



SIDMOUTH & OTTERY HOCKEY CLUB



CLUB CONSTITUTION

The Name, Location, Objectives and Type of the Club

The name of the Club shall be Sidmouth & Ottery Hockey Club ('the Club'), formed on the amalgamation of Ottery Crickets Hockey Club¹ and Sidmouth Hockey Club².

The Club's teams will take after match teas in either Ottery St Mary or Sidmouth.

The Club will train and play its home games in Ottery St Mary and Sidmouth.

Club colours shall be black (dominant)/green/orange and black with an away strip of white, orange or maroon as required.

The objectives of the Club shall be to:

- Provide and promote opportunities to all people in Ottery St Mary, Sidmouth and surrounding communities to play and participate in hockey.
- Provide a safe and healthy environment for all Club members.
- Be a welcoming and socially cohesive Club.
- Develop all players to reach their playing potential through effective coaching and development opportunities.
- Advance the Club's members, junior and senior, to achieve representative honours at County, Regional and National levels.
- Provide sufficient opportunities for all Club members to: receive coaching to develop their game, play competitive hockey, coach, umpire and administer hockey
- Advance the Club's teams to achieve their potential in terms of playing in league and cup competitions from County up to national level
- The Club shall work with local schools, colleges and other agencies to promote and grow the Club and the sport of hockey
- Self-govern and administer the Club effectively and efficiently
- Develop qualified and experienced coaches, umpires and administrators to achieve their potential
- Be recognised locally and regionally as an excellent sports club.

¹ Which was formed in 1995 on the amalgamation of Exeter Crickets (founded in 1962) and Otter Vale (founded in 1978).

² Founded in approx. 1911.

The Club shall be a members' club open to any person interested in hockey.

Membership

Membership is subject to applicants paying the appropriate annual subscription, signing the Club Code of Ethics & Behaviour and parental consent in the case of young people under 18.

There are 8 categories of membership in two groups: playing and non-playing:

a. Playing Memberships. Five playing membership categories:

Adult. Aged 18 years or older. Those who do not meet the criteria of the Student category are regarded as adult members.

Student. A student in School Year 12 or above, in full-time Further Education, in full-time Higher Education, an Apprentice or registered unemployed.

Junior Playing Senior Hockey. A junior aged 13 or older - up to and including School Year 11 who plays senior hockey.

Junior. A student in School Year 11 and below not playing senior hockey.

Rustys & Recreational. Adults who participate in non-league, once-a-week training sessions or associated matches.

b. Temporary Memberships:

Tournament Memberships: Individuals who wish to represent the Club in a tournament or similar event. This membership covers all such events during the season on payment of the appropriate subscription but does not cover league participation.

Occasional Player Membership: is available in all main membership categories (except Rusty) for those intend to play less than three games a season. This does not give access to regular league training.

Arrangements to encourage participation by families with children who wish to join the Club are described in the Club Annual Membership and Match Fees policy.

Playing membership does not provide a guarantee of selection to any team in the Club.

c. Non-Playing. Three non-playing membership categories:

Associate. Non-playing Club affiliated Umpires and Coaches, and individuals who act in a voluntary capacity in support of the Club.

Social. Parents/guardians and those interested in keeping in touch with the Club. Applicants for social membership shall be proposed and seconded by adult members and then approved by the Club Committee.

Honorary. A non-playing members or former members may be invited to become Honorary members, Vice-presidents, Honorary Vice-Presidents or Honorary Life Members at the discretion of the Club Committee.

The Executive Committee may at its discretion, and by majority vote in committee, introduce new classes of membership and may set subscription periods of less than a year.

Members must agree to abide by the Club's Code of Ethics & Behaviour and its policies and procedures.

The Club may refuse, or cancel, a membership at discretion of the Executive Committee for failure to meet the requirements, or continual or flagrant violation of the Club's Code of Ethics & Behaviour, its rules and policies and/or otherwise bringing the Club into disrepute. Any appeal against decisions made under this rule shall be heard by a sub-committee appointed by the Executive Committee from Club members.

Membership, irrespective of category, carries full voting rights.

Members may be invited to become Honorary Members, Vice Presidents, Honorary Vice Presidents or Honorary Life Members at the discretion of the Executive Committee.

Subscriptions & Match Fees

The Club's Annual Membership Subscription and Match Fees policy describes the Club's policy.

