



April 2017

KETTERING HOCKEY CLUB
Club Rules

1. Intpretation

In these Rules

- 1.1. "KHC" means Kettering Hockey Club.
- 1.2. In these Articles any words importing the singular shall include the plural and vice-versa, and any words importing the masculine shall include the feminine and vice-versa.

2. Objectives

The objectives of KHC shall be (a) to promote the sport of hockey (b) to promote social intercourse, recreation and refreshments for its members and guests and (c) to actively develop youth participation in the sport of hockey.

3. Affiliation

- 3.1. KHC shall be affiliated to England Hockey, the appropriate National Governing Body, and any relevant Area Associations that may exist from time to time.
- 3.2. KHC shall be a section of Kettering Town Cricket and Sports Club, hereafter referred to as the Main Club

The Executive Committee

4. The Executive Committee

- 4.1. The overall management of KHC, social and sporting activities, shall be solely vested in the KHC's Executive Committee. Committee (hereinafter referred as "the Exec")
- 4.2. The Exec shall comprise of the following officers

President, Chairman, Vice Chairman, Secretary, Treasurer, Junior Academy Chairman, Senior Performance Chairman, Operations Chairman

Operational Management of KHC

- 5. The Exec shall arrange for the conduct of routine business of the Club to be delegated to a 3 x Operational Management Sub-Committees which shall be: -

Junior Academy committee

Senior Performance committee

Operations committee

6. Duties/Powers

6.1. The Executive Committee

6.1.2 The overall management of KHC, social and sporting activities, shall be solely vested in the Exec, and its decision on all matters not provided for in these Rules relative to KHC, or on any question or matter arising out of or under these Rules, or as to the construction of these Rules, shall be final.

6.1.2. The Exec shall have power to co-opt any members of KHC on any committees or sub-committees as they deem desirable for any specific purpose

6.1.3. The Exec shall have the power to appoint Sub-committees to facilitate the working of the club. The Chairman, Vice Chairman, Secretary and Treasurer shall be ex-officio members of all sub-committees

6.1.4 The Chairman and Vice Chairman shall convene and be members of Disciplinary hearings as when required. Their Decision shall be final.

6.1.5. The Exec, in conjunction with the Club Welfare Officer, manage the Welfare of all its Members and shall convene meeting as and when required

6.1.6 The Exec shall be solely responsible for any incurring or commitment of expenditure

6.1.7 The Exec committee may delegate specific financial powers/budgets to specific officers or sub-committees as deemed necessary to ensure the smooth running of the club

6.1.8 The Exec may from time to time delegate specific powers to each operational sub-committee

6.1.9 The Exec may from time to time remove specific delegated powers from each operational sub-committee

6.1.10 A quorum for a meeting of the Exec shall be 4 people

6.1.11 The Exec will specify general guideline to each of the Operational Sub-Committees as to what their duties and powers. The Exec may from time to vary these guidelines.

7. Officers

7.1 Officers of KHC shall be:

President, Chairman, Vice-Chairman, Secretary, Treasurer, Junior Academy Chairman, Senior Performance Chairman, Operations Chairman, Men's Chairman, Ladies Chairman, All Senior Team Captains, Membership Secretary, Vice-Treasurer, Fixture Secretary (Men), Fixture Secretary (Ladies), Webmaster & Social Media Coordinator, Junior Secretary, Child & Adult Welfare Officer, Junior Social Secretary, Fund Raising Coordinator, Social Secretary, Main Club Representative, Junior Development Officer, Umpires Secretary, Pitch Booking Secretary, Kit Secretary

7.1.1. All Officers shall resign their positions at the end of the season but shall be eligible for re-election at the AGM.

7.2. Should any officer of KHC be unable to continue their duties for whatever reason, the Exec shall be empowered to appoint a new officer to serve the remainder of the original term of office.

