



Maidenhead Hockey Club Constitution

1. The Name

Location, Objects and Type of Club

- 1.1 The name of the Club shall be Maidenhead Hockey Club (MHC).
- 1.2 Maidenhead Hockey Club is the trading name of Maidenhead Hockey Club Ltd., who operate their facilities through Maidenhead Altwood Astro Ltd.
- 1.3 The Club shall be affiliated to the National Governing Body (NGB) of hockey in England, namely England Hockey and Berkshire Hockey Association. The Management Committee shall adopt and comply with the NGB policies and procedures and ensure all members of the Club conform.
- 1.4 The premises of the Club shall be at the Maidenhead and Bray Sports Club, or at such other address as the Club may decide.
- 1.5 The aims and objectives of the Club shall be:
 - 1.5.1 The recruitment and development of adults, children and young people into the sport of hockey as players, leaders/coaches, umpires, and administrators.
 - 1.5.2 The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development, and performance level for adults and those under 18 years of age.
 - 1.5.3 To provide equity of opportunity across all areas of the Club, to encourage inclusion by minority groups.
 - 1.5.4 To provide a duty of care to all members of the Club.
 - 1.5.5 To provide a safe, effective and child friendly environment in which to play and learn hockey.
 - 1.5.6 To promote the Club within the local community and within the sport of hockey.
- 1.6 The Club shall be a member's club open to all.
- 1.7 The colours of the Club shall be white shirts, blue shorts/ skorts and white socks. The colours shall be worn in Club Matches. Club colours is understood to mean



any branding belonging to the Club, including but not limited to the Club logo and Club name. Only fully paid, eligible or honorary members may represent the Club and play in the Club colours.

- 1.8 Any alterations to the Constitution may only be agreed at the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) convened for that purpose and shall require the approval of two-thirds of members present or by two thirds of members who choose to vote and are given 7 days to vote by electronic means. The Management Committee shall have the power to legislate upon any point not provided for in the Constitution.

2. Membership

- 2.1 Club membership year shall run annually from 1st September and end on 31st August.
- 2.2 The Annual Subscription for playing and non-playing members, and the match fees for playing members, shall be determined by the Management Committee and ratified at the AGM.
- 2.3 Membership of the Club shall be open to individuals interested in the sport of hockey on application, regardless of personal characteristics, except as a consequence of the requirements of hockey.
- 2.4 All members of the Club shall be subject to the regulations of the Club Constitution and the NGB and by joining the Club will be deemed to accept the regulations and codes of practice that the Club has adopted. Members must take responsibility for understanding and complying with the Club's policies.
- 2.5 Membership for playing and non-playing members is subject to the completion of a membership form each season electronically via Pitchero, parental consent (when under 18) and the payment of the appropriate fees, as determined at the AGM
- 2.6 All members of the Club are automatically a member of the Maidenhead and Bray Sports Club.
- 2.7 The Club may have different classes of membership on a non-discriminatory and fair basis, will keep subscriptions at levels that shall not prevent people from participating, and shall have special rates for those unemployed or in financial hardship, at the discretion of the Management Committee. Request for consideration of hardship or a refund of subscription on resignation of membership is at the discretion of the Management Committee.
- 2.8 Subscriptions for each member shall be due by the 1st October. The Management Committee may elect to amend subscription due dates, such a



change will be communicated with a minimum of 14 days' notice to members by a notification on the Club website and direct member communications.

2.9 Non-payment of subscriptions by this time will render the applicant either liable to forfeit their membership request or not be selected for a Club side, or participate in training sessions, until payment is received. An applicant may discuss a payment plan with the Treasurer.

2.10 The membership shall consist of the following categories:

2.10.1 **Playing members**, including parent/guardians on behalf of an U18 playing member, shall be entitled to all the benefits and privileges of the Club:

- Adult membership being persons of the age 18 years and over.
- Youth membership being persons under the age of 18 years.
- Student membership being persons in full-time, further, or higher education.
- Social membership shall entitle persons to train or play up to five occasions for the Club.

2.10.2 **Honorary members** are entitled to all benefits and privileges of the Club and include:

- President
- Vice-Presidents
- Honorary Vice-Presidents
- Life Members

2.10.3 And **if not playing members**:

- Treasurer
- Club Welfare Officer
- Covid Officer
- Secretary
- Colts Chairman
- Other Co-Opted Officers as note in Section 4.

