

BRISTOL & WEST HOCKEY CLUB

CONSTITUTION

1. NAME

The name of the Club shall be Bristol & West Hockey Club (BAWHC). The Ladies' section will be known as Bristol & West Jaspers within their hockey league.

2. AFFILIATION

The Club shall be affiliated to the National Governing Body, England Hockey, as well as local and regional associations that help to govern and run the sport, and shall abide by their regulations.

3. AIMS AND OBJECTIVES

- To organise hockey matches for the benefit of all the members of the Club.
- To offer coaching at all levels.
- To promote the Club within the local community .
- To ensure a duty of care to all members of the Club.
- To provide all its services in a way that is fair to everyone.

4. MEMBERSHIP

Membership is open to anyone interested in promoting, coaching, volunteering or participating in hockey in accordance with the Club's equal opportunities policy (see below):

Full Member – A Club member is any person so approved who has paid the annual subscription (or part thereof).

Junior Member – A junior member is a person under 18 years of age at the start of a new season so approved who has paid the annual subscription (or part thereof).

Student Member – A student member will be a person undergoing further education for 3 days or more a week who has paid the annual subscription (or part thereof).

Associate Member – An associate member is a person who has paid the appropriate reduced subscription (which may be waived at the discretion of the committee). They are entitled to speak at General Meetings but unless they hold a committee post, may not exercise a vote. They are eligible for occasional selection during the winter and may play in summer league matches. This class will also include the President and Vice-Presidents, if they are not already covered in the above classes (there is no subscription fee payable for these).

5. SPORTS EQUITY AND SAFEGUARDING

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

‘Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.’

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

Bristol & West Hockey Club treats the safeguarding of young players as a priority. That's why the Club has fully adopted the England Hockey guidelines. All of the documentation on these guidelines can be found on the Club website.

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's safeguarding procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

If a player presents with mental health issues that may affect other Club members, the concern should be raised with the Welfare Officer of the Club. The matter can then be raised with England Hockey if it is felt necessary and guidance can be sought and fed back to interested parties.

The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

6. SUBSCRIPTIONS

Annual Subscriptions

The annual subscriptions shall be payable by the 31 October. The amount payable will be agreed at the AGM and defined in the minutes of the AGM at the end of the previous season.

If the annual subscription is not paid by the 31 October, the player concerned will be required to pay double match fee until the subscription is paid. If the subscription is not paid by the 31 December, the individual concerned may not be eligible for selection.

Players who join part way through the Winter season should pay a pro-rata rate for Club subscriptions. The actual amount will be decided in consultation between the team captain, the relevant Club Captain and the player.

Match Fees

Match fees shall be payable to the team captain or his nominated representative after each game at a rate agreed by the AGM and defined in the minutes of the AGM.

Team captains in both Winter and Summer competitions will only pay half a match fee in recognition of the contribution they make to the smooth running and performance of the Club. Those that stand in for an absent captain will continue to pay a full match fee.

Club members who umpire home games for the Club (and away games where the Club is required to provide an umpire) will be paid for umpiring. The amount will be decided by the committee.

Travel

Local matches (closer than 40 miles). Costs for travel to matches is at the expense of those travelling. Where a driver is taking other players, it is recommended that all travellers contribute to the cost of fuel. Everyone who travels to away games will still pay match fees.

Distant matches (further than 40 miles). Where an away game is further than 40 miles necessitating a round trip of 80 miles or more, it was agreed that the Club will support this travel and pay a mileage allowance per mile for the total mileage of the trip (20p/mile in 2022). Payments will be made for a maximum of 4 cars. Everyone who travels to away games will still pay match fees. The mileage allowance will need to be claimed back from the Club Treasurer by drivers within 14 days of the trip having been taken.

7. FINANCES

The Club treasurer will be responsible for the finances of the Club.

The financial year of the Club will run from 1 May and end on 30 April.

All Club monies will be banked in an account held in the name of the Club.

An approved statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

8. OFFICERS OF THE CLUB

Nominations

Nominations for members to serve as officers of the Club must be submitted to the Club Secretary at any time up to and including the date of the AGM. Such nominations should be in writing and be supported by the name of both the proposer and the seconder who must both be members of the Club. No nomination should be submitted without the consent of the nominee. Members may not propose or second their own nomination.

Titles and Election

The officers of the Club shall comprise;

- Chair
- Club Secretary
- Treasurer
- Club Captains (Men & Ladies)
- Team Captains
- Junior Manager
- Fixture & Match Secretary (Men and Ladies)
- Welfare Officer
- Social Secretary
- Membership and Recruitment Secretary
- Communications Secretary
- Webmaster
- Kit Manager
- Umpire Manager

These positions shall be subject to election by the AGM.

Vacancies

The Committee can appoint to vacant positions mid-season subject to ratification at the next AGM. Should any positions remain unfilled after the AGM the Club Committee will be empowered to appoint to the vacant position(s).

9. CLUB PRESIDENT & VICE PRESIDENTS

The President shall be elected annually at the AGM. Vice-President is an honorary position for members who have contributed significantly to the well-being of the Club and is also decided by the election at the AGM. Vice-Presidents are appointed for a period of 5 years.

Nominations for the position of President and for any new Vice Presidents must be submitted in writing to the Club Secretary at any time up to and including the date of the AGM.