Annual membership subscription and fees will be charged and paid as agreed at the Club's Annual General Meeting (AGM) at the appropriate rate for the type of membership required.

The Club membership year shall run from 1st September to 31st August.

Any individual who fails to pay by the date advertised by the Membership Secretaries each year, cannot enjoy the privileges of membership and shall not train or be selected to play hockey for the Club.

Committee and Officers

Together the Officers of the Club form the Club Executive Committee. The Officers of the Club (the Executive Committee) are elected annually at the Club AGM. For the roles of Chair, Club Secretary and Treasurer a maximum term of 5 years from the date of election³, shall apply after which time the incumbent must stand down from that role. If the role is not filled by election at the AGM, a suitable replacement may be appointed by the Chair or, in extremis, the incumbent may stay on in that role for an additional term agreed with the Chair that must be no more than 12 months. All other posts are filled by appointment (also see Captain's Elections Process).

The affairs of the Club shall be managed by the Executive Committee, except for matters reserved for the Club in AGM.

The Club shall operate 4 committees:

³ Where the date of election is on or after 16th May 2022.

a. The Club Executive Committee.

b. Sub-Committees:

Playing Committee (including a Selection sub-committee)
Junior Committee
Disciplinary Committee.

The composition of the Executive Committee:

President
Chair
Vice Chair
Club Secretary
Club Treasurer
Club Development Officer
Chairs of Sub-Committees:
Playing Committee
Junior Committee
Club Fundraiser.

The Composition of the sub-Committees:

Playing.

Chair
Coaches (including Club Coach)
Team Captains
Fixtures Secretaries (Ladies' and Men's)
Umpire Development Officer.

The Club shall operate a Selection sub-Committee as part of the Playing Committee.

Junior.

Chair
Lead Junior Coach
Junior Competitions Coordinator
Junior Coaches (including Club Coach)
Junior Team Managers
Umpire Development Officer.

Disciplinary. The Disciplinary Committee shall operate in accordance with the Club Code of Ethics and Behaviour.

The Club shall have non-executive functional roles that includes but, is not be limited to:

Membership Secretary
Fixtures Secretary (Men's)

Fixtures Secretary (Ladies')
Umpire Development Officer
Social Secretaries
Club Welfare Officer
Webmaster
Club Coach
Disciplinary Officer
Communications Officer
Kit Officer
Volunteer Co-ordinator.

Conduct of Meetings. The Club Committee may appoint one or more additional non-voting officers onto the Club Committee for such purposes as it may deem appropriate.

The Club Committee has the authority to appoint, until the next AGM, members to replace any members who retire from the committee or to fill a vacant post on the Committee.

The Club Committee may form other sub-committees or working groups in order to fulfil an identified need or purpose.

The Club Executive Committee shall meet on a regular basis in order to manage the affairs of the Club effectively and efficiently.

Committee meetings shall be chaired by the Chair, Vice-Chair or a nominated Officer of the Club. Meetings shall be organised by the Club Secretary giving 7 days' notice of the agenda, time and location. A meeting shall not take place until at least 4 members of the Committee, of whom at least one must be either the Chairman, Vice-Chairman or Club Secretary, are present⁴. Minutes shall be taken and any actions recorded. Any member present at the meeting may act as recorder. Minutes should be disseminated to attendees and other relevant recipients within 7 days of the meeting.

Sub-Committee Meetings, as they involve more people and address narrower issues, may be arranged at the convenience of the Sub-Committee Members but should be timed to be before the Executive Committee, ideally no more than 2 weeks. A summary of the issues discussed, and any decisions reached, shall be recorded and conveyed to the Club Secretary and Chairperson (if he/she has not attended a meeting) and circulated to the members of the Sub-Committee.

The elected Treasurer, Club Secretary and one other Executive Committee Member shall be the signatories for payments made by the Club, of which two of the named shall counter-authorise each and every payment.

⁴ This includes participating in a virtual meeting via an online meeting solution.

The Treasurer in consultation with the Club Committee shall be responsible for recording all financial income and expenditure of the Club and for presenting independently reviewed accounts at each AGM of the Club.

