

# **Loughborough Carillon Mixed Hockey Club Constitution and Rules**

As reviewed and adopted at LCMHC AGM 2010

## **1. Definitions**

- a) "Club" shall mean the Loughborough Carillon Mixed Hockey Club.
- b) "Sports Club" shall mean the Loughborough Carillon Sports Club.
- c) "Association" shall mean the Leicestershire Mixed Hockey Association.
- d) "EC" shall mean the Executive Committee of the Loughborough Carillon Mixed Hockey Club.
- e) "Member" shall mean a person who has completed a membership form of the Loughborough Carillon Mixed Hockey Club. In addition, "Member" shall also mean a member of the Loughborough Carillon Sports Club.
- f) "Applicant" shall mean a person who is seeking membership of the Loughborough Carillon Mixed Hockey Club.
- g) "Junior" shall mean a person who is 16 years of age or under. "senior" shall mean a person of any other age.

## **2. Titles and Objectives**

- a) The club shall be called the Loughborough Carillon Mixed Hockey Club. It shall be a section of the Loughborough Carillon Sports Club and a member of the Leicestershire and Rutland Mixed Hockey Association.
- b) The object of the club will be to promote and encourage the playing of mixed hockey.

## **3. Rules**

- a) Every member will be made aware of the existence and location of these rules when completing the Club membership form.
- b) An up to date copy of the rules will be displayed prominently in the club house for members' reference and also online in the members area of the club website.
- c) All members will abide by these rules. Ignorance of their content will not be accepted as a reason for their infringement.
- d) Any rules previously adopted by the club, whether written or verbal, will be superseded when the members accept these rules.

## **4. Membership**

- a) The Club shall consist of senior and junior members.
- b) All applicants will be vetted, and approved and elected by the EC prior to becoming a member.

- c) An applicant for election who received the votes of the majority of the EC (where deemed necessary by the EC) shall be declared elected to the club and will be required to complete a club membership form.
- d) Senior and junior members will be obliged to become a member of the Sports Club and their acceptance into the club shall entitle them to membership of the Sports Club.
- e) Non-playing members of a member's family are entitled to membership of the sports club, when the subscription of the playing member has been paid. Playing members of a member's family must, however, pay the appropriate fee.
- f) Upon election of a member of any class, the General Secretary shall notify the Sports Club Secretary of the club member's relevant details.
- g) Any member may resign their membership by giving written notice to the General Secretary. If this notice is given after the 31<sup>st</sup> October or within 4 weeks of completing a club membership form, whichever is the later, the member shall still be liable to pay subscription for that year, subject to the EC discretion.
- h) Any person on ceasing to be a member of the club shall forfeit all rights to and claim upon the club, its property and funds.
- i) Any equipment or property of the club in the possession or custody of a member at the time of termination of membership must be relinquished immediately upon request. Holders shall be responsible for making good any damage or deficiency and/ or for any charge incurred by the club in doing so, subject to the discretion of the EC.

## **5. Subscriptions and fees**

- a) All members are required to pay an annual subscription on or before 31<sup>st</sup> October each year or within four weeks of completing a club membership form.
- b) Any member suffering serious financial hardship may, upon application and agreement of the Treasurer, pay the subscription by instalments over an agreed period.
- c) Members subscriptions not paid within the timescales set out in Rule 5.a) shall, subject to EC discretion, attract a penalty charge at a rate to be decided by the EC.
- d) Any applicant becoming a member after 30<sup>th</sup> December will be required to pay reduced Club and Sports Club subscriptions, calculated as a percentage, based on the number of matches still to be played, as compared to the total number to be played in the season.
- e) If a husband and wife are both playing members, they will only pay a combined sports club subscription at a level to be determined by the AGM.
- f) Prior to playing in their first Association fixture of each playing season, members must complete an association registration form and pay the required fee. It is the member's responsibility to ensure this is

completed and they may be liable for fines if the necessary forms and fees are not provided.

- g) A fee will be payable by members after every match other than tournaments organised by the club.
- h) Upon receipt of a shirt provided by the club, a refundable deposit shall be paid immediately by the member. This deposit will be returned when the shirt is handed back to a member of the EC, subject to rule 4.i).
- i) The membership subscription and match fees shall be reviewed annually by the EC and if amended, shall be put forward for approval by the members at a general meeting.
- j) The accounts of the club shall be subject to audit once every year by auditors appointed at the General Meeting.

