are elected for a period up to and including the date of the next Annual General Meeting and may be proposed for re-election to the same office or another office the following year.

All Club Officers are entitled to a reduction of 50% of any subscription fee for the period in which they hold such office. Should a Club Officer cease to do their role, they will pay the remaining portion of their membership. Only one reduction in fees is applicable despite the number of positions held. Club members who assist regularly for the whole season with coaching will be entitled to one free junior membership or free membership where they do not have a junior player and are not paid for coaching.

All Club Officers must be 18 years of age or over when they take up their position at the Annual General Meeting. All Club Officers must have an up-to-date DBS check and have undertaken a safeguarding course specific to hockey within the 3 years prior to the beginning on the season for which they are becoming an officer.

### **Club Development Officer**

A Club Development Officer shall be appointed by the Executive Committee of the Club to perform the function as required. The position will be paid at a rate to be determined by the Executive Committee.

### **Umpires, Coaches and other Specialist Support**

Umpires, coaches and persons providing other specialist support to the Club may be paid a fee at a rate to be agreed by the Executive Committee.

Coaches may have their subscription fee waived in lieu of coaching payment.

Junior coaches who travel to junior festivals and do not have children participating in the festival shall be entitled to claim mileage costs at the rate agreed by the Executive Committee.

### **Club Management**

The Club will be managed through an Executive Committee consisting of the President, Chairperson, Treasurer, Secretary, Vice Chairperson, Ladies' Club Captain, Men's Club Captain, Head of Junior Hockey, the Welfare Officer and Club Fixture Secretary & League Liaison Officer. The duty of the Executive Committee shall be to control the affairs of the Club on behalf of the members.

Only the members of the Executive Committee will have the right to vote at meetings of the Executive Committee. The Executive Committee shall make decisions based on a simple majority vote. In case of equal votes, the Chairperson shall be entitled to an additional casting vote.

The Executive Committee meetings will be convened by the Secretary of the Club on a regular basis (approx 4-6 weeks) and held no less than 6 times per year. The quorum required for business to be agreed at Executive Committee meetings will be 6 officers.

General Committee meetings will be convened by the Secretary of the Club during the playing season (September- April) and held no less than twice per season.

The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club. The Executive Committee will have powers to appoint subcommittees as and when necessary; and to appoint advisers to the Executive Committee as necessary to fulfil its business.

The Executive Committee will be responsible for disciplinary hearings of members who infringe the Club rules, regulations or constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

The Executive Committee shall have the power to fill any vacancy that may occur during the year.

The Treasurer shall keep accurate records of the finances of the club. These should be available for reasonable inspection by the members.

If any Club member wishes to attend committee meetings, they should approach the Chairperson in the first instance.

## **Discipline**

Any club member who fails to maintain the level of discipline expected by the Club, or that of the competition in which they are playing will be reported to the Club Disciplinary Officer or the Welfare Officer who will in turn prepare a report for consideration by the Executive Committee in respect to the matter.

The Executive Committee shall have power to suspend for a period not exceeding 12 months or to expel any member (including the President and a Vice-President) only for good cause such as conduct or character likely to bring the Club or the sport of amateur hockey into disrepute.

No member shall be suspended or expelled without first being afforded a reasonable opportunity to make written representations to or be heard by a minimum of 2 members of the Executive Committee. The Executive Committee shall have the power to exclude a member from the Club premises pending the hearing of the case against them. A suspended member shall not be entitled to use the Club premises nor attend any Club meeting nor vote at any election nor hold any office during suspension, but they shall remain liable to pay their subscription.

A member who is suspended or expelled may appeal against the suspension or expulsion to the Executive Committee if they so request in writing to the Secretary within 7 days of their suspension or expulsion. The meeting shall be convened within 21 days of the suspension or expulsion. The Executive Committee shall appoint an Appeals Committee (a maximum of three), which shall not include members involved with the initial disciplinary hearing but may include non-members of The Club.

Temporary Playing Suspension. If a member is reported for a playing offence the Executive Committee shall have the power automatically to suspend that member from playing or umpiring for such period as it thinks fit not exceeding ninety days.

