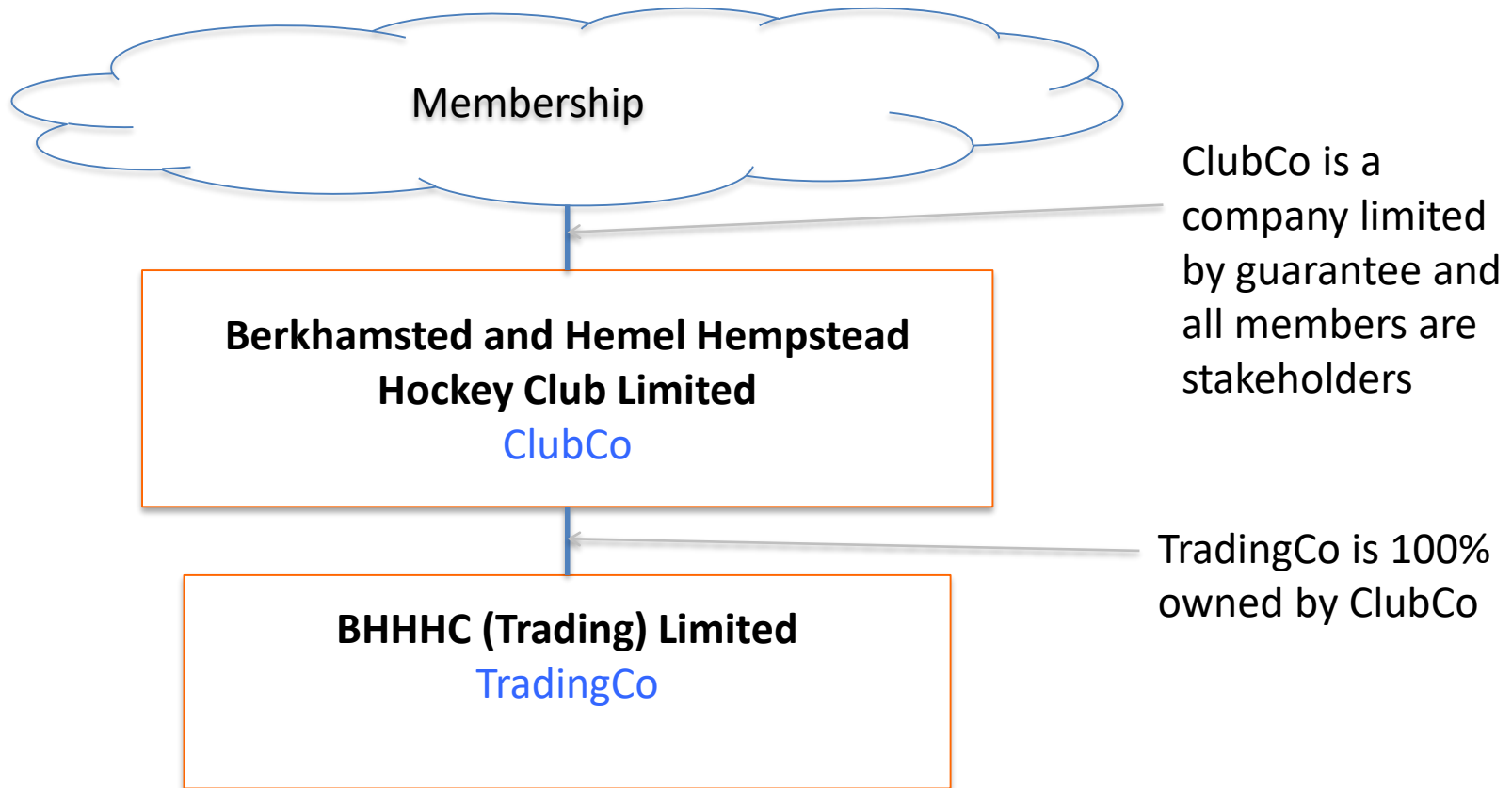


# BHHHC Club Structure

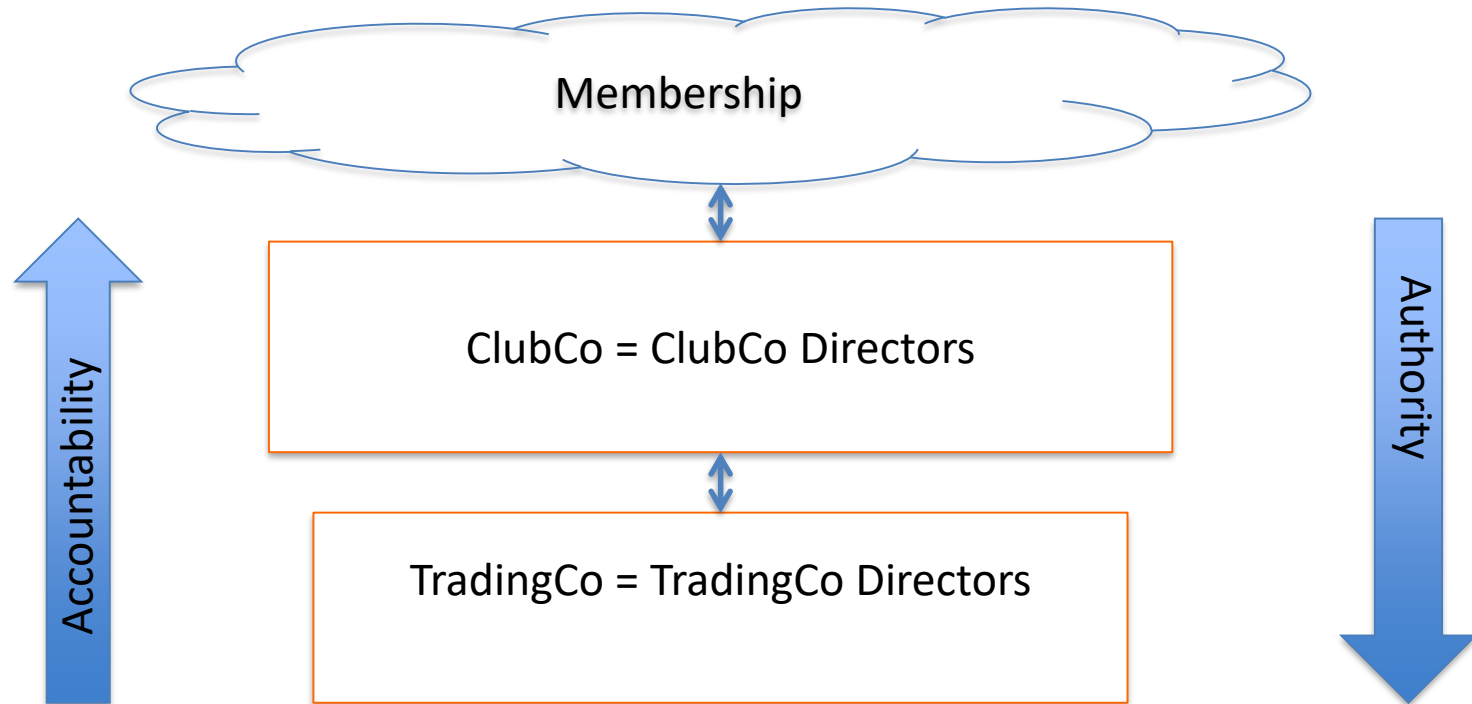
# How the Club is set up



# Executive Committee

- The Exec is responsible for making this club achieve its purpose and aim i.e. to be a **great place to play hockey**
- The membership appoints the Exec
- The Exec represents the membership and is accountable to them.

# Authority and Accountability



# Structure review – Objectives and Principles

- Make any changes to the Constitution (Articles and Rules) needed to streamline the running of the Club and ensure good governance
- Decision making more efficient and transparent
- Meetings - clear purpose and not be too frequent or for the sake of it
- The Exec is the most important committee in the Club
- Separation of roles and avoid single point of failure
- Recognise that a volunteer organisation has a flat rather than hierarchical structure
- At the same time, accountability should be aligned with an ability to influence

