

HARLESTON MAGPIES HOCKEY CLUB LIMITED

RULES

(updated on 09 July 2024)



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PART 1: INTERPRETATION

1. INTERPRETATION

1.1 These Rules are made pursuant to article 29.1 of the Club's Articles of Association.

1.2 In these Rules, unless the context requires otherwise:

Articles means the articles of association of the Club from time to time and **Article** refers to a particular provision in them;

Board means the board of directors

Byelaws means any byelaws of the Club made by the Directors from time to time to govern the conduct of Club Members and guests of the Club in relation to one another, procedures to assist the resolution of disputes or differences within the Club, and any other relevant matters relating to the use of the Club's premises and facilities, and **Byelaw** refers to a particular provision of them;

CASC means a community amateur sports club, as that term is defined by s658 Corporation Tax Act 2010;

Club means Harleston Magpies Hockey Club Limited, a company limited by guarantee registered in England and Wales with company number 11939524;

Club Facilities means the Clubhouse and grounds, any equipment made available by the Club (whether for a fee or without charge), all changing and showering facilities, toilets, all storage facilities, the bar, social areas, and any other facilities made available (whether for a fee or without charge) at the Clubhouse or on the Club's premises from time to time;

Clubhouse means the clubhouse situated at Shotford Heath, Weybread, Diss, Norfolk IP21 5UF;

Director means a director of the Club, and includes any person occupying the position of director, by whatever name called;

Disciplinary Committee means a committee of Executive Committee which is established to consider and decide disciplinary matters relating to Membership, pitch conduct and any breach of the Articles or Rules;

Executive Committee	means a committee accountable to the Board comprising the Officers as set out in Rule 11.3;
Fees	shall have the meaning given in Rule 6.1;
Finance Acts	means the Corporation Tax Act 2010, the Finance Act 2012 and any other relevant legislation relating to CASCs;
Full Member	means a company member of the Club, as that term is defined by section 112 of the Companies Act 2006, and Full Membership shall be interpreted accordingly;
Member	means Full Members and Non-Voting Members, and Membership shall be interpreted accordingly;
Non-Voting Member	means a member of the Club who is not a Full Member, and who therefore neither has voting rights at general meetings nor any other rights to which members of companies are entitled under the Articles or the Companies Acts, and Non-Voting Membership shall be interpreted accordingly;
Officer	means the post holders comprising the Executive Committee as set out in Rule 11.3 and such other persons appointed to posts by the Executive Committee under Rule 12.6 and Rule 12.8;
Rules	means these rules of the Club made pursuant to Article 29.1, and Rule refers to a particular provision in them;
year	means the period from 1 September in a calendar year until 31 August in the following calendar year.

1.3 These Rules are supplemental to the Articles. Nothing in these Rules is intended to contradict the Articles or the provisions of the Companies Acts and, in the event of any inconsistency between any provision of these Rules and any provision of the Articles, the Articles will prevail.

1.4 Unless the context otherwise requires words or expressions contained in this document bear the same meaning as in the Articles.

1.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of any subordinate legislation from time to time made under it, and any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.

PART 2: MEMBERSHIP

2. MEMBERSHIP

- 2.1 Membership shall be open to anyone interested in active lifestyles, primarily the sport of Hockey, on application, and no person shall be denied membership of the Club on the grounds of any characteristic that is defined as a 'Protected Characteristic' under the Equality Act 2010. Membership may, however, be limited according to available facilities on a non-discriminatory basis.
- 2.2 Article 7.7 gives the Directors the power to create different classes of Membership, and to decide who will be eligible for admission to them and what their rights and obligations will be. For the avoidance of doubt, Non-Voting Membership does not convey Full Membership or any of the rights or privileges of Full Membership under the Articles or the Companies Acts.
- 2.3 Where the type of Membership available to, or subscription payable by, an individual is related to age it will be determined by the age of the individual on 1 September in the year during which that individual becomes a member, or renews their membership.
- 2.4 There shall be the following classes of Full Membership:
- 2.4.1 **Adult:** open to any individual aged 18 years or over.
 - 2.4.2 **Honorary Life:** open to individuals aged 18 years or over and only available in accordance with Rule 3.1.
 - 2.4.3 **Occasional:** open to individuals aged 18 years or over who play a limited number of games each season, or otherwise at the discretion of the Executive Committee.
 - 2.4.4 **Concessionary:** open to any individual aged 18 years or more who is in full time education, unemployed or otherwise at the discretion of the Board.
 - 2.4.5 **Associate:** only available in accordance with Rule 3.2.
- 2.5 There shall be the following classes of Non-Voting Membership:
- 2.5.1 **Junior:** open to any individual who is under 13 years of age and whose application is countersigned and approved by a parent or guardian.
 - 2.5.2 **Youth:** open to any individual who is a minimum of 13 years of age and under 18 years of age and whose application is countersigned and approved by a parent or guardian.
 - 2.5.3 **Youth Occasional:** open to individuals under 18 years of age who play a limited number of games each season, or otherwise at the discretion of

