



GOLBORNE HOCKEY CLUB

CONSTITUTION AND RULES OF THE CLUB

AS RATIFIED AT THE AGM HELD ON 20th April 2013

1. The Name, Location, Objects and Type of Club

1.1. The name of The Club shall be Golborne Hockey Club (GHC).

1.2. GHC is located at Golborne Sports & Social Club, Stone cross Lane, Lowton, WA3 2SE.

1.3. GHC is affiliated to Golborne Sports & Social Club (GSSC).

1.4. All land & buildings shall be owned, and title deeds held, by GSSC. GHC shall have sole rights to manage their own property & portable buildings on the land as per GSSC rules.

1.5. The Objects of the Club shall be: -

1.5.1. To promote, enhance and develop hockey in Golborne & Lowton and the surrounding regions.

1.5.2. To recruit and develop children and adults into the sport of hockey as players, leaders/coaches, umpires, administrators and supporters.

1.5.3. To help, advise and inform all members.

1.5.4. To develop, support and enhance competences in leadership, coaching, umpiring and administrative opportunities at a participation, development and performance level.

1.5.5. To provide equality of opportunity across all areas of The Club and encourage the inclusion of minority groups.

1.5.6. To establish a permanent focal point of hockey activities in a safe, effective and child friendly environment in which to play, learn and excel at hockey.

1.5.7. To encourage members and external support, seek finance and obtain sponsorship, to further the aims and objectives of GHC.

1.5.8. To offer equal sporting opportunities to all.

1.6. GHC shall provide for its members such facilities as it shall consider suitable for the objects mentioned in rule 1.5 and for that purpose may manage any land or buildings of whatever tenure and such other property or assets as may be necessary subject to rule 1.4.

1.7. No dividend may be declared nor may any monetary grant be made to any member, out of the assets of the Club, except as defined in section 4.

1.8. The Club shall be a members club open to all subject to the Rules of The Club.

2. Membership

2.1. Membership is subject to the completion of a membership application form and, for individuals aged under 18, a parental consent form. Membership applications shall be approved by the GHC committee. Approval shall not be withheld unreasonably.

2.2. Membership fees shall be charged as agreed at the GHC Annual General Meeting (AGM) and membership of the club commences upon full payment of membership fees.



2.3. Membership applications shall be signed by a proposer and seconded by those who shall be current Voting Members of GHC. Associate, Honorary and Junior Playing members shall not be entitled to propose or second applicants.

2.4. Membership is renewed automatically on full and timely payment of the following season's membership fees.

2.5. There shall be the following classes of membership: - i) Senior Playing ii) Junior Playing iii) Social iv) Honorary v) Honorary Life vi) Life. Voting Members are as defined in sections 5.10 to 5.14.

2.6. Junior Playing membership shall be open to individuals aged 18 or under on 1st October in the season for which membership is sought. All other classes of membership shall be open to individuals aged 18 or over on 1st October in the season for which membership is sought.

2.7. Social membership rights allow Social members to use the clubhouse bar facilities but do not allow use of playing facilities. A Social member may upgrade their membership to a playing membership upon application as per rule 2.1 above.

2.8. A current playing member who has provided exceptional voluntary service to the club may be nominated for Honorary Life Membership by the GHC Committee. Members shall only be considered if they have exceeded 10 continuous years as a paid Senior Playing member at the date of nomination. Such members shall be elected at a GHC General Meeting and must be supported by a three quarters majority of Voting Members present. An Honorary Life Member shall not be required to pay a membership subscription and shall have the rights and responsibilities of a Senior Playing member.

2.9. The club committee may nominate any individual as an Honorary Member of the club. Honorary Membership is intended for volunteers who provide their time and effort to the club. An example would be an individual who regularly umpires for the club. Honorary members shall be elected at a GHC General Meeting by a simple majority and their honorary membership shall last until the next club AGM.

2.10. An Honorary Member shall not be required to pay a membership subscription and shall have the same status as a Social Member.

3. Committee and Officers

3.1. The affairs of The Club shall be managed by the GHC committee except for matters reserved for The Club in Annual General Meeting. The GHC Committee shall meet at least once a quarter and will have a quorum of 6 voting committee members.

3.2. The GHC Committee shall consist of the following Officers who are the voting committee members:- Chairman, Vice-Chairman, Secretary, Treasurer, Youth and Development Officer, Men's 1st Team Captain, Ladies 1st Team Captain and Social Secretary. GHC Committee members shall be elected by the Club in an AGM. Please see Appendix 1 for the organisation structure.



3.3. The Officers shall be nominated annually, shall be elected at an Annual General Meeting and shall hold office from the conclusion of that meeting until the conclusion of the next such meeting.

3.4. The GHC Committee may fill any vacancies arising in the period between AGMs. The GHC Committee may also invite additional non-voting members, as it deems appropriate, to join the GHC Committee discussions on a temporary basis to further the aims and objectives of the club.

