



## 1.0 CONSTITUTION

### 1 Club Name

- 1.1 The Club shall be known as THE YEOVIL & SHERBORNE HOCKEY CLUB

### 2 Club Colours

- 2.1 The club colours shall be SKY BLUE SHIRTS/SOCKS AND WHITE SHORTS (men/boys) OR MAROON SKIRTS (ladies/girls).

### 3 Purpose and Organisation of the Club

- 3.1 The purpose of the Club shall be to organise senior and junior hockey coaching, training and matches.
- 3.2 The Club shall be organised into 3 sections:
- 3.2.1 Senior ladies teams.
  - 3.2.2 Senior men's teams.
  - 3.2.3 Junior teams (boys and girls).

### 4 Membership

- 4.1 Membership shall be open to any wishing to play hockey for THE YEOVIL AND SHERBORNE HOCKEY CLUB:
- 4.1.1 Subject to the approval of the Management Committee.
  - 4.1.2 Upon payment of the current annual subscription.
- 4.2 Membership shall be divided into 3 categories:
- 4.2.1 Senior<sup>1</sup>, Junior<sup>2</sup> and Associate.
- 4.3 Junior members playing for senior teams.
- 4.3.1 Individual Junior Members who meet the minimum age requirements laid-down by England Hockey AND who are deemed capable may be permitted to train with seniors on the recommendation of the Director of Hockey/Head Coach<sup>3</sup>.

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<sup>1</sup> Only senior members are entitled to vote at meetings.

<sup>2</sup> Junior is defined as being aged under 18 years at 1st September at the start of the hockey season.

<sup>3</sup> For the avoidance of doubt, notwithstanding the minimum age requirements laid down by England Hockey, the Club has a duty of care to its members and must ensure that individual junior members are physically and mentally capable of training with seniors and playing in senior matches: the Director of Hockey/Head

- 4.3.2 Individual Junior Members who meet the minimum age requirements laid-down by England Hockey AND who are deemed capable may be permitted to play in senior matches on the recommendation of the Director of Hockey/Head Coach<sup>4</sup>.
- 4.3.3 On the advice of the Director of Hockey/Head Coach the Management Committee may from time-to-time introduce other reasonable restrictions on juniors training with seniors and/or playing in senior matches.
- 4.4 All players, umpires and volunteers who do not register as full senior members must register as Associate Members.
  - 4.4.1 Associate Members may not attend training.
  - 4.4.2 Associate Members may play in senior matches but cannot take precedent over full Senior or Junior Members. A limit on the number of senior matches in which associate members can participate each season, and any other conditions, will be determined each year at the Annual General Meeting.

## **5 Subscriptions and Match Fees**

- 5.1 Subscriptions and match fees shall be determined by the Management Committee and ratified at the Annual General Meeting.
- 5.2 Subscriptions shall be set for:
  - 5.2.1 Senior Members.
  - 5.2.2 Seniors Members who are full-time students.
  - 5.2.3 Junior Members (Under 18 years).
  - 5.2.4 Associate Members.
- 5.3 Match fees shall be set for:
  - 5.3.1 Senior matches, including:
    - 5.3.1.1 Seniors who are full-time students playing in senior matches.
    - 5.3.1.2 Juniors (Under 18 years) playing in senior matches.
    - 5.3.1.3 Associate Members playing in senior matches.
  - 5.3.2 Junior matches.

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Coach is deemed to be the responsible person able to assess an individual's capability and make the recommendation that he/she is ready to train with seniors, and subsequently play in senior matches, in consultation with parents, other coaches or senior players if necessary.

- 5.4 Subscriptions shall be due when each member registers each year in accordance with the current registration/subscription process. Those who decide to take up 3 month installment plan option will be asked to set up the 3 month payments in advance to be taken automatically from their account and will be considered fully paid up members, any cancellation of the 3 payments will mean the member is not fully paid up and therefore not eligible to train or play for the club.
- 5.5 Only registered and fully paid up members are eligible for selection.
- 5.6 Any exception to the subscription, or match fee, paid, or refunded, due to an individual's extraordinary extenuating circumstances<sup>4</sup>, can only be decided by the management committee.

## **6 Club Officers**

- 6.1 The following officers shall be elected at the Annual General Meeting<sup>5</sup>:
- 6.1.1 Club President.
  - 6.1.2 Club Chair.
  - 6.1.3 Club Secretary.
  - 6.1.4 Club Treasurer.
  - 6.1.5 Club Membership Secretary.
  - 6.1.6 Director of Hockey<sup>6</sup>.
  - 6.1.7 Ladies' Club Captain
  - 6.1.8 Men's Club Captain.
  - 6.1.9 Ladies' Fixture/Match Secretary.
  - 6.1.10 Men's Fixture/Match Secretary.
- 6.2 **Team Captains.** The election/appointment of Team Captains to take place in September at the start of each season when squads have been decided, in consultation with coaches and team members.
- 6.2.1 If necessary an Extraordinary General Meeting shall be called to hold elections.

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<sup>4</sup> For example: long-term injury; long-term absence due to work; moving away from area.

