



# Ben Rhydding Hockey Club Constitution

## Section 1. Name

The name of the Club shall be “Ben Rhydding Hockey Club”. There will be a Men’s section and Women’s section with both governed by a Board (the Ben Rhydding Hockey Club Board) .

## Section 2. Aims & Objectives

The aims and objectives of the club shall be:

- 2.1 The recruitment and development of children and young people into the sport of hockey as players, leaders/coaches, umpires and administrators.
- 2.2 The recruitment and development of adults wishing to return to or start to play the sport of hockey or to assist as leaders, coaches, umpires or administrators including those from minority groups and those with disabilities.
- 2.3 The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level.
- 2.4 To provide equal opportunity across all areas of the Club, to encourage inclusion of minority groups.
- 2.5 To provide a safe, effective and child friendly environment in which to play and learn hockey.
- 2.6 To manage the Club, ensuring a duty of care to all members of the club and provide all its services in a way that is fair to members, volunteers, coaches, umpires, and visitors, and ensuring that all present and future members receive fair and equal treatment
- 2.7 To provide good communications to past and present players, members, umpires and officials
- 2.8 To provide a sociable and sporting atmosphere for all members

1.1

## Section 3. Relationship with Ben Rhydding Sports Club ('BRSC')

- 3.1 The Club is a section within BRSC, and will be subject to the constitution of BRSC. Accordingly, if there is any inconsistency or conflict between the provisions of this constitution and the constitution of BRSC, the provisions of the constitution of BRSC shall prevail.
- 3.2 Subject to paragraph 3.3, members of the Club shall, accordingly, be members of BRSC.
- 3.3 For the purpose of BRSC retaining its registration as a community amateur sports club (as defined in section 658 of the Corporation Tax Act 2010) the committee of BRSC may declare



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that any one or more specified classes of the Club's members are to be excluded from membership of BRSC. In making any such declaration, the committee of BRSC will have regard to the levels of participation in the sporting activities of the Club and of other sections of BRSC; so that membership of BRSC is preserved, so far as possible, for active members. Any such exclusion from membership of BRSC will not affect:

- a) the ability of the members of the excluded class(es) to enjoy the facilities of BRSC and of the Club on the terms of their existing membership of the Club; or
- b) the ability of such members to move to some other (non-excluded) class of membership of the Club (for example by increasing their level of participation in the Club's sporting activities).

3.4 The Board may request at any suitable time that the committee of BRSC shall re-admit any or all classes of excluded members if and when it judges that such readmission will not prejudice BRSC's registration as a community amateur sports club.

#### **Section 4. Affiliations and Adopted Policies**

4.1 The Club shall be affiliated to England Hockey and to Yorkshire and North East Hockey.

4.2 As a club affiliated to England Hockey, the Club will adopt the policies and regulations of England Hockey that relate to the governance and running of the Club.

These include, but are not limited to, the following:

- Rules of Hockey
- Code of Ethics and Behaviour (Respect)
- Disciplinary Hearing Guidance for Clubs
- Safeguarding Young People Regulations, Policies and Procedures
- Safeguarding Adults
- Equality Policy
- Pregnancy Policy
- Injury Reporting Policy
- Rules and Regulations of Leagues and Competitions entered

Further details can be found in the Appendix

As England Hockey update these policies any changes will be reflected in the Appendix.



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### Section 5. MEMBERSHIP

- 5.1 Initial membership will be the members of the respective sections on 22nd Feb 2023 which was the date of the EGM to merge the Clubs previously known as Ben Rhydding Hockey Club and Ben Rhydding Ladies Hockey Club.
- 5.2 Membership of the Club and the use of its facilities is open to all without discrimination of any kind (see section 11).
- 5.3 Membership of the Club will consist of four different classes (the Members), namely:
- **Adult Playing Members** (including Junior Players aged 18 or over at time of subscription being due)
  - **Junior Playing Members** (under 18 at time of subscription being due)
  - **Non-Playing Members** (including volunteers acting as Team Coaches, Team Managers, Umpires, Life Members, Vice-Presidents, Past Playing Members and Officers of the Club)
  - **Social Members** (including parents of Junior playing members)
- 5.4 In each class, membership sub-classes may be created with the agreement of the Board. Details of each sub-class shall be detailed on the website.
- 5.5 All membership requests, for Playing, Non-Playing and Social Membership must be received in writing by the Secretary/Membership Secretary of each respective Club Section. All membership requests should be approved by the respective committee.
- 5.6 The Club colours of maroon and white shall be worn by all teams representing the Club. Where there is a colour clash with another team, an alternative strip needs to be worn
- 5.7 Both playing and non-playing Members are eligible to serve as officers of the club and on the committee.
- 5.8 All Members in all categories shall abide by the rules, policies and regulations of the Club and England Hockey
- 5.9 Any Member may resign from the club on giving written notice to the Secretary/Membership Secretary but shall be required to pay the Club any outstanding monies due.
- 5.10 Any Member reported to be in contravention of the Club's Rules or Policies will be subject to the Disciplinary & Grievance Process in section 10.