3.5. An Officer may be removed from office by a resolution of the GHC Committee supported by no less than three-quarters of the full GHC Committee.

3.6. GHC committee members must provide satisfactory reason in advance to the Club Secretary all non attendance of committee meetings.

3.7. Four sub-committees shall manage the day to day playing operations of the Men's Playing section, the Ladies Playing section, the Mixed section and the Junior Section.

3.8. These sub-committees shall be chaired by the Men's 1st Team Captain, the Ladies 1st Team Captain, elected Chair and the Youth and Development Officer and shall meet at least 2 times during the season and additionally as deemed appropriate by the sub-committee chair.

3.9. Key members of these GHC sub-committees shall be the Team Captains (one per team), Team Vice-Captains (one per team) and a Financial Officer for each sub-committee.

3.10. The above GHC sub-committee members shall be elected by the Club at the AGM. Please see Appendix 1 for the organisation structure.

3.11. GHC and any sub-sections must hold any funds in a bank account entitled "Golborne Hockey Club".

3.12. The elected Chairman, Treasurer and Secretary of the Club shall be the signatories for all payments made by GHC or by sub-committees. In addition sub-committee finance officers shall be the fourth signatory for any accounts that are deemed necessary. Any two of the signatories must countersign each and every payment. For internet banking the Treasurer must hold any two written authorisations for each transaction.

3.13. The Treasurer, in consultation with GHC Committee, shall be responsible for recording all financial income and expenditure of the Club and for presenting such accounts to the GHC committee on a quarterly basis. The Treasurer shall present the annual accounts to each Annual General Meeting of the Club.

4. Payments or Benefits

4.1. GHC Committee may appoint paid part-time staff for specific coach development projects. Such projects are at the complete discretion of GHC Committee. However these projects must be GHC projects. Example appointments: coaching staff for development programmes and team development, Leader qualification course tutors etc.



4.2. The appointment of any and every paid member of staff must be reviewed and confirmed at least once annually at a meeting of the GHC committee. The GHC committee may review such appointments more regularly and shall consider all appointments paying due attention to the overall financial situation of the club.

5. GHC General Meetings

5.1. An Annual General Meeting (AGM) of the Club shall be held before the end of May every year. An Extraordinary General Meeting (EGM) may be called according to rule 5.5.

5.2. A GHC General Meeting referred to in these rules can be an AGM or an EGM.

5.3. Notice of the time and date of a GHC General Meeting and the associated Agenda shall be sent to members and posted on GHC notice board for a period of at least 21 days before the date of such a meeting. The agenda shall contain as a minimum the following: approval of the previous AGM minutes, annual accounts and election of officers.

5.4. In the event of there being no nomination for a committee post within the stipulated time then nominations may be accepted at the AGM.

5.5. Propositions shall be considered at a GHC General Meeting providing they are submitted in writing to reach the Club Secretary at least 14 days before that GHC General Meeting.

5.6. All propositions received by the Secretary under rule 5.4 shall be displayed on the GHC notice board for at least the 10 days before the GHC General Meeting and until the date of the meeting.

5.7. The quorum for the transaction of business shall be 15 Voting Members. If no quorum is present within 30 minutes of the scheduled start of an AGM, the AGM shall be automatically postponed until 14 days later at the same place and time. At any postponed AGM, the Voting Members present shall constitute a quorum and only the original agenda provided under 5.3 shall be considered. The lack of a quorum at an EGM will result in the EGM being cancelled.

5.8. An EGM may be called at any time by the GHC Committee or by twenty Voting Members making a written request to GHC Committee for such a meeting identifying the business to be transacted.

5.9. An EGM shall have power to transact only such business as is specified in the written request calling the meeting. An EGM may not be convened under this rule to discuss any matter which has been before a GHC General Meeting during the preceding 12 months.

5.10. The date for an EGM shall be set by the GHC committee and such meeting shall be held within 45 days of receipt of the EGM motion.



5.11. The following officers and members shall be defined as Voting Members subject to exclusions in items 5.12, 5.13, 5.14 and 5.15: Chairman, Vice-Chairman, Secretary, Treasurer, Youth and Development Officer, Senior Playing, Junior Playing if over 16 yrs old, Honorary Life. Every Voting Member of the Club shall be entitled to be present and to vote at any GHC General Meeting and should there be equality on any voting issue the Chairman of the meeting shall have the casting vote.

5.12. A simple majority of Voting Members present shall be required to carry the vote except as otherwise defined in these rules when a higher majority of two thirds or three quarters is required. In all cases a show of hands shall be the method of voting except where the Chairman deems it appropriate to hold a secret paper ballot.

