



# Havant Hockey Club – Constitution and Rules

## 1. Name

1.1 Club shall be called the 'Havant Hockey Club' hereinafter referred to as “the Club” and its address shall be The Pavilion, Havant Park, Havant, Hampshire or other such premises as the Members may decide.

1.2 The Club is affiliated to England Hockey.

## 2 Purpose of the Club

2.1 The purpose of the Club shall be to:

2.1.1 Provide the opportunity and secure the best facilities possible such that all playing Members irrespective of gender or age are able to participate in regular and enjoyable hockey within appropriate discipline and behaviour codes.

2.1.2 Recruit and develop children and young people into the sport of hockey as players, leaders/coaches, umpires and administrators.

2.1.3 Provide playing, leading/coaching, umpiring and administrative opportunities at participation, development and performance levels.

2.1.4 Provide equity of opportunity across all areas of the Club, and to encourage inclusion of minority groups.

2.1.5 Provide a safe, effective and child-friendly environment in which to play and learn hockey.

2.1.6 Provide a range of teams, both male and female, to cover all standards of hockey.

2.1.7 The Club shall be a members club open to all.

## 3 Membership

3.1 The Club shall comprise Playing Members, Non Playing Members and Honorary Members (hereinafter Members).

3.2 Playing Members – those persons who wish to join and play hockey for the Club.

3.3 Non Playing Members – those persons who wish to join the Club but do not wish to play hockey for the Club.

3.4 Honorary Members – those persons invited by the Executive Committee to join the Club.

3.5 Playing and Non Playing Members shall pay an annual membership subscription which shall be non-refundable. There shall be no annual membership subscription for Honorary Members.

3.6 Unless otherwise stated in these Rules every candidate for Playing and Non Playing membership shall complete an application in the form prescribed by the Club which shall be placed on the notice board in the Clubhouse for a period of at least 2 days before election as a Member.

3.7 Until the candidate is elected as a Member and paid the relevant annual membership subscription that candidate shall not be entitled to any of the privileges of the Club.

3.8 Candidates for membership shall be elected by the Executive Committee or by the Club in the next Annual General Meeting.

## 4 Subscription categories

4.1 The Executive Committee shall maintain a list of membership subscription categories that apply to all Members and the level of membership subscription to each such category of membership shall be agreed at the AGM.

4.2 The annual membership subscription shall be due and is payable on the date agreed at the AGM.

4.3 Any Member who has not paid the annual membership subscription by the date agreed at the AGM shall be:

4.3.1 considered unavailable for selection, and or

4.3.2 liable to have their membership terminated

4.4 Candidates who become Members during the season shall pay a prorated subscription calculated as the annual subscription divided by 52 and multiplied by the number of remaining weekends in the season.

4.5 At the request of the Executive Committee Members whose category of membership changes during the season shall pay a prorated adjustment to reflect the new category of membership.

## **5 Officers of the Club**

5.1 The officers of the Club shall be the President, the Chairman of the Club, the Director of Administration and the Director of Finance.

5.2 The officers of the Club shall serve until the next AGM of the Club but may offer themselves for re-election.

5.3 The office of "Vice President of the Club" shall be used by the Club to honour individuals and shall be held for so long as such person remains a Member of the Club. Vice Presidents shall be elected at a General Meeting as specified in Rule 10.3.

## **6 Trustees of the Club**

6.1 There shall be not less than 2 nor more than 4 trustees of the Club.

6.2 The trustees shall be elected by the Club in a General Meeting and shall hold office for life unless they resign, or are removed from office at a General Meeting.

6.3 All property of the Club whether real or personal (other than cash) shall be vested in the trustees to be dealt with by them as the Executive Committee shall from time to time direct with resolution of which an entry in the minute book shall be conclusive evidence.

6.4 The trustees and their respective estates and effects shall be indemnified against all risks and expenses out of the Club property in the first instance but in the event of there being a shortfall between the assets and liabilities of the Club then each individual member of the Club over the age of eighteen years and who for the purposes of this rule shall be deemed to continue to be a member of the Club for a period of one year following the termination of his/her membership.