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## Section 6. Club Officers, Responsibilities & Statutory Sub-Committees

### 6.1 THE BEN RHYDDING HOCKEY CLUB BOARD (The Board)

The Board shall be responsible for the leadership and oversight of the Club and shall have specific responsibility for:

- i) Ensuring that the aims and objectives of the Club are followed through;
  - ii) Strategic decision making and the establishment of priorities
  - iii) Ensuring that adequate provision of facilities for hockey is available for all members;
  - iv) Producing accounts and a budget; Approval of expenditure
  - v) Control of finances
  - vi) Ensuring that the Club policies are adopted and followed through.
- a) The Board shall meet at least three times a year and more often if required. Members of the Board shall be given 14 days notice of meetings by the Hon. Secretary.
  - b) The following positions will be appointed to the Board by the Members at the Annual General Meeting.
    - Chair (who will Chair the Board)
    - Vice Chair
    - Hon Treasurer
    - Hon Secretary
    - Safeguarding Lead
    - Men's Section President
    - Women's Section President
    - Development Lead
    - Junior Development Lead
  - c) The Vice Chair and will deputise for the Chair in their absence or the Board will elect a Chair for any meeting where both Chair and Vice Chair cannot be present.
  - d) Quorum for Board Meetings will be 4.
  - e) Where vacancies arise between AGMs the Board will appoint temporary replacements.
  - f) The Board will be able to appoint up to two additional Board Members as the need arises. These appointments to be ratified at the next AGM/EGM if they are to continue.

### 6.2 HONORARY SECRETARY

The Hon. Secretary shall conduct all correspondence of the Board and shall have responsibility of all documents belonging to the Club, with the exception of the matters over which the Treasurer has jurisdiction. The Secretary will keep full and correct minutes of all meetings of



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the Board. The Secretary shall be responsible for informing members of meetings and issuing minutes in a timely manner and shall be responsible for maintaining a calendar of events

## 6.3 DEVELOPMENT LEAD

The Development Lead will be responsible for leading the planning and vision setting for the future development of the Club. Examples of this work will include but not be limited to leading the Club through the Clubmark renewal process, the application for Talent Centre and the renewal of the carpet for the pitches.

6.4 **SECTIONS** The Club will have two sections for the organisation of fixtures, player membership and training:

- Men's Section (Chair: Men's President)
- Women's Section (Chair: Women's President)

These sections will each have their own committee appointed by the Chair of their respective committee. The committees will appoint one or more people to fulfil the following roles:

- Secretary
- Membership Secretary
- Treasurer
- Fixture Secretary

One committee member can fulfil more than one role and further roles can be filled as required by the Committees.

6.5 **Hon Treasurer and Finance Committee** (Chair: Hon Treasurer)

The Finance Committee will meet as required and consist of the Hon Treasurer and all those on the section committees fulfilling a financial role. Further details in Section 8: Finance.

6.6 **Safeguarding Lead and Safeguarding Committee**

The Safeguarding Lead will have oversight of the implementation of the Safeguarding Policies. The Safeguarding Committee shall be convened as required and chaired by the Safeguarding Lead.

6.7 **Junior Development Lead and Junior Development Committee**

The Junior Development Lead will be responsible for the oversight of junior hockey activities and together with the Junior Development Committee see the formulation of plans for the future development of junior hockey across the Club.