10. CLUB COMMITTEE

Membership

The Club Committee shall consist of the officers of the Club (as stated in 8 above) elected at the last AGM. Team captains are not expected to attend as their views will be represented by the Club Captains; however, they may elect to attend if they so wish.

Co-opting

The Committee may co-opt additional Club members for any meeting but these members may not vote. The committee may appoint such sub-committees as may be appropriate and may delegate to such sub-committees such powers as it deems fit.

Conduct

A quorum is to consist of 5 Club officers (NB. in the event of one officer holding 2 posts they shall only be able to exercise one vote and shall only count as one officer for the purposes of the quorum. This should be recognised when electing officers to the committee).

Points under discussion will be resolved by a vote, with the Chair (or Vice Chair in the absence of the Chair) only voting in the event of a tie when he/she will exercise a casting vote.

Meetings

The Committee shall meet approximately every 4 to 6 weeks during the winter season and as and when required, the date to be decided at the end of each Committee meeting.

11. MEETINGS

AGM

An Annual General Meeting shall be held as soon as possible after the end of the winter season (and financial year) on a date arranged by the Club Committee.

The business of the meeting shall include reports from the Chair and Treasurer along with presentation of the balance sheet for the past year, the election of officers, agreement of subscriptions and match fees for the coming year, appointment of new Vice Presidents and any revisions to the Constitution.

EGM

An Extraordinary General Meeting may be called at the request of the Club Committee or after the Secretary has received a request in writing stating the object of the meeting, signed by not less than six members of the Club.

Notification

Members shall receive at least seven days' notice of a General Meeting.

Quorum

A general meeting will be considered quorate as long as the meeting has been constituted according to the rules of this constitution.

Conduct

The majority vote at any meeting shall carry any motion proposed and seconded through the Chair. In the case of an equally split vote the subject should be debated and subjected to one further vote. If the vote is again equally split the Chairman may exercise a casting vote. This is the only time the Chairman will vote. If 2 or more individuals are nominated for the same post, they will be required to leave the meeting whilst the members cast their votes.

Only Club members may nominate and second proposals and exercise a vote at General Meetings.

12. CLUB COLOURS

Club colours shall be orange shirts with black trim, black shorts/skorts and orange socks. All members will be required to abide by this rule when playing for the Club. Away colours shall be white shirts, black shorts/skorts and black socks.

13. RECORDS

The Membership and Recruitment Secretary shall maintain a Register of names, addresses, e-mail addresses and telephone numbers of all members. All personal data must be kept secure and in accordance with the requirements of GDPR. The Privacy Policy/GDPR requirements shall be available to view on the website. Members changing their email address or telephone number should advise the Secretary within seven days.

The Club Secretary shall take Minutes of all Committee Meetings, the annual General Meeting and any Extraordinary General Meetings. These shall be available, on request, to any Club member.

14. EQUIPMENT

Custody of all the Club's Equipment shall be the responsibility of the Executive Committee, who shall arrange all necessary insurance.

The use and provision of personal protective equipment is the responsibility of all club members at both junior and senior level. All players of any age should ensure as a minimum they always have shin pads and mouth guards for both training sessions and playing matches. For participation in junior training and matches, wearing a mouth guard is mandatory. Players may, at their own discretion, also choose additional protective equipment such as face masks or gloves.

The use of personal protective equipment reduces the risk of injury and members are encouraged to consider wearing the personal protective equipment they feel appropriate at all times when playing. The Club does not provide protective equipment at senior level (including for juniors playing in senior games) and this includes face masks for defending short corners. For junior matches (e.g. Badgers or Vixens), face masks will be provided as some players and parents may not be aware of the use this equipment, particularly those new to the game.

15. LIABILITY

It is the responsibility of each Club member to behave in a responsible and safe manner whilst playing.

The Treasurer shall ensure that a suitable Third Party Liability Insurance is kept up to date. Individual playing members, umpires and coaches are in addition encouraged to take out suitable personal insurance.

16. CHANGES TO THE CONSTITUTION

Any change to the Club Constitution can only be agreed at the AGM or any General Meeting (called as in section 10 above) at which all Club members have an opportunity of attending.

17. DISCIPLINE

Members' Responsibility

Members should at all times remember they represent Bristol & West Hockey Club and conduct themselves accordingly so as not to bring the names of the Club into disrepute.

Discipline and appeals

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. The Secretary will inform the Chair who shall convene a disciplinary panel to consist of not less than 3 committee members or suitable co-opted Club members as deemed appropriate by the Chair. The Chair should not form part of the panel as the Chair needs to remain impartial in the event of an appeal.

The panel will request written statements from both sides of the complaint as well as any witnesses. The panel will meet to review the evidence within 14 days of a complaint being lodged. The panel has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing, with reasons for the judgement should be notified to the Secretary who will inform in writing to all involved within 7 days of the hearing.

There will be the right of appeal to the Chair or Vice Chair following a disciplinary panel decision being announced. The Chair should consider the appeal within 7 days of the Secretary receiving the appeal. The Chair can call upon the support of any Club member except those involved hitherto in deciding the outcome of the appeal. The Chair's decision is final.

18. DISSOLUTION

If for any reason the Club decides to disband, the distribution of funds shall be decided by an Extraordinary General Meeting.

19. DOCUMENT HISTORY

Version	Date	Notes
1	2019 AGM	Ver 1 approved
2	2022 AGM	Ver 2 approved
3	2023 AGM	Ver 3 approved
4		