## **7 Executive Committee**

7.1 All concerns of the Club (including those where these Rules are silent) shall be managed by the Executive Committee which shall comprise the President, Chairman, the Director of Finance, Director of House, Director of Hockey, Director of Administration, Commercial Director, the All Weather pitch manager, the Captain of Hockey – Men, the Captain of Hockey – Ladies and the Captain of the Junior Section.

7.2 A quorum of the Executive Committee shall be no less than four (4) elected members one of whom must be the Chairman of the Club or the President of the Club.

7.3 Business at an Executive Committee meeting shall be approved by a majority of those present and if required the Chairman of the Club shall have a second casting vote.

7.4 The members of the Executive Committee shall be elected at the AGM of the Club and shall serve until the next AGM but may offer themselves for reelection.

7.5 The Executive Committee may appoint such sub-Committees as it may deem necessary and may delegate some of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and as required by law. Such sub-committees shall consist of such Members of the Club as the Executive Committee may think fit.

## **8 Liability of Members**

8.1 Subject to the provisions of clause 6.4 hereof, all Members are jointly and severally liable for the liabilities of the Club properly incurred by the Executive Committee.

## **9 Annual General Meeting**

9.1 The AGM shall be held in the month of June following seven (7) days written notice being given to every Member of the business to be transacted.

9.2 Discussions at General Meetings shall be confined to the business stated on the written notice issued in accordance with rule 9.1.

9.3 A Member wishing to raise any business and being entitled to attend and vote at a General Meeting must give notice in writing to the Director of Administration no later than 30th April of each year.

## **10 Procedure for the Annual General Meeting**

10.1 Fifteen (15) months shall not elapse without a General Meeting. At every General Meeting the President, or in the absence of the President the Chairman, or in the absence of both, a person elected by those present shall preside as Chairman of the meeting.

10.2 Nominations for the positions of officers or members of the Executive Committee of the Club shall be in the hands of the Director of Administration at least fourteen (14) days before the Annual General Meeting.

10.3 Proposals for the office of Vice-President of the Club (other than existing Vice-Presidents) shall be in the hands of the Director of Administration by the 31st March of each year and shall be proposed by one Member and seconded by no less than five Members.

## **11 Extraordinary General Meeting**

11.1 An Extraordinary General Meeting of the Club may be convened by the Executive Committee at any time subject to sub-clause 11.3 thereof.

11.2 The Director of Administration shall call an Extraordinary General Meeting on receipt of a written request to do so signed by no fewer than seven (7) Members setting out the proposed resolution.

11.3 The Members shall be given no less than seven (7) days written notice of an Extraordinary General Meeting under sub-clause 11.1 and 11.2 thereof.

## **12 Voting**

12.1 All Members of the Club shall be entitled to vote at any General Meeting of the Club except for:

12.1.1 Members under the age of 18 years on the date of the voting.

12.1.2 Non Playing Members who have paid either a family membership subscription or a non visiting membership subscription.

12.1.3 Honorary Members

12.2 Business at a General Meeting shall be approved by a majority of those present and entitled to vote. If required the Chairman of the Club shall have a casting vote.

## **13 Termination of Membership**

13.1 The Executive Committee of the Club may terminate a Member's membership of the Club in the following circumstances:

13.1.1 Following fourteen (14) days written notification to a Member of failure to pay the annual subscription and where the annual subscription remains outstanding at the expiration of fourteen (14) days written notice.

13.1.2 Forthwith where a Member's conduct whether on or off the hockey pitch is in the opinion of the Executive Committee inconsistent with the standard of conduct expected of a Member of the Club.

13.1.3 In the case of an Honorary Member when the Executive Committee considers that such person is no longer involved in the matters of the Club.

13.2 A Member whose membership shall have been terminated under the provisions of sub-clause 13.1 of this rule shall have the right to appeal upon giving written notice to the Director of Administration within seven (7) days of the termination of membership.

13.3 An appeal will be determined by a sub-Committee appointed by the Executive Committee consisting of a Vice-President and two members of the Executive Committee.

