HORWICH HOCKEY CLUB CONSTITUTION

1. NAME AND COLOUR

1.1 The name of the Club shall be Horwich Hockey Club (HHC).

1.2 The primary colours of the Club shall be Black and Orange.

2. INCORPORATION

2.1 HHC shall be incorporated as:

- An unincorporated organisation.
- A not-for-profit organisation.

3. AIM

3.1 The overriding objective of HHC is to provide a platform for its members to enjoy being a member of HHC, to enjoy the social aspect of HHC and to enjoy playing Hockey.

3.2 This shall be achieved in an inclusive environment where the members' enjoyment is of the highest priority.

4. MEMBERSHIP

4.1 Membership of HHC shall be open to any individual without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:

- Interested in helping HHC to achieve its aim.
- Willing to abide by the rules of HHC and any appropriate league rules.
- Willing to pay any appropriate membership fees and match fees as agreed at the beginning of each season.
- Willing to sign a membership form on an annual basis.

4.2 Membership of HHC is not limited to members who compete in the League or play in Hockey matches.

4.3 HHC shall consist of all players with the following provisions:

- Membership fees and payment terms are set at the start of each season. The Committee will decide on final membership categories at the first meeting. Failure to pay will result in that member not being eligible for team selection.

4.4 Membership is split into two types:

- Playing Member – a paying individual with full voting rights, available for team selection and able to participate in training.
- Associate Member – a non-paying individual with no voting rights or participation in matches or training. Informed regarding club social events.

4.5 The Management Committee may unanimously and for good reason, terminate the membership of any individual. This may only happen in exceptional circumstances and providing, that the individual concerned, shall have the right to be heard by both the Appeals and then the entire Management Committee, accompanied by a friend or representative, before any final decision is made.

4.6 The Management Committee may gift, at any point Honorary Life Membership to an individual they believe should be honoured in this way. The exercise of such powers, by the Management Committee, shall be subject to ratification at the next Annual General Meeting of the Club by a simple majority vote of those present.

4.7 An Honorary Life Member is categorised as an Playing Member with a waived membership fee but pays match fees.

5. ILLEGAL SUBSTANCES

5.1 HHC has a zero-tolerance policy on the use of any Illegal substance. Any use of an Illegal substance, either in a game or social setting whilst representing HHC will be dealt with by immediate expulsion from HHC. This will be non-negotiable and will not be subject to an appeal's hearing.

6. MULTIPLE TEAMS

The following provisions relate to rules, in the event that HHC has multiple Mens' and/or Ladies' teams.

6.1 Individual members will, at the start of each season, register to play on a specific team for that season (1st team, 2nd team etc.). The allocation of players to different teams shall be done following outcomes of selection, by the Team Captains and Club Coach(es).

6.2 In the event that one team within HHC is under-capacity for a specific league match then the following rules apply:

- The Captain of the under-capacity team shall request from another Captain a player(s) for that week's match.
- As noted, the GMS (Games Management System from England Hockey) must recognise 1st Team, 2nd Team players etc. GMS has rules and regulations regarding selection which will be followed.
- Team selection will be ultimately made based on ability and availability.
- The Captains retain overall selection decision.
- In any instance, the 1st team shall not be left with less than 11 players.

6.3 In the event that one team has significant over-capacity for an individual league match, the following rules apply:

- The Captain of the over-capacity team, shall inform all players within their team and ask if any player would be willing to play for a different team in order to potentially get more playing time.
- The Captain of the overcapacity team shall inform all other team Captains of their over-capacity.
- Team selection will be done on availability and ability. Captains will ensure that all teams have the strongest available squad for each game.

6.4 A Development team has the main aim of allowing/encouraging new players to play hockey. This may allow as many senior players as required to help develop the gameplay for the development team on the proviso that, development team players are selected before senior players in all instances.

6.5 Players may move up and down teams based on Team Captains and Club Coach(es) discussion, in line with GMS rules and regulations.

7. TEAM CAPTAIN(S)

7.1 The Team Captain(s) are voted into their role by the members within the section they are to represent.

7.2 Team Captains' positions will be open for nominations annually at the AGM.

7.3 Any member can nominate another Member for the position of Captain. Nominations and voting will take place alongside and following the same process as the other Management Committee roles.

7.4 A Team Captain can resign from their role at any time. (as per 8.4).

8. MANAGEMENT COMMITTEE

8.1 The administrative running of HHC shall be done by the Management Committee.

8.2 The Officers of the Management Committee shall be:

- Chairperson,
- Treasurer,
- Club Secretary,
- Team Captains,
- Mens & Ladies Player Representatives,
- Fixtures Secretary,
- Media & Comms Secretary,
- Umpire Liaison Officer,
- Media Secretary,
- Welfare Officers.

8.3 The Management Committee may vote onto the Committee, any individual, in any capacity that it feels will help to fulfil the aim of HHC.

8.4 All members of the Management Committee must be full current members of the Club in their own right.

8.5 The Management Committee shall, where necessary, meet on a monthly basis but no less than twice a year.

8.6 At least 50% of the Management Committee members must be present for a Management Committee meeting to take place.

8.7 Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote, then the Chairperson shall have the overriding vote.

8.8 The Management Committee may appoint any other member of HHC as a Committee member to fill a vacancy at a committee meeting. If the Chairperson is vacant from a committee meeting the Secretary shall take over this role as chairperson for the duration of the meeting.