the Executive Committee. These applications to be countersigned and approved by a parent or guardian.

2.5.4 **Social:** open to all individuals who wish to support the Club in a non-playing capacity.

2.5.5 **Corporate:** open to any organisation, provided that the contact details of a nominated lead person are provided together with that individual's place of work and home address.

3. **ELIGIBILITY FOR CERTAIN CLASSES OF MEMBERSHIP**

3.1 Honorary Life Membership may be awarded to individuals as a mark of distinction in recognition of outstanding service to the Club. Honorary Life Members shall have been Members for at least three years consecutively prior to their election. The Directors may nominate for election at an AGM such persons as Honorary Life Members as they think fit. The election of new Honorary Life Members shall be put to the vote at an AGM and such persons shall be granted Honorary Life Membership if approved by special resolution of the Full Members at the AGM.

3.2 Associate Members shall: have been Adult Members for at least three consecutive years prior to their election; OR be the parent or guardian of a Junior Member or Youth Member; OR be appointed by decision of the Executive Committee and subject to annual re-appointment after each AGM.

4. **BECOMING A MEMBER**

4.1 An application for Membership shall be in the form from time to time prescribed by the Directors, and shall include as a minimum the name, address and contact details of the applicant; the category of membership; and the fees payable.

4.2 The Executive Committee has delegated authority from the Board to, at its sole discretion, decide whether or not to accept an application for Membership (on behalf of the Club).

4.3 Eligible applications for Membership may only be refused for good cause, such as conduct or character likely to bring the Club or the sport of Hockey into disrepute.

4.4 Appeals against the Executive Committee's decision to reject an application for membership may be made to the Directors, who shall put the matter to the Disciplinary Committee. The decision of the Disciplinary Committee is final.

4.5 Every successful applicant shall, upon becoming a member, provide the Membership Manager with up-to-date address and contact details which shall be recorded in the register of members, and any notice sent using such contact details or address shall be deemed to have been duly delivered.

5. **RIGHTS AND PRIVILEGES OF MEMBERSHIP**

5.1 The rights and privileges of each class of membership shall be as follows, subject in each case to the provisions of the Articles, these Rules and the Byelaws:

5.1.1 Full Members have the right to attend and vote at general meetings in accordance with the Articles and the Companies Acts, have full use of the Club Facilities and the right to bring guests to the premises of the Club.

5.1.2 Non-Voting Members are not company law members and, as such, have no right to attend, speak or vote at general meetings, they have full use of the Club Facilities and the right to bring guests to the premises of the Club.

5.2 Provided that the appropriate Fee has been paid, applicants for membership whose applications have not yet been approved shall have privileges commensurate to their category of membership whilst their applications are being considered. If their application is rejected, then all such privileges will cease immediately.

6. **MEMBERSHIP SUBSCRIPTIONS AND FEES**

6.1 The following fees (the **Fees**) shall be payable by members, as applicable in accordance with this Rule 6:

6.1.1 an annual subscription fee in respect of their membership;

6.1.2 match fees in respect of each game played;

6.1.3 any other activity fees as appropriate; and

6.1.4 Any entrance fee if applicable.

6.2 As set out in Article 7.6, the Directors may from time to time fix the level of any entrance fees, annual subscriptions, match fees and other activity fees to be paid by the different categories of Members with all such fees remaining in force until the next General Meeting or Annual General Meeting when they will be subject to approval by the Members.

6.3 The current Fee rates shall be displayed on the Club's website.

6.4 Fees will be kept at levels that will not pose a significant obstacle to people participating.

6.5 The membership year will run from 1st September to 31st August in the following year with all entrance fees (if applicable) and subscriptions being payable in full by 30th September each year or at such later time as may be agreed by the Executive Committee.