3. Sports Equity

3.1 The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:



- 3.2 Sports equity is about fairness in sport, equity 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.
- 3.3 The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of personal characteristics, or social/economic status.
- 3.4 The Club is committed to everyone having the right to enjoy their sports in an environment free from threat of intimidation, harassment, and abuse. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 3.5 The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

4. Committee and Officers

- 4.1 The direction and management of the Club shall be conducted by a Management Committee except for matters reserved for the membership in an AGM or EGM, while ensuring that the Club Constitution and all the Club policies are adhered to.
- 4.2 The Management Committee shall consist of the following permanent officers President, Chair, Secretary, Treasurer, Club Welfare Officer, Colts Chairman, Marketing Officer, Representative of the Women's Teams, and a Representative of the Men's Teams.
- 4.3 In addition, to support the effective management of the Club, the Women's and Men's Captains and a representative from the Colts Section are encouraged to join the meeting to promote the interests of the relevant sections. The representative from the Colts section being a parent of a playing youth member of the Club. Those attending in these capacities are not permanent members of the Committee.
- 4.4 The Management Committee may appoint one or more additional officers to the Committee for such purposes as it may deem appropriate until the succeeding AGM, including but not limited to:
- Covid Officer
 - Facilities Coordinator, responsible to the Development Officer
 - Director of Hockey, responsible to the Chairman
 - Webmaster, responsible to the Marketing Officer
 - Umpire Co-ordinator
 - Fixtures Secretary



- Sports Club Liaison
- Members Secretary

- 4.5 If the post of any officer or ordinary committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy until the succeeding AGM.
- 4.6 Permanent Officers of the Management Committee – except Colts Chair, Women's and Men's Representatives - will be voted on at the AGM. The term of office shall be for a minimum of one year, and any member shall be eligible for re-election. The Colts Chair, Women's and Men's Representatives must be voted in by a transparent election open to all specific section members or parents, in the case of Colts. The election system for voting must be approved by the Management Committee.
- 4.7 The Management Committee has the power to appoint any advisers as necessary to fulfil its business.
- 4.8 The quorum required for business to be agreed at committee meetings shall consist of four members or at least 40% of permanent officers in post whichever is the lower.
- 4.9 Honorary members may be elected on an annual basis at the AGM or as soon as possible after, except for the President who shall be elected for a term of three years and eligible for re-election.
- 4.10 The affairs of the Club shall be managed by the Management Committee except for matters reserved for the membership in the AGM.
- 4.11 The committee meetings will be convened by the Secretary of the Club and be held no less than 6 times per year. The meeting may be conducted in person or remotely.
- 4.12 All decisions at a Committee, put to a vote, shall be decided by a simple majority. Each Permanent Committee member shall have a single vote on a show of hands. In the event of a tie the chair of the Committee shall have a further casting vote.

5. Finances

- 5.1 The Treasurer in consultation with the Committee shall be responsible for the finances of the Club.
- 5.2 The financial year of the Club will run from 1st June and end on 31st May.



- 5.3 All Club monies will be banked in an account held in the name of the Club.
- 5.4 The Treasurer will be responsible for the preparation of the annual Statement of Accounts, which will be presented by the Management Committee at the AGM.
- 5.5 The Club shall appoint an independent financial auditor, who is not a member of the club, to examine the Club's accounts for the preceding year. At the AGM a statement from the auditor will be read out.
- 5.6 Any cheques drawn against Club funds should hold the signatures of the Treasurer plus another Director of the limited companies run by the Club.
- 5.7 The income of the Club, howsoever obtained, shall be used solely towards the aims and objectives of the Club. No portion shall be paid, transferred (either directly or indirectly) by way of dividend, or otherwise by way of profit, to members.
- 5.8 There may be payment in good faith, of reasonable and proper remuneration to any member of the Club in return for services rendered. All such payments must be agreed at a Management Committee meeting and any beneficial interest should be declared. The member concerned may not be present when the matter is discussed and, if a member of the Management Committee, shall withdraw from the meeting until after the vote has been taken.
- 5.9 No member or Management Committee member shall cause the Club to enter any financial or other commitment without consultation with, and the agreement of, the Management Committee
- 5.10 All online payments above £1500.00 must have prior approval by an additional Management Committee member.
- 5.11 If at any time the Club at an AGM/EGM shall pass a resolution authorising the Management Committee to borrow money, the Management Committee shall there upon be empowered to borrow for the purpose of the Club such amount of money at such a rate of interest and in such manner as shall be specified in such resolution, and the Management Committee may issue debentures of the Club and may, by such debentures, charge all or any of the property or funds of the Club with payment of the amount borrowed and interest thereon. All members of the Club after the passing of such a resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution.
- 5.12 All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- 5.13 The Club has a comprehensive insurance policy arranged through or approved by, the National Governing Body for hockey providing Public Liability



Indemnity for all Club engaged in hockey activities organised within the Club. Except to the extent permitted by law, the Club accepts no responsibility for personal accidents to members or loss of damage to equipment, personal effects, etc.