## **6. Management and Executive Committee**

- a) Officers of the club shall be the President, Vice President(s) and members of the EC.
- b) All officers of the club shall be elected at a General Meeting of the club. The terms of office will be 3 years for the President, life for the Vice President(s) and 12 months for the EC.
- c) The ruling, or EC of the Club, shall consist of the following:  
Chairperson, General Secretary, Treasurer, Selection Committee Chairperson, Team Captains, Team Secretaries, Child Welfare Officer, plus all members of the sub committees, including (but not limited to) Sports Club Management, Bar, Ground and the Representative to Charnwood Sports Council.
- ci) All nominations for the role of captain, team secretary, coach or child welfare officer must, as a prerequisite of their role, be prepared to submit to CRB checking by the club through England Hockey.
- cii) All captains, team secretaries and coaches shall be aware of the Club's Child Welfare and Protection Policy and associated guidelines and ensure its appropriate practice before, during and after all games/ training sessions played under the auspices of the club.
- d) The Management Committee, which will comprise the Chairperson, General Secretary, Selection Committee Chairperson and Treasurer, is empowered to deal with matters of immediate urgency which may arise when there is not sufficient time to convene an EC meeting. Emergency decisions taken by the management committee shall be put forward at the next EC meeting for ratification.
- e) It is a mandatory requirement that the EC chairperson shall not be related to the selection chairperson.
- f) A quorum for an EC meeting shall be one half of the total EC.
- g) Should there be an EC vacancy during the year, the EC shall have the power to fill the vacancy.
- h) The Chairperson or Selection Chairperson shall normally conduct all EC meetings. In their absence, another committee member shall be elected to the chair. All issues shall be decided by a simple majority of

votes. Voting shall be by show of hands or as otherwise decided by the Chairperson. In the case of equality of votes, the Chairperson shall have the casting vote.

- i) An accurate record of all resolutions and proceedings of all meetings shall be kept. A copy of the records from the last EC meeting will be made available online in the members area of the club website for members inspection, except those records pertaining to members disciplinary matters and any other sensitive subjects as decided by the EC.
- j) The EC shall have the power to decide any matter not dealt within these rules and shall have the power to make by-laws for the governance and well being of the club.
- k) Any member may, with the prior permission of the Chairperson, attend a meeting of the EC. This permission shall not be unreasonably withheld.
- l) All EC and General Meetings shall be non smoking unless decided otherwise by the majority of members present. This decision will be on a meeting by meeting basis if necessary.
- m) The EC shall meet on the first Monday of every month, unless a different date is selected by the Chairperson. A schedule of these meetings will be made available following the AGM.

## **7. Responsibilities and Duties of the EC**

- a) All members of the EC are expected to attend the EC and General Meetings and should be prepared to report any necessary updates at these meetings.
- b) Any EC members failing to attend two or more of these scheduled meetings over a season without providing timely apologies before the meeting will lose their vote for the end of season awards.

### **Chairperson is responsible for:**

- Promoting efficient working of the club within the rules and objectives laid down.
- Chairing the EC and General Meetings.
- Monitoring the activities of any sub-committee.
- Organise response to initiatives (such as Clubs First).
- Represent LCMHC on Sports Club Management Committee.

### **General Secretary is responsible for:**

- Communication with members, the Sports Club and the Association, plus any other person or party, as and when required.
- Keeping a record of all minutes at all EC and General Meetings.
- Updating the club rules with amendments as and when necessary.
- The registering of all playing members with the association through the Team Secretaries and Selection Chairperson.
- Notification of members details to the Sports Club Secretary.
- Maintain club information database.

**Treasurer is responsible for:**

- The collection and safe keeping of all monies payable to the club.
- The paying of all accounts, registration fees, fines etc. and the making up of a properly documented balance book.

**Selection Chairperson is responsible for:**

- Chairing the selection committee and maintaining procedures of selection with reference to Association and Club rules.
- Advising and assisting on selection of players.
- Keeping a continuous record of all nominated playing members for all teams and notifying the Association Registration Secretary of changes as necessary.
- Administering internal communications regarding sports and social events to all members through the team captains.
- Keeping a continuous record of all registered players.

**Team Captains and Secretaries are responsible for:**

- The registering of members on the association forms.
- The selection of team members at selection meetings.
- The notification of selection of members.
- Notification of relevant club duties (e.g. bar and ground duties).
- The tactics during matches and the behaviour of team members.
- The keeping of a record of nominated players.
- The filling in of the match card and the payment of the umpire(s).
- Notification of the match result as requested by the league and the posting of the match cards to the Association League Charts Secretary.
- Notification of match result and provision of match report to media coordinator.
- The provision of a whistle, first aid kit and two balls at every match.
- If the captain, the wearing of a distinctive armband.
- In the event of a fixture postponement or cancellation ensuring, to the best of their ability, that all team members are aware. (The primary responsibility for checking is with each member.)
- The notification of a postponed or cancelled fixture with the opposition, umpires, fixtures secretary and umpires secretary.
- Having reasonable knowledge of the Rules of Hockey and the Association Rules.
- The distribution of information to the team members.
- The confirmation of home fixtures with the opposition and the umpires.
- The collection of match fees and subscription plus the completion of the availability card.
- The provision of oranges, milk, sugar and tea at home fixtures.
- The security of the Club house.