5.13. The following types of membership shall not be entitled to vote at any GHC General Meeting.

5.13.1 Any person under the age of 16.

5.13.2 Any Associate or Honorary members, excluding officers of the club.

5.13.3 Any person(s) who is an employee of GHC, GSSC or any GSSC affiliated clubs or sections either full or part time.

5.13.4 Any person(s) who is an employee of any business associated with GHC, GSSC or any GSSC affiliated clubs or sections either full or part time.

5.13.5 Any person(s) who has a financial or business interest in any activity related to the club.

5.13.6 Any person receiving a financial reward for playing or coaching within a section.

5.14. Members who would otherwise have voting rights and who have a personal or family financial interest in the club are not entitled to vote at any club AGM nor be a representative at any committees. This is to avoid any perception of a conflict of interest and to promote good ethics and business integrity. A personal or family financial interest in GHC, GSSC or any GSSC affiliated clubs or sections has the potential to cause the appearance of divided loyalty, or to result in personal benefit because of an individual's role in GHC.

5.15. Club coaches as defined in rule 4 are considered to have a personal financial interest in GHC. However an individual in receipt of a Gift from playing members of GHC can hold office and can vote at any GHC General Meeting. A Gift will normally be a token of appreciation and should be of nominal value; as a guide a maximum of £1000 per annum indexed to RPI. Any agreed and justifiable coaching expenses paid do not contribute towards the above maximum.

6. Subscriptions

6.1. Subscription charges for the Club shall be proposed by the relevant sub-committees and/or the GHC Committee, approved by the GHC committee and agreed at the Annual General Meeting. The membership year runs from 1st September to 31st August the following year.



7. Conduct of Members

7.1. All members are required to behave in a reasonable manner at all times.

7.2. GHC Committee may suspend the membership of any member whose conduct has been, in the opinion of GHC Committee, contrary to the interests of the Club. Any suspension of membership must be approved by at least two thirds of the voting members present at a GHC committee meeting.

7.3. The chairman will convene an internal disciplinary hearing (IDH) with a panel of at least 3 GHC Committee members prior to a decision to suspend any member. The IDH will have the ability to temporarily suspend a member until its recommendation can be considered at a GHC committee meeting for extended temporary or permanent suspension.

7.4. Any member considered for suspension shall have the right to representation at the disciplinary hearing held within 28 days of any miss-conduct. They may be accompanied by one person if they so choose. A written appeal against any suspension is allowed and must be made within 28 days of suspension. Any appeal must be considered by the GHC committee within 14 days of appeal. There will be no refund of subscription fees.

7.5. Any member who has not paid their subscriptions by 31st December in the membership year will be deemed to have their membership terminated automatically. There will be a charge owing for the period of unpaid membership which will be calculated on a pro-rata basis. Any monies outstanding must be paid before any re-application for membership as defined in section 2 of these rules is considered.

7.6. On membership being suspended or terminating under the provisions of these rules, the former member shall forfeit all right to the privileges of membership of the club and all claims to the property of the club. Suspended or terminated members may not act in any way on behalf of GHC.

8. Guests

8.1. Responsibility for the conduct of guests remains with the member by whom they were introduced.

8.2. The following may not be introduced as guests: -

8.2.1 A former member who has been permanently suspended from membership

8.2.2 A former member whose membership terminated though non-payment of subscriptions.

8.2.3 A person, who having applied for membership, has had their application refused.

8.2.4 Any person designated by the GHC Committee as not being acceptable as a guest

8.2.5 A member under suspension.



9. Changes to the Constitution and Rules of the Club

9.1. This constitution and these rules may be altered, added to or revoked, in accordance with clubs and association law, by a majority comprising two-thirds or more of the members present and entitled to vote at a Club AGM or an EGM called for this purpose.

9.2. The voting rights of the membership may only be changed at an AGM or EGM with the approval of at least three quarters of the members present and entitled to vote.

10. Interpretation of the rules

10.1. The interpretation of any rule by the GHC Committee shall be binding on all members.

10.2. The GHC Committee shall have the power to legislate upon any point not provided for in these rules.

11. Dissolution

11.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of at least 75% of the membership with voting rights. If upon the dissolution of the club (otherwise than for the purposes of reformation through reconstruction or amalgamation etc) there remain after the satisfaction of all its debts and liabilities any assets whatsoever the assets shall not be paid to or distributed among the members but shall be given or transferred to:

1. A registered charitable organisation(s).
2. Another club which is a registered CASC
3. The sports national or local governing body by use by them for related community sports.

Such institution(s) to be determined by the club at or before the time of dissolution or in default thereof by a proper officer of the England Hockey Board or Charities commission.

Signed as approved by GHC Committee

CHAIRMAN

SECRETARY

Document management:

1. Draft produced 12 February 2013
2. Final Draft produced 9 April 2013
3. Signed as Approved on 20 April 2013