6.6 The Executive Committee may at their sole discretion reduce the Fees for new members who join during the year or otherwise.

7. TERMINATION OF MEMBERSHIP

- 7.1 A member may cancel their membership by writing to the Membership Manager. A member who cancels their membership within the current subscription year shall not be entitled to have any part of their Fees refunded.
- 7.2 The Executive Committee may cancel, without notice being given, the membership of any member whose Fees are more than three months in arrears (in whole or in part), provided that the Executive Committee may, at its sole discretion, re-instate any such member upon payment of arrears. No member whose Fees are in arrears (in whole or in part) may (if applicable) vote at any general meeting.
- 7.3 Appeal against termination or non-renewal of membership shall be made by submitting a written notice to the Administration Manager, who shall, upon receipt of such a notice, convene a meeting of the Disciplinary Committee to hear the appeal. The decision of the Disciplinary Committee is final.
- 7.4 Any person who has been expelled from membership shall not be entitled to have any part of their Fees refunded.

8. CONDUCT OF MEMBERS & DISCIPLINARY ACTION

- 8.1 Every Member and parent or guardian of a Youth Member, Occasional Youth Member or Junior Member is deemed to have notice of, and undertakes to comply with, these Rules and the Byelaws and all Club Policies. Additionally, every Full Member is deemed to have notice of, and undertakes to comply with the Articles.
- 8.2 Any breach of Rule 8.1 or any conduct by a member which, in the opinion of the Executive Committee, is materially anti-social or injurious to the interests of the Club, shall render a member liable to disciplinary action, which may include (but shall not be limited to), an informal warning, a written formal warning, restriction to or suspension from some or all of the Club Facilities or activities, expulsion or non-renewal of membership.
- 8.3 The Club will have in place a Disciplinary Committee which will have responsibility for investigation of both playing discipline (for example red cards) and other 'off field' issues, including, for example breaches, of the Club Values and the England Hockey 'Respect' Code of Ethics and Behaviour (or similar codes) by players, coaches, umpires, spectators, young people, parents, visitors, guests and officials.
- 8.4 The Disciplinary Committee shall consist of three members of the Executive Committee and shall operate within the terms of the Club Disciplinary Policy.
- 8.5 The Disciplinary Committee shall decide on appropriate action and inform the persons involved and the Executive Committee of the outcome and actions in writing.
- 8.6 The Executive Committee may temporarily suspend or exclude a Member from particular training sessions, matches and/or wider Club activities, if they consider in their sole discretion that such action is in the best interests of the Club.

- 8.7 Any member whose membership has been suspended shall forfeit all subscriptions and rights of the Club for the period of suspension.
- 8.8 Any member subject to the disciplinary process shall have the right present their case to the Disciplinary Committee and shall have the right of appeal against any decision as set out in the Disciplinary Policy.
- 8.9 A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Executive Committee.

9. GUESTS

- 9.1 Members may introduce and entertain guests at the Clubhouse where there shall be kept a Guest Book to be signed by both Members and guests.
- 9.2 Payment for a guest, if any, shall be at the discretion of the Board.
- 9.3 Members introducing guests shall be responsible for the strict observation of the Rules by their guests.
- 9.4 Any person who is a member of a visiting team shall be deemed to be guests of the Club for the purposes of entering into social or sporting activities with Club Members only for the duration of their time on Club premises.
- 9.5 Any member of the Board or Executive Committee may expel, temporarily or permanently, any person who has the right to the use of the Club Facilities under this Rule 9.
- 9.6 No person who has suffered expulsion from membership, or whose application for membership has at any time been rejected, shall be introduced as a guest. This can be reviewed on written application to the Directors.

10. LIMITATION OF CLUB LIABILITY

- 10.1 Members use the Club Facilities entirely at their own risk and accept that:
- 10.1.1 the Club will not accept any liability for any damage to or loss of property belonging to members or guests; and
 - 10.1.2 the Club limits its respective liability to the fullest extent permitted by law in respect of personal injury to members or their guests arising out of the use of the Club Facilities.
- 10.2 Rule 10.1 shall be exhibited in a prominent place within the Clubhouse.