8.9 The Management Committee does not have the power to make any significant decisions for HHC in its entirety.

8.10 Any attempt of the Management Committee to go beyond its powers set out in paragraph 8.9 can be brought to the attention of all members at a General Meeting, Special General Meeting or Annual General Meeting. All members of HHC will be entitled to vote to make any abusive decision null and void and remove any and all members of the Management Committee from their role(s).

8.11 The Management Committee may appoint one or more advisory or sub-committees consisting of two or more members of the Management Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the Management Committee.

8.12 A vote of no confidence in any member of the Management Committee may be called by any member of the Club with the support of 5 other Member signatories. In case of this, a Special General Meeting will be called and a two-thirds majority of those present required to remove the member from office.

9. DETERMINATION OF MEMBERSHIP OF THE MANAGEMENT COMMITTEE

9.1 A member of the Management Committee shall cease to hold office if he or she:

- Ceases to be a full current member of the Club; or
- Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
- Is absent without permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated; or
- Gives to the Management Committee notice that they wish to resign with effect from a date at least one month after the date of the notice (unless there are exceptional reasons for shorter notice), but only if at least five members of the Management Committee remain in office when the notice of resignation is to take effect.

10. MANAGEMENT COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED

10.1 Subject to the provision of sub-clause 9.2 no member of the Management Committee shall acquire any interest in property belonging to the Club (otherwise than as a trustee for the Club) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.

10.2 Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Club, provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

11. DISCIPLINARY/APPEALS PANEL

11.1 The Disciplinary/Appeals panel will consist of:
- Chairperson (when necessary).
- Secretary.
- Relevant Team Captain.
- Welfare Officer.
- Relevant Players Representative.
- Umpire Liaison Officer (if required).

12. DISCIPLINARY PROCEDURE

12.1 All behaviour and conduct whilst representing HHC is expected to conform to England Hockey's code of ethics and behaviour and HHC code of conduct.

12.2 All complaints regarding the behaviour or conduct of members should be presented and submitted to the Disciplinary/Appeals Panel in writing.

12.3 The Disciplinary/Appeals Panel will meet to consider complaints within 7 days of the complaint being made.

12.4 In relation to behaviour or conduct which doesn't conform to England Hockey's code of ethics and behaviour, the Disciplinary/Appeals Panel has the power to take appropriate disciplinary action including expulsion from HHC. The Disciplinary/Appeals Panel should consider the appropriate penalty relating to the specific conduct in question.

12.5 The Disciplinary/Appeals Panel should notify, in writing, the outcome of any hearing to the person who made the complaint within 7 days of any disciplinary meeting.

12.6 The person who has disciplinary action taken against them has the right to appeal. Any appeal should be made within 7 days of the decision being made. The Disciplinary/Appeals Panel should hear any appeal within 7 days of the appeal being made.

12.7 The appropriate club fines in relation to cards issued during a match are set by the Committee at the AGM at the beginning of each season.

12.8 The code of conduct will run from 1st September until 1st September the following year. This will run annually and resets annually. This is to incorporate all league games as well as any summer tournaments that occur after the league finishes.

13. FINANCE

13.1 All monies received by or on behalf of the HHC shall be applied to further the aim of HHC and will be used for no other purpose.

13.2 The Treasurer and the Secretary shall be the two, required, named signatories on any and all accounts opened in the name of HHC. Except in the instance that the Treasurer and Secretary cohabit, where the Treasurer and another member of the Committee, voted at the 1st Committee meeting of the season, shall be the named signatories.

13.3 The named signatories will monitor any and all bank accounts in the name of HHC.

13.4 Any cheques issued shall be signed by both named signatories.

13.5 The financial year will close at the payment and collection of monies associated with the End of Season Awards Presentation. All summer and pre-season tournaments to be recorded within the forthcoming season finances.

14. ANNUAL GENERAL MEETING

14.1 The Group shall hold an Annual General Meeting (A.G.M.) between the months of April & July.

14.2 All members shall be given at least twenty-one (21) days notice of the A.G.M. and shall be entitled to attend and vote. The voting mechanism to be decided by the committee and communicated in advance to all members at the time of notice.

14.3 The Chairperson of the Club shall be the Chair of any annual and special general meetings. If they are not present, before any other business is transacted, the persons present shall appoint a Chair of the meeting.

14.4 The business of the A.G.M. shall include but is not limited to:

- Receiving a report from the Chairperson on the Group's activities over the year;
- Receiving a report from the Treasurer on the finances of HHC;
- Electing a new Management Committee;
- Considering any other matter as may be decided and or discussed.

14.5 Nominations for election to the Management Committee must be made and seconded by members of the Club in writing to the Club Secretary, in line with the process outlined by the proceeding Management Committee. Should nominees exceed vacancies, election shall be by process determined by the proceeding Management Committee.

15. SPECIAL GENERAL MEETING

15.1 A Special General Meeting may be called by the Management Committee or at least 20% of members to discuss an urgent matter. The Secretary shall give all members fourteen (14) days notice of any Special General Meeting together with notice of the business to be discussed.

15.2 A quorum of 25% of the membership is required for a Special General Meeting with at least 75% of those members present agreeing to pass any motion.

16. ALTERATIONS TO THE CONSTITUTION

16.1 Any changes to this Constitution must be agreed by at least 75% of those members present and/or voting at any Annual General Meeting.

17. DISSOLUTION

17.1 If the Management Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, of which not less than twenty-one (21) days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is supported by 75% of those present and voting. The Management Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objects similar to the objects of the Club as the members of the Club may determine.

Last updated May 2025 – Approved 2025 AGM (16th May 2025)