Payments or Benefits

The Club Committee may appoint paid part-time staff for specific activities. Such activities are at the complete discretion of the Club Committee; however they must be for Club related projects. Example appointments include coaching staff for development programmes, leader/umpire qualification course tutors, webmaster etc. Such activities must have a majority vote by the Executive Committee and one of these votes must be the Treasurer.

The Club will continue to operate as an amateur community sports club and, as such, will not seek to pay volunteers, whether drawn from the membership or other volunteers, to undertake their role. This includes any arrangement for payment in lieu in the form reduction of membership subs or match fees.

AGM

An AGM of the Club shall be held in the month of April or May every year. There shall be no more than thirteen months between one AGM and the next.

Notice of the date, time and location of the AGM shall be given to members at least 21 days before the date of such a meeting.

The AGM shall be chaired by the incumbent Chair or his/her nominated replacement if (s)he is unavailable.

An AGM of the Club shall not proceed until at least 20 members of the Club (made up of any combination of Club members and committee members) are present⁵, including proxy voters. Proxy votes can only be used for members in the Junior membership⁶ categories where a parent or guardian may attend with or on behalf of the member and vote.

Every member of the Club shall be entitled to be present and to vote at any General Meeting of the Club. Voting shall be by simple majority with each member present having one vote only, which may include a legitimate proxy vote (i.e. a parent who is a member in their own right may vote and exercise the proxy vote for their child if that child is a Junior member of the Club). In the event of a tie on any voting issue the Chair of the meeting shall have the casting vote.

The AGM shall receive reports from Committee members and the accounts for the financial year.

The following subjects shall be decided by a vote at the AGM (or a General Meeting):

⁵ This includes participating in a virtual meeting via an online meeting solution.

⁶ This covers anyone under 16 years of age

- Election of Officers of the Club
- Set membership and match fees
- Any other business accepted by the Chairman.

Where issues of great importance are being voted on, the Chairman of the meeting shall be empowered to request that a majority of two thirds or more of the members present and entitled to vote be required for the motion to be accepted. The Chairman must state that this rule is to be used prior to the vote and there must be prior consent of at least 4 members of the Executive Committee.

All motions to be voted on at any General Meeting must be itemised on the agenda for that meeting. Club members shall be entitled to put forward motions to be voted on at any AGM by informing the Club Secretary in writing, at least 14 days before the General Meeting to allow a reasonable time for Committee discussion and its inclusion on the agenda.

In the event of an inquorate meeting the AGM will be rescheduled to take place within a maximum of eight weeks of the original date, although the aim should be to achieve a meeting within four weeks of the original date.

Should a rescheduled AGM also be inquorate, all items reserved for an AGM default to the incumbent Executive Committee to decide, including the co-option of Executive Committee members rather than election, changes to the Constitution and agreement of membership fees and match fees for the following season, unless there is a motion put forward to dissolve the club. Club dissolution must be completed in a General Meeting.

An Extraordinary General Meeting (EGM) may be called on the same basis as the AGM at any time by the Club Committee or by 10 members making a written request to the Club Chairman.

Minutes of the AGM/EGM shall be recorded and actions noted by the Club Secretary.

Conduct of Members

The Club may suspend the membership of any member whose conduct has been, in the opinion of the Club Disciplinary Committee, contrary to the Club's Code of Ethics & Behaviour or the interests and reputation of the Club.

For the Club to operate members must share the burden of running the club and take on roles and responsibilities as needed by the Club to a level that can reasonably be expected of an individual in order that the Club's objectives may be fulfilled.

Changes to the Constitution of the Club

These rules may be altered, added to or revoked, in accordance with Club Constitution by a majority comprising two-thirds or more of the members present and entitled to vote at any General Meeting of the Club.


Dissolution of the Club

If the Club shall pass in a General Meeting, by a majority comprising two-thirds or more of the members present and entitled to vote, a resolution of intention to dissolve the Club, the Club Committee shall take immediate steps to convert all of the assets of the Club into money.

The proceeds of the conversion shall be used by the Club Committee firstly to discharge all the debts and liabilities of the Club. Any balance shall be passed on to the reconstituted club that replaces the Club or to Devon Hockey Association to form a bursary for junior development.

No person ceasing to be a member shall have any claim on the funds of the Club.

We the undersigned, as elected officers of the Club, confirm the validity and accuracy of this constitution, with no changes.



Steve Ellison
Chair
Dated: 19/07/2020



Karen Dutton
Club Secretary