PART 3: MANAGEMENT

11. DIRECTORS AND OFFICERS

- 11.1 The board of Directors shall be constituted in accordance with Article 16.
- 11.2 Directors eligibility and method of election and tenure shall be as set out in Article 16 and Article 17.
- 11.3 The following Club Officers, who will form the Executive Committee, shall be elected at the AGM by members: Chairman, Vice-Chairman, Administration Manager, Treasurer, Finance Manager, Social Chairman, Youth Committee Chairman, Coaching Manager, Playing Manager, Communications Manager, Membership Manager and Facilities Manager.
- 11.4 Only Full Members shall be eligible to stand for election as Officers, and shall be appointed in accordance with Article 17.
- 11.5 All Officers shall hold office from date of appointment until the date of the following AGM when they shall cease to be Officers unless re-elected.
- 11.6 All Officers are eligible for re-election, except that the Chairman shall not serve for more than three years consecutively.
- 11.7 Candidates for election as Officers and Directors shall be those Full Members whose nominations (duly proposed and seconded in writing by other Full Members) have (with their consent) been received by the Company Secretary before the commencement of the AGM in each year.
- 11.8 If the number of candidates for election as Officers and Directors at any AGM is equal to or less than the number of vacancies to be filled then all candidates shall be elected if two thirds of those present in person or by proxy and entitled to vote at the AGM vote in favour of such election. If no such majority is achieved then each candidate shall be elected by simple majority vote.
- 11.9 If the number of candidates for election as Officers and Directors at any AGM is greater than the number of vacancies to be filled then there shall be a ballot or show of hands, as the chairman of the meeting shall direct.
- 11.10 The names of all Officers and Directors and of all committee members shall, as soon as reasonably practicable following their appointment to office, be exhibited on the Club website and shall remain so exhibited for their respective terms of office.
- 11.11 All Officer posts will have a job description outlining the key responsibilities and duties of the post.

12. EXECUTIVE COMMITTEE

- 12.1 The Executive Committee shall be responsible for all operational aspects and general management of the Club, within the scheme of delegation, policy and budget guidelines approved by the Board.

- 12.2 The Executive Committee shall comprise the Officers as set out in Rule 11.3.
- 12.3 The Executive Committee is accountable to the Board.
- 12.4 The Executive Committee shall meet a minimum of six times a year to review progress in each operational area and the overall operational position of the Club in accordance with the provisions of the Rules and Articles.
- 12.5 A minimum of four Officers of the Executive Committee shall constitute a quorum for conducting business.
- 12.6 The Executive Committee shall have the power to appoint such other club Officers as it deems fit to operate the club, with such appointments running only until the date of the following AGM when such persons shall cease to hold office, but are eligible for re-appointment by the Executive Committee.
- 12.7 The Executive Committee shall have the power to appoint sub-committees as and when required.
- 12.8 The Executive Committee shall have the power to Co-opt up to three additional Full Members to the Committee and they shall be voting members of the Committee. Such co-options shall run until the date of the following AGM when such persons shall cease to be co-optees, unless re-appointed by the Executive Committee.
- 12.9 Each Officer of the Executive Committee shall have delegated authority for decision making within their area of responsibility, with the Chairman exercising final control where necessary.
- 12.10 Any vacancy on the Executive Committee during the year shall be filled by decision of the Executive Committee.
- 12.11 Full Members of the Club may attend and/or speak at Executive Committee meetings at the invitation of the Chairman only, such request to be made in advance of the meeting.

13. BOARD OF DIRECTORS

- 13.1 The Board shall be responsible for the strategic direction of the Club, its policies, scheme of delegation, financial planning and major projects.
- 13.2 The Board has powers and may delegate powers as set out in Article 19 and Article 20.
- 13.3 The Board of Directors shall comprise all Directors as set out in Article 16.
- 13.4 The Board shall have the power to instruct the Executive Committee should it so decide.
- 13.5 The Board shall meet a minimum of four times a year to conduct Club business in accordance with the provisions of the Rules and Articles.

- 13.6 A minimum of three Directors shall constitute a quorum for conducting business at a Board meeting.
- 13.7 Any vacancy of Director during the year shall be filled by decision of the Board.
- 13.8 The Directors shall appoint a Company Secretary to undertake the statutory administration of the Company and to service the Board and all General Meetings, including the Annual General Meeting.
- 13.9 Full Members of the Club may attend and/or speak at Board Meetings at the invitation of the Chairman only, such request to be made in advance of the meeting.