**Ground Committee are responsible for:**

- Preparation of the pitches to an acceptable standard.
- Ensuring the goal posts, flags and nets are kept in a proper state of repair
- Ensuring that safe working practices are adopted by members carrying out ground duty.
- In the event of poor weather conditions, deciding if the pitches are fit to be played on.
- Notification of the home fixture postponement to the respective team captains and secretaries.

**Bar Committee are responsible for:**

- The efficient operating and stocking of the bar.
- Maintaining/ cleaning the bar equipment to the applicable Hygiene Standards.

**Management Committee are responsible for:**

- Attending the meetings of the Sports Club Management Committee and ensuring the best interests of the club are maintained.
- Advising the EC on the outcome of the Management Committee meetings.

**Charnwood Sports Council Representative is responsible for:**

- Advising the club on any expenditure for which funding may be available.
- Advising the EC on any information sent out by the Sports Council.
- Attending meetings called by the Charnwood Sports Council.

**Child Welfare Officer is responsible for:**

- Ensuring compliance by the club and its members with the published Child Protection Policy.
- Ensuring that CRB checks are undertaken for all coaches, captains and team secretaries.
- First point of contact within the Club for all members, coaches and parents where concerns about child welfare, poor practice or abuse are identified.
- Point of contact for England Hockey Child Welfare Officer.
- Ensure that the Club Child Protection Policy and Guidance are updated in line with England Hockey and Sport England requirements.
- Ensure their own Child Protection training and awareness and that of captains, coaches and secretaries is updated as required.

**Head Coach is responsible for:**

- Organising club coaching sessions (including team coaching where requested by team captains).
- Organising the coaching team.
- Disseminating information to members at training.

**Social Secretary (assisted by sub committee) is responsible for:**

- Organising social events regularly throughout the year (including, but not limited to, End of Season Dinner, Christmas Party, Bonfire night).
- Supporting the organisation of the summer tournament.
- Collection of all monies etc. and passing these on to the Treasurer.

**Tournament Director is responsible for:**

- Organising the summer tournament, including:
- Organising volunteers
- Investigating sponsorship and funding
- Arranging necessary equipment
- Administering the event (e.g. match schedule, umpires etc.)
- Arranging first aid cover
- Inviting visiting teams
- Appointing a representative to organise LCMHC teams to enter
- Collection of all monies etc. and passing these on to the Treasurer.

**Media Coordinator is responsible for:**

- Maintaining the club website.
- Maintaining the club statistics.
- Collecting match reports and selection information and submitting these to the local press.

**Youth Coordinator is responsible for:**

- Being aware of and enforcing the Club youth policy.
- Coordinating with the coaching team for junior training sessions and schedule.
- Ensuring development and health and well-being of juniors when partaking in club events.
- Organising entrance and teams for junior tournaments and associated events.
- Ensuring juniors are registered appropriately with the club (forms to be forwarded to the Secretary and fees to the Treasurer).

**8. General Meetings**

- a) The Annual General Meeting (AGM) of members shall be held no later than 20<sup>th</sup> June in each year. Twenty eight (28) days clear notice of such meetings shall be given in writing to each member by the general secretary.
- b) A quorum of an AGM shall be one third of the total club membership. If a quorum is not present within 30 minutes after the start time for which the meeting was convened, it shall be null and void.
- c) The Chairperson of the EC shall preside. If he or she is absent, the meeting shall vote another member of the EC to the chair before proceeding. The elected Chairperson will ensure a quorum is present before continuing.

- d) All members shall be supplied with an audited balance sheet at the AGM.
- e) The order of business at the AGM shall be as follows, unless otherwise determined by the chairperson of the meeting:
  - 1) Apologies for absence
  - 2) Minutes of the previous meeting
  - 3) Matters arising out of the minutes
  - 4) Chairperson's report
  - 5) General secretary's report
  - 6) Treasurer's report, including Auditor's report, consideration of the adoption of the balance sheet
  - 7) Election of President
  - 8) Election of Vice President(s)
  - 9) Election of Members of the EC
  - 10) Election of the Auditors
  - 11) Presentation of Trophies
  - 12) Propositions
  - 13) Any other business within the competence of the meeting
- f) All proposals shall be decided by a simple majority of votes. In the event of equality of votes, the chairperson shall have a casting vote. Voting shall be by show of hands or as otherwise decided by the chairperson.
- g) All resolutions or proposals to be placed before the AGM must be received by the General Secretary in writing (by post or email), signed by the proposer and seconded by another member, a minimum of 14 days before the date of the AGM.
- h) Amendments to the proposals, if applicable, shall be made at the AGM.
- i) The nominations for President and Vice President(s) shall be made at the AGM.
- j) Final dates for 8.g) above, shall be included in the notice of the AGM.