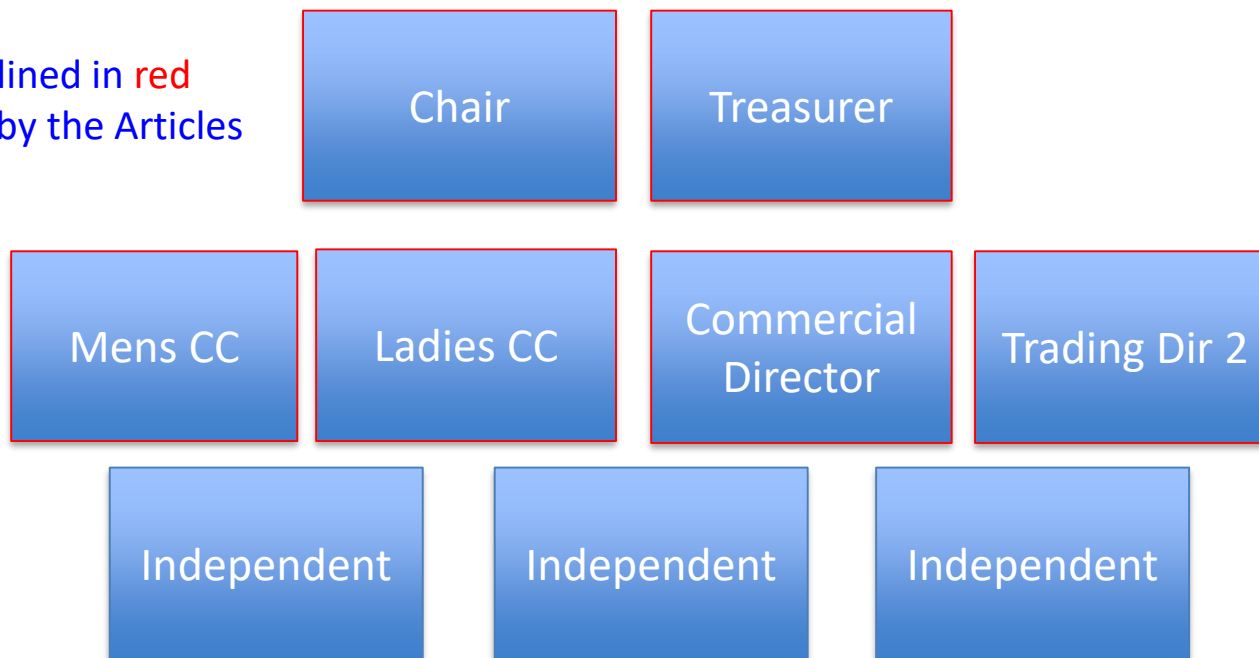
# Main function of the Exec

Day-to-day running of the Club is mostly delegated to Hockey and Trading so the main (but not only) activity of the Board is to:

- Set long-term and annual plans for the running of the whole club and agreeing any changes
- Set annual budgets and the limits on what Hockey, Trading and other project groups can spend without prior approval
- Oversee the progress of the plans and to monitor budgets and spending

# Current Exec

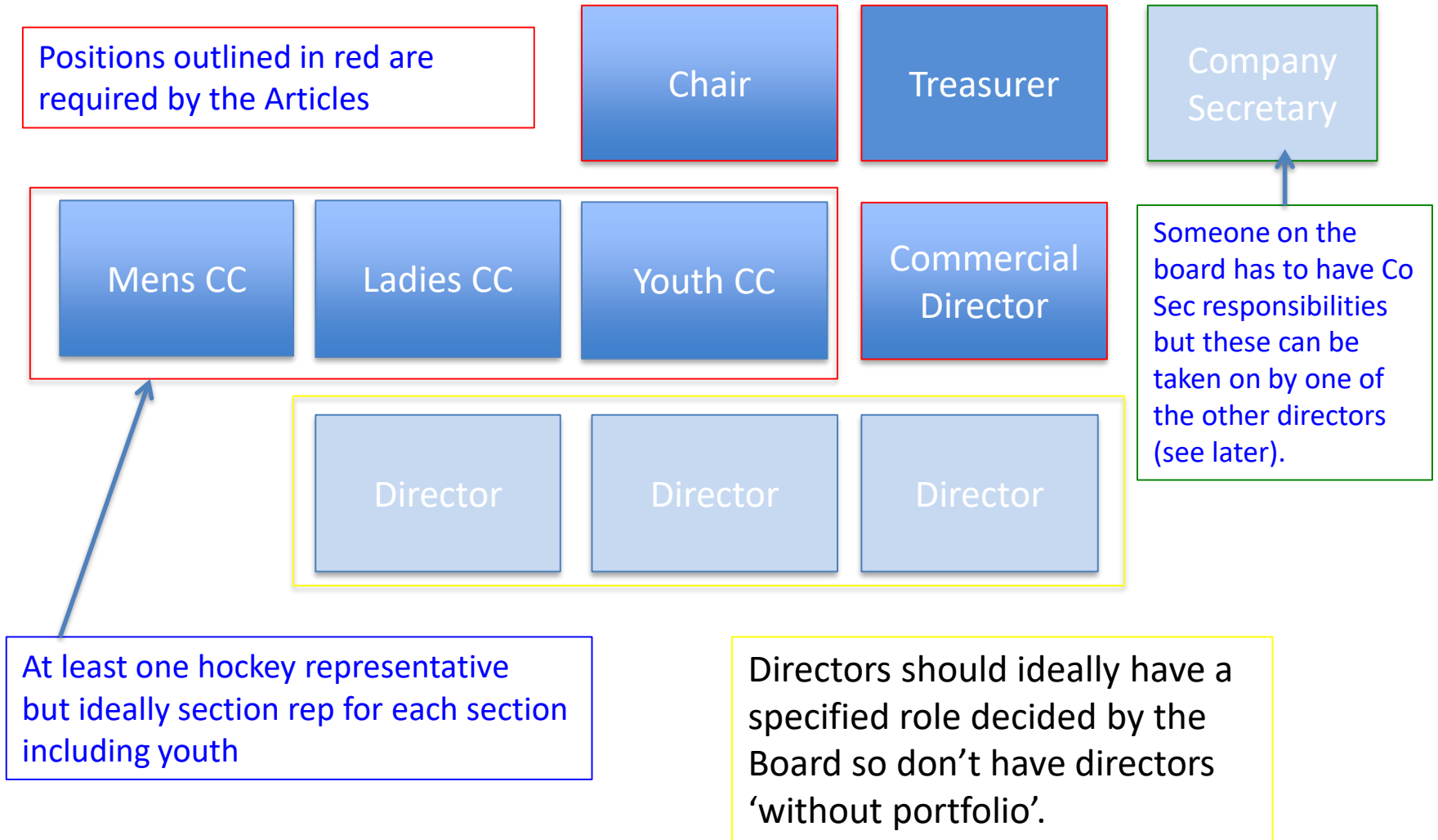
Positions outlined in red  
are required by the Articles