Any member committing an offence during a match resulting in disciplinary action by an umpire shall be disciplined, by the Club or the appropriate association as defined by the current England Hockey Association code of conduct and in line with any penalties specified by the code of conduct.

The Club recognises that social media provides an effective platform for discussion and information sharing but also recognises that the use of social media can pose risks to its club members, reputation and compliance with legal obligations. Posts on the Club's social media or media linked to the Club's social media, be it photos, comments or links should not be inappropriate. Members must not engage in activities or transmit content that is harassing, discriminatory, menacing, threatening, obscene, defamatory, or in any way objectionable or offensive. Inappropriate use of social media will be reported to the Club Disciplinary Officer who will in turn prepare a report for consideration by the Executive Committee in respect to the matter.

## **Welfare**

The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns. The role of a Welfare Officer is primarily to promote good practice within the Club and is named point of contact for young people, parents, coaches and volunteers and to understand England Hockey's reporting procedures in case a concern is raised.

Club members shall abide by England Hockey's guidance on transportation of juniors. A copy of this guidance is on the Club's website.

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.

Welfare concerns of senior players should be raised in the first instance with the team captains, and/or the relevant Club Captains where appropriate. These individuals may raise the concern with the Welfare Officer.

## **Annual General Meeting**

The Annual General Meeting of the Club shall be held not later than the end of May each year. 28 days shall be given to members by posting a notice on the Club website and social media. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before the meeting.

The business of the Annual General Meeting shall be to:

Confirm the minutes of the previous Annual General Meeting and General Meetings held since the last Annual General Meeting.

Receive the final accounts of the year from the Treasurer.

Receive reports for the year from the Chair.

Elect full or honorary members to Club Officer posts.

Review Club Membership subscription rates, match fees and other relevant remuneration fees for services and agree them for the coming year.

Transact other business received in writing by the Secretary from the Club members 14 days prior to the meeting and included on the agenda.

Nominations of candidates for the election to posts as club officers shall be made in writing to the Secretary at least 7 days in advance of the Annual General Meeting. Nominations can only be made by members who are over 18 and must be seconded by another member who is over 18.

At the Annual General Meeting, the Chair will be taken by the Chairperson, or in their absence by the Vice-Chair (appointed by the Club for this purpose), or by another person selected by officers, officials and other full members attending the meeting.

Decisions made at an Annual General Meeting shall be made by a simple majority of votes by those full members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

A quorum for an Annual General Meeting shall be 15 full members, 2 of which must be officers of the Club.

Each full member of the Club shall be entitled to one vote at general meetings.

### **Special General Meetings**

Special General Meetings may be convened by General Committee or on receipt by the Secretary of a request in writing from not less than 15 full members of the Club. At least 21 days' notice of the meeting shall be given.

At all special general meetings, the Chair will be taken by the Chairperson, or in their absence by the Vice-Chair (appointed by the Club for this purpose), or by another person selected by officers, officials and other full members attending the meeting.

Decisions made at a Special General Meeting shall be made by a simple majority of votes by those full members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

A quorum for a Special General meeting shall be 15 full members 2 of which must be officers of the Club.

Each full member of the Club shall be entitled to one vote at special general meetings.

### **Alterations of the Constitution**

Any proposed alterations to the Club constitution may be only considered at the Annual General Meeting or at a Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a full member of the Club and seconded by another full member. Such alterations shall be passed if supported by not less than two thirds of those full members present at the meeting, assuming that a quorum has been achieved.

### **Indemnity**

The members of the Committee, the Officers of the Club, and the officials of the Club shall be indemnified by the Club out of club funds against any legal or monetary claim made against them by third parties in connection with the proper discharge of their duties.

### **Dissolution**

If at any general meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a special general meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that special general meeting, subject to a quorum being reached, the resolution is carried if supported by at least two-thirds of the full members present at the meeting, the general Committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to release the assets of the Club and discharge all debts and liabilities of the Club.

After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the full members of the Club but shall be given or transferred to some other voluntary organisation having objectives similar to those of the Club.

Bicester Hockey Club adopted the above constitution at the Annual General Meeting held on 16<sup>th</sup> May 2023.