<sup>5</sup> Should any posts remain vacant following an AGM, or become vacant, and subsequently persons volunteer for that post their appointment must be ratified by the management committee.

<sup>6</sup> The role of Director of Hockey is an honorary title bestowed on an individual of good standing within the Club on the behest of the management committee and agreed at the Annual General Meeting. The Director of Hockey is usually the Head Coach, or takes on the responsibilities of the Head Coach, and is either a long-standing member or is suitably qualified and experienced for the role

- 6.3 **Other Officers.** The following support officers shall be EITHER elected at the Annual General Meeting OR co-opted by the Management Committee as required:
- 6.3.1 Umpiring Officer.
  - 6.3.2 Communications/Website Officer.
  - 6.3.3 Welfare Officer.
  - 6.3.4 Social and Fundraising Officer.
  - 6.3.5 Equipment Officer.
  - 6.3.6 Other Management Committee Members.
  - 6.3.7 Junior Academy Administrator.
  - 6.3.8 Junior Team Manager(s).
- 6.4 **Coaches.** The Senior Head, the Junior Academy Head Coach and Lead Coaches will be appointed by the Management Committee as required to meet the coaching plan.
- 6.5 **Honorary Officers.** In addition there shall be Honorary Vice-Presidents and Honorary Life Members to be determined by the Management Committee and ratified at the Annual General Meeting or at a Special General Meeting.
- 6.6 **Roles and Responsibilities.** Details of the roles and responsibilities of all posts are outlined in **YSHC 1.1b Roles & Responsibilities**, which can be amended by the Management Committee as deemed necessary.
- 6.7 **Handover.** Roles will be handed over during September at the start of the season<sup>7</sup>, unless the previous incumbent is leaving the Club when handover will take place immediately after the Annual General Meeting.

## 7 Management Committee

- 7.1 The Management Committee shall administer the business of the Club.
- 7.2 The Management Committee shall consist of the following officers:
- 7.2.1 Club Chair (chair of the meeting).
  - 7.2.2 Club Secretary (secretary).
  - 7.2.3 Club Treasurer.

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<sup>7</sup> To provide continuity during the Summer and into the start of the next season; handover to be completed by 1st October at the latest.

- 7.2.4 Club Membership Secretary.
  - 7.2.5 Director of Hockey.
  - 7.2.6 Ladies Club Captain.
  - 7.2.7 Men's Club Captain.
  - 7.2.8 Five other members.
- 7.3 The Club President may attend meetings of the Management Committee should he/she so wish.
- 7.4 In the absence of a Director of Hockey, head coaches are to be co-opted members of the Management Committee.
- 7.5 The Management Committee shall have the power to co-opt further members as deemed necessary.
- 7.6 A quorum shall consist of five Management Committee Members.
- 7.7 Fixtures/Match Secretaries, Team Captains, Lead Coaches, the Junior Academy Administrator and Junior Team Manager(s) are not members of the Management Committee.
- 7.8 Up to 3 Associate Members may fill any Management Committee role, but limited to only one Associate Member in the 'senior' committee posts of Chair, Secretary, Treasurer, Membership Secretary or Director of Hockey.

## **8 Senior Section Sub-Committees**

- 8.1 There shall be senior section sub-committees that will be responsible to the Management Committee for dealing with matters appertaining to the respective sections; principally arrangements for matches, league matters, team selection, and establishing coaching/training requirements.
- 8.2 The Ladies Sub-Committee shall consist of:
- 8.2.1 Ladies Club Captain (chair of the meeting).
  - 8.2.2 Ladies Fixture/Match Secretary (Secretary).
  - 8.2.3 Ladies Team Captains/Vice-Captains.
  - 8.2.4 Other members as directed by the Management Committee.
- 8.3 The Men's Sub-Committee shall consist of:
- 8.3.1 Men's Club Captain (chair of the meeting).
  - 8.3.2 Men's Fixture/Match Secretary (Secretary).

8.3.3 Men's Team Captains/Vice-Captains.

8.3.4 Other members as directed by the Management Committee.

8.4 The Director of Hockey, or Senior Head Coach, shall be an ex-officio member of both the Ladies and Men's Sub-Committees.

## **9 Discipline Sub-Committee.**

9.1 There shall be Discipline Sub-Committee that will be responsible for dealing with matters appertaining to discipline and members' behaviour, including the award of personal penalties issued during matches.

9.2 The Discipline Sub-Committee shall consist of:

9.2.1 Club President.

9.2.2 Club Chair.

9.2.3 Ladies Club Captain.

9.2.4 Men's Club Captain.

9.2.5 Director of Hockey.

9.3 A quorum shall be three members of the Discipline Sub-Committee:

9.3.1 Club President or Club Chair (chair of the meeting).

9.3.2 Ladies or Men's Club Captain as appropriate.

9.3.3 One other member.

9.4 The Club Secretary will act as secretary (non-voting) to officially record the decisions of the Discipline Sub-Committee.

## **10 Other Sub-Committees**

10.1 The Management Committee may form other sub-committees from time-to-time to deal with particular matters and projects.