7.3. The Junior Academy Committee shall be chaired by the Junior Academy Chairman shall include the following KHC Officers: Junior Secretary, Junior Social Secretary, Junior Development Officer. Additionally the following may be invited to attend meetings at the discretion of the Junior Academy Chairman: All Junior Team Managers and All Junior Coaches. The Members of the Exec shall be ex-officio members of the Junior Academy Committee

7.4 The Senior Performance Committee shall be chaired by the Senior Performance Chairman and shall include the following KHC Officers: Men's Chairman, Ladies Chairman, All Senior Team Captains. Additionally the

following may be invited to attend meetings at the discretion of the Senior Performance Chairman : All Senior Team Coaches. The Members of the Exec shall be ex-officio members of the Senior Performance Committee

7.5 The Operations Committee shall be chaired by the Operations Chairman and shall include the following KHC Officers: Membership Secretary, Fixture Secretary (Men), Fixture Secretary (Ladies), Webmaster & Social Media Coordinator, Fund Raising Coordinator, Social Secretary, Main Club Representative, Umpires Secretary. Pitch Booking Secretary, Kit Secretary. The Members of the Exec shall be ex-officio members of the Operations Committee

7.6 Only those members of the committee (or their substitute) are entitled to vote at Committee Meetings.

It is to be noted by all members that any member is welcome to attend any committee meeting and to express their views on any matter.

General Meetings

8. General Meetings

8.1. An annual general meeting (AGM) shall be held each year at such time and place as determined by the Exec at approximately 12 month intervals, but no more than 15 months from the previous AGM

8.1.1 At an AGM the following business shall be conducted

8.1.2 Receive and confirm the minutes of the previous AGM

8.1.3 Presentation of Chair's report

8.1.4 Presentation of the Club's financial accounts for the year

8.1.5 Election of Officers and Management Committee members

8.1.6 Elections of team captains

8.1.7 Any other business brought before the meeting of which notice in writing has been submitted by any fully paid up member to the KHC Secretary not less than 7 days before the AGM

8.1.8 Any other business deemed relevant by the Chair

8.2. An Extraordinary General Meeting may be called by:

8.2.1 on the signed request of not less than fifteen Members (excluding Officers of KHC). Seven days' notice of such a meeting shall be given to all Members, stating the business to be submitted to such a meeting, and no other business shall be dealt with at such a meeting

8.2.2 The Exec: Seven days' notice of such a meeting shall be given to all Members, stating the business to be submitted to such a meeting, and no other business shall be dealt with at such a meeting

8.3. Only a person who is a fully paid-up member shall have the right to exercise the power of voting at any General Meeting of the members of KHC or the right to hold office.

8.4. Ten Members (excluding Officers of The Exec) shall be a quorum at any General Meeting of KHC.

8.5. Each fully paid-up member shall be entitled to one vote only (whether or not he is eligible to vote in more than one capacity) upon every motion and in case of an equality of votes, the Chairman of the meeting shall have a second, or casting, vote. Voting shall be by secret ballot and shall be by simple majority

8.6. All General meetings of KHC shall be chaired by the Chairman. In the event of the Chairman's absence, the Vice-Chairman shall chair the meeting. In the absence of the vice-chairman, a chairman shall be appointed from those present by show of hands

8.7 If a post is not filled at the AGM, The Exec is empowered to appoint a member to the post and that person shall serve in that position until the next AGM

9. Duties of the Officers

9.1. The Secretary shall carry out the directions of the Exec, conduct the correspondence of KHC, have custody of all documents belonging to KHC, keep a Registrar of members and full Minutes of all proceedings, and at all times submit to the Exec any complaints or suggestions received from members.

9.2. The Treasurer, under the direction of the Exec, shall keep the accounts of KHC, receive all monies on behalf of KHC, pay all accounts for KHC as the Exec shall direct, render to the Exec or a General Meeting of KHC, when so required, an account of monies received and payments made, and prepare a Balance Sheet and an Annual Account of the Income and Expenditure of KHC for each year ending on 31st March, for submission at the Annual General Meeting.