14. **GENERAL MEETINGS**

- 14.1 An Annual General Meeting shall be held each year within three months of the end of the Club's Financial Year on 30th April. Not more than 15 months may elapse without an Annual General Meeting.
- 14.2 The business conducted at an Annual General Meeting shall include:
- Adoption of the Chairman's Annual Report
 - Adoption of the Statement of Accounts
 - Election of President, Deputy President(s) and Vice Presidents
 - Election of Directors
 - Election of Club Officers
 - Appointment of the Auditor
 - Any other business
- 14.3 General Meetings, Including the Annual General Meeting shall be conducted as set out in Article 9, Article 10, Article 11, Article 12, Article 13, Article 14 and Article 15.
- 14.4 General Meetings, including an Annual General Meeting shall be called giving 14 clear days notice.
- 14.5 Full Members of the Club are entitled to speak and vote at General Meetings. Non Voting Members have no right to attend nor any voting rights.
- 14.6 Notice of all General Meetings must be served to Full Members of the Club, Directors and the Auditor only.
- 14.7 Notice of all General Meetings will also be served to the President, Deputy President and Vice Presidents, as they may be permitted to attend and speak at General Meetings, even though they have no automatic right of attendance nor any eligibility to vote.
- 14.8 A General Meeting can be called at any time by the Directors.
- 14.9 The Directors must convene a General Meeting if the Company receives a request by way of written notice signed by no less than 20 Full Members.

15. PRESIDENTS AND VICE PRESIDENTS

- 15.1 A President, Deputy President(s) and Vice-Presidents shall be elected at the AGM each year, and each individual so appointed shall hold office until the conclusion of the AGM in the following year, after which (unless re-appointed) they shall automatically cease to hold office.
- 15.2 An individual is only eligible to be appointed as a President or Deputy President if they have been a Member for at least three years.

PART 4: MISCELLANEOUS

16. SALE OF INTOXICATING LIQUOR

- 16.1 Intoxicating liquor may only be sold for consumption in the Clubhouse to persons over the age of eighteen who are entitled to use the Clubhouse in accordance with the Rules and Byelaws.
- 16.2 No individuals under the age of 18 years may purchase or attempt to purchase intoxicating liquor within the Clubhouse nor may it be bought for them by others over 18 years of age.
- 16.3 No intoxicating liquor shall be supplied to Members, guests or any other person on the Club Premises otherwise than on behalf of the Club.
- 16.4 The bar in the Clubhouse will be opened (subject to terms of the Clubhouse certificate) at convenient times as decided by the Executive Committee for the sale of excisable goods to persons stated in Rule 16.1 and the guest book in the Clubhouse has been filled out as appropriate.
- 16.5 Any profit deriving from the supply of excisable goods shall be applied to the provision of additional amenities or the purchase of property for the benefit of the Club.
- 16.6 Proper accounts of all purchases and receipts shall be kept and such information as is required to enable any statutory return or statement and the payment of excise or other duty or tax to be made.
- 16.7 The permitted hours for the supply of intoxicating liquor are as follows:
- 16.7.1 Monday – Saturday: 11:00 to 23:00
- 16.7.2 Sunday and Good Friday: 12:00 to 22:30
- 16.7.3 Christmas Day: 12:00 to 15:00 and 19:00 to 22:30
- 16.8 The bar in the Clubhouse will be open at the hours set out in Rule 16.7 or at such other hours as may be decided by the Executive Committee, subject to any restrictions imposed from time to time by the Licensing Authority.

16.9 The bar shall be administered by the Executive Committee through the Facilities Manager.

17. **MISCELLANEOUS**

17.1 The Clubhouse shall be open to Members from 11:00 to 23:00 daily or at such times as the Executive Committee shall direct.

17.2 The Directors shall have the power to make Rules and Byelaws as they shall, from time to time, consider appropriate but any such changes shall have effect only until the next Annual General Meeting at which time they must be put to members for decision.

17.3 Any resolution to amend or vary the Rules at a General Meeting of the Club must receive the consent of 75% of those Members present and eligible to vote at a General Meeting of the Club.

17.4 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the Members with each other and the Club.