6. Payments or Benefits

- 6.1 The appointment of any and every paid individual must be by written independent contractor agreement between the Club and the third party. The third party must submit an invoice to the Club for any agreed and provided services at the agreed interims during the agreed term. Invoices must be approved by the Treasurer before payment.
- 6.2 The performance of any third parties providing services to the Club will be regularly reviewed by the Management Committee to ensure the Club is receiving the agreed services and benefits to the right quality, at the right cost and in the correct timeframe.

7. Annual General Meeting & Extraordinary Meeting

- 7.1 Annual General Meetings are the means whereby the members of the Club with the right to vote may exercise their democratic rights in conducting the Club's affairs.
- 7.2 An AGM of the Club shall be held in the month of July or August every year to:
- Approve the minutes of the previous year's AGM.
 - Receive reports from the Chair and Secretary, Club Welfare Officer, Colts Chairman, Women's and Men's Representatives.
 - Receive a signed report from the Treasurer and approve the annual accounts.
 - Receive a statement from the independent auditor
 - Elect the officers on the Permanent Officers of the Committee and re-elect honorary Vice-Presidents and Life Members.
 - Approve the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- 7.3 Notice of the time of the AGM shall be posted on the Club website and an email sent to the last known email address of each Club member at least 28 days before the date of such a meeting.
- 7.4 Any nominations for officers of the Committee or additional items of business for consideration will be sent to the Secretary at least 14 days prior to the Annual General Meeting.



7.5 All documents pertaining to the AGM will be made available to members at least 7 days prior to the date of the meeting.

7.6 An Extraordinary General Meeting may be called at any time by:

- the Management Committee when deemed necessary.
- by signed resolution of not less than twenty members, or one fifth of the total membership, whichever shall be the lower, in writing to the Secretary, specifying the details of the matter to be discussed.
- In each case at least seven days' notice of such EGM shall be given by the Secretary to all Club members stipulating the date, time, and venue together with the agenda of matters to be discussed.
- No other business other than that for which the meeting was convened shall be discussed.

7.7 At least twelve members, or one fifth of the Club voting membership, whichever is lower must be present at an AGM or EGM. In the event of this not being met such AGM or EGM shall be rescheduled.

7.8 All fully paid/eligible members including honorary members, have the right to vote at an AGM and EGM.

7.9 Votes at both an AGM and EGM are passed on a simple majority of those present or by members who choose to vote and are given 7 days to vote by electronic means.

8. Welfare, Safeguarding and Training

8.1 The Management Committee shall adopt and comply with the National Governing Body policies and procedures with respect to Welfare & Safeguarding and ensure all members of the Club conform.

8.2 The Management Committee will determine the level of training and qualifications required for all club officials. Failure to provide evidence or maintain the required level will result in removal from their roles.

9. Code of Conduct

9.1 The Club expects all members to abide by the NGB Code of Conduct policies.

9.2 Disciplinary matters will follow NGB guidance.

9.3 Complaints will follow NGB guidelines.

10. Dissolution of the Club



10.1 The management committee will act on any resolution passed by members on the dissolution of the club.

10.2 If upon the winding up or dissolution of the Club, which must be proposed by Resolution and approved in a properly convened General Meeting by not less than 75% of those fully paid up members with voting rights and who are present and voting, there remains, after the satisfaction of all debts and liabilities, any property of the Club, the same shall not be distributed to Members of the Club, but shall be given or transferred to one or more of the following:

- another club with similar sports purposes, which is a charity and/or
- another club with similar sports purposes, which is a Community Amateur Sports Club and/or
- the Club's National Governing Body for use by them for related community sports

10.3 Such institutions shall be determined by the Club Members in General Meeting at or before the time of dissolution.

11. Declaration

The Management Committee shall be the sole authority for the interpretation of this constitution.

These rules are binding upon all Members of the Club and shall not be altered or modified in any way except at an AGM or EGM or as specifically provided as follows: The Management Committee may from time to time make, vary and revoke By Laws (not consistent with these rules) for the regulation of the internal affairs of the Club and the conduct of Members and governing the use of the Clubhouse and Bar, and the By Laws for the time being in force shall be binding on all Members.

A copy of this Constitution shall be published on the Club website and available to all members.

Maidenhead Hockey Club hereby adopts and accepts this constitution as a current and operating guide regulating the actions of members.