9.2.1 The Treasurer shall ensure that the KHC Bank Accounts have 3 signatories on each and every account with the following provisos:

9.2.1.1 Any payment above £1999 must be signed by at least 2 account signatories

9.2.1.2 Any payment under £1999 need only have one signatory.

9.2.1.3 Any payment over £750 must be agreed with the Exec Chairman unless the Exec has delegated authority to the treasurer for specific purposes.

9.3. The KHC Main Club representative shall serve on the committee of the Main Club.

9.4. All other Officers shall carry out tasks as allocated by the Chairman of the appropriate committee.

10. Dissolution of KHC

If at any Extraordinary General Meeting of KHC called for that purpose on not less than four weeks' written notice, a resolution for the dissolution of KHC shall be passed by a majority of two thirds of the members present, the Exec shall immediately or at such future date as shall be specified in such resolution proceed to realise the property of KHC and after the discharge of all liabilities shall divide such property equally among all the Full members of KHC at the time of the giving of the notice of such Extraordinary General Meeting at which such resolution is duly passed and on the completion of such division KHC shall be dissolved-

Membership

11. Membership

11.1. Each and every member of KHC must be a member of the Main Club

11.2. Classes of Membership shall be defined as in the Rules of the Main Club

11.3. The Committee of the Main Club and the Exec of KHC shall have an absolute discretion to refuse membership (as the case may be) without assigning any reason for such refusal.

11.4. All Members are required to pay the annual subscription in accordance with the annual subscription for each membership class as Main Club Committee shall from time to time determine, with such financial penalties as the Committee of the Main Club may decide for late payment. The Committee of the Main Club has the right to reduce the subscription applicable to any individual member, if it, in its absolute discretion, considers it reasonable in all the circumstances relating to that individual

11.5. The Exec may levy an increase onto the annual subscription as it deems appropriate

11.6. The Exec shall be responsible for collecting the annual subscriptions from its members on behalf of the Main Club and shall pay over these subscriptions to the treasurer of the Main Club upon receipt of a demand for such payments

11.7. The Exec shall be responsible for determining the match subscriptions

12. Termination of Membership

12.1. A member may at any time, by giving notice in writing to the Secretary of KHC, resign his membership of KHC but shall continue to be liable for any subscription due and unpaid at the date of his resignation.

12.2. The Exec shall have power to expel any member who shall offend against the Rules of KHC or whose conduct shall, in the opinion of the Exec, render him unfit for membership of KHC.

12.3. Any member who resigns or who is expelled from KHC shall forfeit all claims on the property of the same.

12.4. Any member is expelled from KHC shall no longer be a member of the Main Club

12.5. Any member who resigns from the Main Club shall be deemed to have resigned from KHC

Miscellaneous

13. KHC will adhere to the following principles in respect of:-

13.1 Child Protection

KHC is committed to ensuring the welfare of all children within the Club.

The Club's Policy **Statement and procedures are appended to this document**

All Coaches, Officials and volunteers working or playing with children shall agree to and sign a Code of Conduct

Children are defined as being under 18 years of age.

13.2 Equity Policy

KHC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the Sport England definition of sports equity.

The policy statement is appended to this document.

13.3 Code of Conduct

KHC is committed to ensuring that all persons involved in the club behave in a proper manner at all times.

The policy statement is appended to this document

14. Variation of Rules

14.1. These Rules shall not be varied except at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose. Notice of any such proposed variations shall be posted in KHC Pavilion at least seven days before such meeting. No resolution for such a variation shall be deemed to have been passed unless it is carried by a majority of at least two thirds of the members voting thereon. Any changes to rules must be approved by the Committee of the Main Club

14.2. The Rules of the Main Club shall, where in conflict with the Rules of KHC, prevail.

15. Headings

The Headings in these Rules do not form part of them or in any manner affect the interpretation or construction of them