Everyone is a director of ClubCo  
other than the Company Secretary.  
All attend board meetings

Company  
Secretary

# Changes





# The Exec – Minimum requirement

- Minimum of 4 directors
- Maximum 9 directors
- To include:
  - Chair
  - At least one representative from Hockey (see below)
  - Commercial director
  - Treasurer

# Treasurer

The whole Board is responsible for the financial position of the Club. However, someone needs to be responsible for:

- making sure financial records of income and expenditure are properly kept in all parts of the Club
- converting this information into regular financial reports for the Board and annually for the members
- ensuring financial transparency for the Board and the membership
- managing the relationship with the Club's accountants

This does not have to be a discreet role and can be taken on by a director with other responsibilities as long as there are and there are more than 4 directors. It is also important that there are proper checks and balances so that individuals making decisions about expenditure are not treasurer. In practice the Chair, the commercial director and a single hockey rep will not be treasurer.

Some financial reports can be carried out by accountants at a cost, but they will need someone to explain the raw financial data. Better therefore to for the full role to be carried out by one of the Club directors.

# Hockey representatives on the Board

- Ideally all three of Mens' and Ladies' captains and Youth co-ordinator would represent their sections on the Board. They have the most relevant knowledge to prepare annual plans and budgets which they will then also be involved in implementation
- However, if being on the Board would put off volunteers, then the Articles should be flexible to enable one or two people who are involved in day-to-day running of hockey to represent Hockey.
- If only one person represents hockey they should be selected by the section reps. This person could be one of the section reps or someone else with the specific role as Director of Hockey.

# Running the Clubhouse - TradingCo

- ClubCo has a wholly owned subsidiary that runs the clubhouse – TradingCo
- This was necessary to obtain CASC status
- Trading Co's purpose is to generate income from the Club's asset but always to support the Club's purpose ie to be a great place to play hockey
- Trading's board is accountable to (and ultimately controlled by) the Exec

# Current Trading Co

Chair

Commercial  
Director

Trading Dir 2

Director

Director

Positions outlined in red  
are required by the Articles

Company  
Secretary

# Changes

Positions outlined in red  
are required by the Articles

Commercial  
Director

Club Chair,  
another Exec  
director ?

Director

Director

Director

The number and composition of the  
board other than CD is up to the Exec  
to decide.

Company  
Secretary

Co Sec should be the same person on the Club  
Board – minutes and other admin can be done  
by another person.

# TradingCo Board

- At least 2 directors but ideally 3
- Maximum 5 directors
- The Commercial Director should be appointed by the membership and be on the Exec
- All other directors are appointed by the Exec
- The Exec decide the number and composition of the Trading board.