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- 6.8 All Committees will meet on a basis to be agreed by each committee. Except where stated there should be at least one meeting each year.
- 6.9 Sub-Committees may be appointed as required either by the Board or by one of the committees listed above. These should report to the parent committee/Board.
- 6.10 All Board and Committee members will serve for one complete year and be subject to re-election thereafter.
- 6.11 All Board and Committee members will declare any conflict of interest that they may have in any issue.
- 6.12 All Board Members and Officers of the Club shall be in good standing, at least 18 years of age upon appointment

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## Section 7. Finance

- 7.1 All monies of the Club shall be held in an account in the name of the Club.
- 7.2 Signatories Any cheques or payments drawn against Club funds shall be signed by 2 designated officers of the Club as identified to the Bank.

### 7.3 HONORARY TREASURER

The Hon. Treasurer shall be responsible for all the accounts of the Club and shall present to the Annual General Meeting a clear statement of the financial position of the Club at the last day of the financial year. The statement shall be made available to members at the meeting. The accounts shall have been duly inspected by a person appointed by the committee prior to presentation at the Annual General Meeting. The Treasurer shall send a copy of such statement within one month of the Annual General Meeting to the Treasurer of the BRSC.

If at any time the Club, at a general meeting, passes a resolution to borrow money for the purposes of the Club, the Treasurer shall be empowered to enter into an agreement, approved by the Board. The Club must advise BRSC of any such borrowing prior to its commencement

The Annual Subscriptions and Match Fees shall be determined by the Section Committees and approved by the Board. Individual subscriptions and/or match fees may be reduced at the discretion of the Section Committee.

- 7.4 The policy for applying for and granting all such expenses shall be agreed by the Board and documented in the Club's Financial Processes Handbook



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### Section 8. General Meetings (Annual and Extraordinary)

- 8.1 Notice of a General Meeting shall be given to all Members by the Club Secretary not less than 14 days before the date of the meeting. The notice shall include the date, place, and time for the meeting. In the case of an Extraordinary General Meeting the notice will also include the reason for calling the meeting.
- 8.2 Agenda and other relevant information should be made available at least 7 days before the date of the meeting.
- 8.3 An annual general meeting will take place as soon as practicable following the end of each hockey season, the date of which shall be determined by the Board.
- 8.4 The Annual General Meeting shall include:
- A report from The Section Presidents, The Hon. Secretary, Captains of the playing teams
  - A financial report from the Hon. Treasurer, who shall present a statement of the inspected accounts to the Board/Committees
  - Election of Board Members
- 8.5 Nominations for positions on the Board shall be sent to the Secretary at least 7 days prior the AGM
- 8.6 The AGM shall decide the rates of annual subscriptions for membership classes.
- 8.7 Annual and Extraordinary General Meetings can modify the constitution subject to the changes being previously notified to the Secretary and placed on the agenda of the meeting.
- 8.8 Notices and Member Contact Details - Each Member shall give notice of their residential address, e-mail address and telephone number to the Membership Secretary and all notices sent by e-mail or post to such address shall be deemed to be duly delivered. It is the responsibility of the member to ensure that the Hon Secretary has their correct addresses.
- 8.9 Voting & Eligibility to Vote - All Playing and Non-Playing Members of the Club who are 16 years and over and whose subscriptions for the current year (1 Sept to the following 31 August) have been paid at the date of the relevant meeting shall be entitled to vote at general meetings. Social Members and Members under the age of 16 at the date of the relevant meeting are not eligible to vote.
- 8.10 Should there be equality on any voting issue, the Chair of the meeting shall have the casting vote.
- 8.11 The quorum for General Meetings will be 10.
- 8.12 An Extraordinary General Meeting (EGM) shall be called by the Secretary whenever directed by the committee or within 28 days of receipt of a request signed by at least 10 voting members of the Club. The conduct of the EGM shall be the same as for the AGM.





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### Section 9. Complaints

9.1 Members are able to raise complaints about issues of concern to them, which might include the following:

- a) The safety of activities at the Club;
- b) Poor standards of instruction or leadership;
- c) Breaches of the Club's rules
- d) Non-adherence to the Club's aims and objectives;
- e) The standard of equipment used for all hockey related activities, these may include but limited to, Pitches, Fences, pathways, Spectator areas, Clubhouse;
- f) Poor administration.

9.2 All complaints should be addressed in the first instance to the Club Secretary.

9.3 If the matter is one of Discipline or Grievance, then the Club Secretary may refer the matter to the Discipline and Grievance Process identified in Section 10.