## **14 Licensing**

14.1 The purchase for the Club and the supply by the Club of intoxicating liquor shall be in the absolute discretion of a sub-committee of not less than 3 Members being Members of the Executive Committee appointed for that purpose.

14.2 No person shall at any time be entitled to receive at the expense of the Club, any commission percentage or similar payments on or with reference to purchases of intoxicating liquor by the Club, nor shall any person directly or indirectly derive any pecuniary benefits from the supply of intoxicating liquor by or on behalf of the Club to Members or guests apart from any benefit accruing to the Club as a whole and apart from any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.

## **15 Guests**

15.1 There may be admitted to the Club's premises persons other than Members who are:-

15.1.1 Guests of Members.

15.1.2 Members and supporters of another hockey club who are visiting the Club on the occasion of the match.

15.1.3 Individuals and members of other associations, Clubs or organisations who have been approved by the Director of House and have hired the Club premises for the holding of a function or meeting.

## **16 Supply of Intoxicating Liquor**

16.1 Intoxicating liquor may be supplied to each Member of the Club or sold to those persons admitted to the Club's premises under Rule 15 for consumption on the premises and not elsewhere and subject to the conditions attached to the Club registration certificate for the premises.

## **17 Opening Hours**

17.1 The Club premises shall be open to Members daily between such hours as the Executive Committee shall from time to time determine.

17.2 The permitted hours for the supply of intoxicating liquor shall be as follows:-

17.2.1 The general licensing hours for the time being in force in the licensing district in which the Club is situated.

17.2.2 Such other hours as may be permitted from time to time by a special order of exemption granted by the magistrate's court.

## **18 Alternative to the Rules**

18.1 No alternative shall be made to rule 13.2 and 13.3 of these rules.

18.2 No alternative will be made to these rules (excluding Rule 13.2 and 13.3) except at an Annual or Extraordinary General Meeting. Notice of any proposed amendment to these Rules shall be sent to the Director of Administration not later than eight [8] weeks prior to the date of the meeting.

18.3 The Director of Administration shall as soon as possible and in any case within twenty eight (28) days of the making of any alternative to these rules give written notice of such alterations to the Chief Officer of Police and to the proper office of the Havant Borough Council and also to the Clerk to the Justices for the licensing district in which the premises are situated.

## **19 Non Profit Making**

19.1 The Club is a non profit making organisation. All profits and surplus will be used to maintain or improve the Club's facilities and activities. On the winding up or dissolution of the Club, any balance shall be passed on to some other hockey club with similar objectives to those of Havant Hockey Club (HHC).

## **20 Payments/Benefits**

20.1 HHC Executive Committee may appoint paid staff for specific coach development projects. Such projects are at the complete discretion of HHC Executive Committee; however, they must be HHC projects. Example projects are coaching staff for development programmes, Leader Qualification course tutors etc.

## **21 General**

21.1 Every member is deemed to have notice of and impliedly undertakes to comply with these rules.

21.2 Members will abide by the Club code of conduct as issued by the Executive Committee from time to time.

21.3 The Club colours shall be dark (bottle) green shirts with white facings, navy blue shorts/skirts, green socks with white tops as directed and approved by the Executive Committee.

21.4 Excepting a colour clash all Playing Members shall wear the Club colours when playing a match for the Club.

21.5 The rules and any mandatory instructions issued by the governing body of hockey in England shall be adopted in all matters of play and where applicable to the concerns of the Club.

21.6 The Club name "Havant Hockey Club" the abbreviated version "HHC" and the Club logo (as printed on the Club flag and used on team shirts) remains the property of the Club and can only be used with the permission of the Executive Committee.

21.7 Complaints relating to the management of the Club or the conduct of any Member shall be addressed in writing to the Executive Committee who will investigate the matter and notify the complainant of the outcome of the investigation.

21.8 A Member shall only use the Club facilities in a manner that is approved by the Executive Committee.

21.9 The primary method of communication by the Club to the Members will be via e-mail or the Club website and any notice that is required under these Rules shall be considered valid if issued

21.9.1 in writing by post, (only if specifically requested by a Member), or

21.9.2 via an email to the Members last notified e-mail address, or

21.9.3 posted on the Club website.