## **11 Meetings**

11.1 **Management Committee.** The Management Committee shall meet on twelve occasions each year (ie every month).

11.1.1 An extraordinary meeting of the Management Committee may be called by the Management Committee at any time, or at the written request of at least five Club Members.

- 11.2 **Ladies and Men's Sub-Committees.** The Ladies and Men's Sub-Committees shall meet regularly during the playing season at the direction of the respective Club Captains.
- 11.3 **Discipline Sub-Committee.** The Discipline Sub-Committee shall meet as required (to be called by the Club President or the Club Chair).
- 11.4 **Other Sub-Committees.** Other Sub-Committees shall meet as proscribed by the Management Committee.
- 11.5 **Annual General Meeting.** There shall be an Annual General Meeting held before the end of May each year for the purpose of receiving reports from Captains, Club Captains and Treasurer; electing officers for the coming year; agreeing subscriptions and match fees for the next season; and approving the finance plan for the coming year.
- 11.5.1 Notice of the Annual General Meeting and its agenda shall be circulated to the membership at least one month prior to the meeting. The date of this meeting shall have been notified to members on the club website.
- 11.6 **Extraordinary General Meeting.** An Extraordinary General Meeting may be called by the Management Committee, or by not less than 20 Club members, by giving not less than one months' notice to the Secretary of the intention to do so, and of the reason for so doing.
- 11.7 **Resolutions.** Notice of any resolution to be considered at the Annual General Meeting or an Extraordinary General Meeting must be supported by not less than ten Club Members and given to the Secretary at least one calendar month prior to the meeting.
- 12 Voting**
- 12.1 All decisions made at meetings shall be by a simple majority<sup>8</sup>.
- 12.2 **Management Committee Meeting.** At a Management Committee Meeting, all Management Committee Members with the exception of the chair of the meeting shall have one vote, the chair of the meeting having the casting vote if required: A secret ballot shall be held if requested.
- 12.3 **General Meeting.** At the Annual General Meeting, or an Extraordinary General Meeting, all elected officers, honorary life members, club members and co-opted members in attendance, with the exception of the chair of the meeting, and being fully paid-up senior members, shall have one vote<sup>9</sup>, the chair of the meeting having only a casting vote if required: A secret ballot shall be held if necessary. Voting by proxy can only be done by contacting the Club Secretary in advance of the meeting and this is to include any form of telecommunications.

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<sup>8</sup> Notwithstanding the adoption of two-thirds majority voting on the Dissolution of the Club (see Section 14).

<sup>9</sup> Junior members, and Honorary Vice-Presidents who are not full senior members of the Club, are not permitted to vote at the Annual General Meeting.

12.4 **Election of Team Captains.** Members may only vote for captains of their own gender: A secret ballot shall be held if requested.

### **13 Finance**

13.1 The Treasurer in consultation with the Management Committee shall be responsible for recording all financial income and expenditure of the Club and for presenting audited accounts at each Annual General Meeting of the Club.

13.2 The elected Chair, Treasurer and Secretary of the Club shall be the signatories for all payments made by the Club, of which two of the named must counter sign each and every payment.

### **14 Dissolution of the Club**

14.1 If the Club shall pass, by BOTH a majority comprising two-thirds or more of the senior ladies members entitled to vote AND a majority comprising two-thirds or more of the senior men's members entitled to vote, a resolution of intention to dissolve the Club, the Management Committee shall take immediate steps to convert all of the assets of the Club into money.<sup>10</sup>

14.2 The proceeds of the conversion shall be used by the Management Committee firstly to discharge all the debts and liabilities of the Club. The remaining assets shall be EITHER passed on to the Somerset County Hockey Association OR disposed of in accordance with a resolution passed by a majority comprising two-thirds or more of the senior members entitled to vote.<sup>11</sup>

### **15 Club Constitution**

15.1 It is the duty of every member to observe all the Constitution of THE YEOVIL AND SHERBORNE HOCKEY CLUB and, from time-to-time, carry out any reasonable request of the Management Committee.

### **16 Changes to the Constitution.**

16.1 The Constitution of the Club shall only be altered at the Annual General Meeting and notice of any alterations must be given to the Secretary not less than one month prior to the meetings. The President, Chair and other Executive Officers of the Club as co-opted by the aforementioned must ratify changes to the Constitution.

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<sup>10</sup> For the avoidance of doubt, ALL of the senior ladies and the senior men's members entitled to vote must be polled and for a resolution to be passed BOTH sections must vote by a majority of two-thirds to dissolve the Club: This is to prevent a dissolution being made against the wishes of either the ladies or men's sections.

<sup>11</sup> For the avoidance of doubt, once a resolution has been passed to dissolve the Club the resolution concerning the disposal of the assets needs only a two-thirds majority of ALL members entitled to vote.



**17 Authorisation**

Signed:

Date:

Steve Fudge (President)

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Signed:

Date:

Barrie Izzard (Chair)

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Signed:

Date:

Jo Stevenson (Secretary)

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Signed:

Date:

Carl Bason (Treasurer)

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