9.4 If the Secretary is not able to address the concern to the satisfaction of the Member complaining, that Member should make a written complaint to the Section President or Board Chair. All decisions made by the Club President or Board Chair in response to a complaint are final and not subject to appeal, once the process in section 10, where relevant, has been followed.

### Section 10. DISCIPLINE & GRIEVANCE

10.1 The Board shall be duty bound to investigate all reports of any matter or conduct, whether by a Member of the Club or otherwise, received by the Board or by any Officers, of behaviour that is alleged to be:

- In breach of the Club rules as laid down from time to time by the Board
- In breach of the rules of any association to which the Club is affiliated, or
- Detrimental to the interests of the Club or any section of the Club, its Members or Visitors

10.2 In the first instance the Board will appoint the necessary and appropriate officers to conduct the investigation. If the report involves a child or vulnerable adult, the Club Safeguarding Officer will be involved. Any Safeguarding Issues will be subject to the processes and policies of England Hockey as identified in Section 4.2 and the Appendices.

10.3 If it is deemed that the matter requires greater disciplinary action than a verbal or written warning, the Board will convene a Disciplinary Panel to hear the issue and the matter shall be considered for decision on the appropriate disciplinary action (if required)



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### 10.4 Disciplinary Panel

The Board shall convene Disciplinary Panels, as required, appointed by the Board, consisting of at least 3 members and chaired by a member of the Board. All such appointments shall ensure that there is no conflict of interest between members of the Panel and the matter under review. Seven days' notice in writing of the date of the hearing shall be given to any Member (Respondent) whose conduct is being considered for disciplinary action

10.5 The disciplinary hearing shall fully investigate the matter and the Respondent, or a representative of the Respondent, shall be entitled to make representations at the hearing but shall not be entitled to be present during the hearing's deliberations

10.6 The disciplinary hearing shall have power to:

- Issue verbal or written warnings
- Suspend or expel any Member and
- Make any other impositions or recommendations as appropriate including reference to England Hockey disciplinary processes.

10.7 The Secretary shall notify the Respondent in writing of the Disciplinary Committee's decision within seven days of the hearing.

10.8 The Respondent shall have the right of appeal in writing to the Board following disciplinary action being announced. The Board shall consider the appeal within 14 days of the Secretary receiving the written appeal. The appeal shall be way of review not a re-hearing. The Secretary will notify the Respondent of the appeal decision within seven days.

### Section 11. Open to the whole Community

11.1 Membership of the Club and the use of its facilities is open to all without discrimination of any kind, whether direct or indirect, including (in particular) discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including ethnic origin, nationality and colour) religion or belief, sex and sexual orientation .

11.2 The costs associated with membership of the Club for any year must not represent a significant obstacle to membership of the Club, use of its facilities or full participation in its activities (the expressions "significant obstacle", "costs associated with membership" and "full participation" having the meanings set out in section 659 of the Corporation Tax Act 2010, and associated regulations, as amended and/or re-enacted from time to time).

11.3 In certain circumstances, such as a lack of capacity of the available facilities or appropriate teams to accommodate additional Members, membership applications may be rejected on a non-discriminatory basis



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## Section 12. Organised on an amateur basis

12.1 Subject to the provisions of paragraphs 12.2 to 12.5 (inclusive) below:

- a) the income and the property of the Club shall be applied solely towards promoting the Club's aims and objectives, and (other than as permitted by paragraph 12.4) no part of its property shall be paid or transferred, directly or indirectly, to the members of the Club;
- b) any surplus income or gains of the Club are to be reinvested in support of the Club's aims and objectives.

12.2 Part or all of any surplus income or gains may, at the discretion of the Committee or by resolution of the Club in general meeting, be donated to a registered charity or a community amateur sports club.

12.3 The Club will provide members and their guests with no more than the ordinary benefits of an amateur sports club, namely:

- (a) the provision of sporting facilities;
- (b) the reasonable provision and maintenance of club-owned sports equipment;
- (c) the provision of suitably qualified coaches;
- (d) the provision of, or the reimbursement of costs of, coaching or umpiring courses;\*
- (e) the provision of insurance cover;\*
- (f) the provision of medical treatment;\*
- (g) the necessary and reasonable travel or subsistence expenses incurred by players, match officials, coaches first-aiders and accompanying individuals in connection with away matches;\*
- (h) the reasonable provision of post-match refreshments for players and match officials;
- (i) the sale or supply of food or drink as a social benefit which arises incidentally from the sporting purposes of the Club.