## **9. Team Selection Procedure**

- a) The selection committee shall consist of a selection committee chairperson, team captains and team secretaries.
- b) A quorum for a team selection meeting shall be the selection committee chairperson, or their deputy, plus a captain and/ or secretary for each team undergoing selection.
- c) The selection chairperson shall normally conduct selection meetings. If he/ she is absent, the attending selection committee members shall vote another member to the chair.
- d) Teams for all matches, other than friendlies, will be selected on merit, in order of seniority.

- e) In the event of there being an inability to agree on a matter of selection, a majority vote will decide the issue. Should the vote be equal, the selection chairperson shall have the casting vote.
- f) No team shall take substitutes if other teams in the club are short of players for League or Cup matches, subject to the compliance with the Association rules on (a) nominated players and (b) players not playing for more than one team or club in cup matches.
- g) All senior members are liable to be called upon for umpiring duties at Association arranged fixtures. It will be the responsibility of the selection committee to appoint members to these duties.
- h) When the non-availability of a player becomes apparent in the week, it is the prerogative of the team captain concerned to select the player of his/ her choice from a lower team, but only after prior consultation with the captain/ secretary of the lower team. This facility will not be allowed later than Friday evening if two of the teams within the club are playing each other on the Saturday in a League or Cup fixture.
- i) The decision of the Selection Committee in matters of team and umpiring selections will be final.

## **10. Responsibilities and Duties of Club Members**

- a) All members must comply with the Association Rules and also the Rules of the Game of Hockey.
  - ai) All players are required to adhere to the appropriate, published codes of conduct in view of the need to safeguard the welfare of children and junior members. Such codes are to be prominently displayed in the clubhouse and online in the members area of the club website.
  - a ii) Members are required to ensure compliance with these codes of conduct by their own visitors or spectators. Failure to comply with such codes may render the member subject to disciplinary action.
- b) All members shall wear the shirt provided by the club when playing in a club hockey fixture. This must be kept in good repair and returned to the club when membership ceases.
- c) Members are required to provide a black skirt/ shorts and amber socks for all club hockey fixtures.
- d) On specific occasions, when a white shirt is to be worn, white socks must also be worn. White shirts and socks must, unless otherwise advised by the team captain, be provided by each member.
- e) Any member not wishing to play on any Saturday during the season must notify their captain or secretary on or before the preceding Monday evening.
- f) In the event of poor weather conditions, members are responsible for checking with their respective team captain/ secretary on Saturday morning to ascertain whether the match is on or postponed.

- g) All members must maintain a high level of discipline at all games and on, or within, the locality of the club premises.
- h) Members must adhere to standing instructions with regard to the movement and storage of equipment.
- i) All members will be required to fulfil certain duties as laid down by the EC. These will be on a rota basis and include pitch preparation, pavilion maintenance, bar and club house duties.
- j) Individual members are responsible for organising their own insurance policy to cover injuries and any other areas of personal liability they deem necessary.
- k) Failure to comply with rules 10.g), 10.h) and 10.i) may render the member subject to disciplinary action.

## **11. Complaints and Protests**

- a) Any member having a complaint or protest should first discuss the situation with their team captain/ secretary. If the member is not satisfied with the outcome, they may take the matter up with the selection committee chairperson.
- b) Should the matter still remain unresolved to the member's satisfaction, he/ she has the right to have it discussed before the EC, subject to rule 6.j). The decision reached by the EC in this matter will be final.

## **12. Disciplinary Procedure**

- a) Any member reported for serious or consistent infringement of these rules, or those of the Association, may be invited to give evidence before the EC at a disciplinary hearing.
- b) The date of this hearing shall be notified to the member in writing, giving 7 clear days notice and outlining brief details of their alleged transgression.
- c) The member may bring another club member(s) to the disciplinary hearing as a witness or for support.
- d) If, after hearing the evidence from the member and their witness(es) – if applicable, it is the opinion of a two thirds majority of the EC that the member is guilty of a transgression, then the punishment decided by the EC shall be notified to the member in writing. If the EC decide that the best interests of the club so require, the member shall be liable for immediate expulsion from the club. In this instance, rules 4.h) and 4.i) shall apply.
- e) Failure by a member to attend a disciplinary hearing without reasonable excuse, and having been given prior notice, shall render themselves liable to immediate expulsion from the club. In this instance, rules 4.h) and 4.i) shall apply.

**13. Winding up**

- a) In the event of the majority of the members voting at a General Meeting for the club to be wound up, any funds remaining after the club's financial liabilities have been discharged, will be handed to Loughborough Carillon Cricket Club.
- b) In these circumstances, any financial deficit shall be made good by the members in equal shares.