In sub-paragraph (g) above:

- (i) "subsistence expenses" means expenses on food, drink and temporary living accommodation;
- (ii) an "accompanying individual" is an individual accompanying a player or match official who has a disability for the purposes of the Equality Act 20010;
- (iii) no reimbursement of expenses will be made in connection with away matches that require travel time for the round trip of 4 hours or less.

12.4 The Club will not exceed the limit on paid players as set out in section 660 of the Corporation Tax Act 2010 (together with any associated regulations) as amended or re-enacted from time to time. The Club will secure approval in advance from BRSC for making arrangements for the paying of players, having regard to the fact that the limit on paid players applies to BRSC as a whole.

\* Any payments will need to be agreed by the Board or Finance Committee on a case-by-case basis.



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### Section 13. Dissolution

13.1 A resolution to dissolve the Club can only be agreed at an AGM or EGM by a two thirds majority vote of the membership, minimum 20 Voting Members. The meeting to be held in accordance with rules for General Meetings in this Constitution.

13.2 Thereafter the Board, in conjunction with the members, shall be responsible for the discharge of the Club's liabilities and disposal of remaining assets according to the following principles:

- any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club
- any assets will be given to one or more of the following approved sporting or charitable bodies:
  - A registered charitable organisation
  - Another club which is a registered Community Amateur Sports Club (including BRSC)
  - Governing Body of England Hockey

13.3 If Ben Rhydding Sports Club is dissolved (necessarily involving dissolution of the Club, which is a section of BRSC) the application of the Club's surplus assets (if any) will be determined by the BRSC Committee or by the BRSC members in general meeting; but that determination can only be exercised in favour of a registered charity, another registered community amateur sports club, or a governing body of any "eligible sport" (as defined for the purposes of corporation tax) for which BRSC existed immediately prior to its dissolution. The provisions of this paragraph do not limit the power of the Club under paragraph 12.2 to make donations at any time in advance of the dissolution of BRSC.



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## Appendices

### Appendix to the Constitution – Adopted Policies

May 2023 - The detailed policies and regulations from England Hockey that are adopted by Ben Rhydding Hockey Club are listed below.

#### The Rules of Hockey

The International Hockey Federation (FIH) is responsible for the Rules of Hockey. There are two different publications: one representing outdoor hockey and the other representing indoor hockey. They are reviewed on an ongoing basis and there is normally a new edition every two years.

<http://fih.ch/inside-fih/our-official-documents/rules-of-hockey/>

<https://www.englishockey.co.uk/governance/rules-and-regulations/rules-of-hockey>

NB England Hockey do occasionally make minor adjustments to the implementation of the rules applied in England that the Club will follow.

#### Code Of Ethics And Behaviour (Respect)

England Hockey is responsible for setting the standards and values that apply at every level of hockey as outlined in the Code of Ethics and Behaviour booklet, also known as Respect.

<https://www.englishockey.co.uk/governance/rules-and-regulations/code-of-ethics-and-behaviour>

Ben Rhydding Hockey Club will adopt these standards and values.

#### Discipline and Disrepute

England Hockey have produced a guidance document for clubs around how to hold a disciplinary hearing. These cover breaches of rules on the pitch, on match days and during all other activities of the club. They also apply to actions outside the club that may bring the club or the sport into disrepute.

<https://www.englishockey.co.uk/governance/rules-and-regulations/discipline-and-disrepute/guidance-and-advice>

#### Safeguarding Young People

England Hockey Safeguarding Regulations set out a framework for England Hockey to investigate and decide upon such matters and the disciplinary actions that may be taken.



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<https://www.englishockey.co.uk/governance/rules-and-regulations/safeguarding-regulations-in-hockey>

## **Safeguarding Adults**

England Hockey's safeguarding adults policy and procedures apply to all adults, 18 years or older, involved in hockey.

<https://www.englishockey.co.uk/adults-at-risk>

## **Equality, Diversity & Inclusion**

England Hockey includes a number of documents relating to Equality, Diversity and Inclusion.

<https://www.englishockey.co.uk/governance/equality-diversity-inclusion/equality-diversity-and-inclusion-updates>

The Club will adhere to the practices described in these documents, in particular the Equality Policy.

<https://www.englishockey.co.uk/download?documentId=016QX2LWLKTQ3QDAALLRHJXN5O2TW3WJEO>