



EASTLEIGH LADIES HOCKEY CLUB – CONSTITUTION

1. NAME

The name of the Club is “Eastleigh Ladies Hockey Club” (ELHC).

2. PURPOSES

2a. To promote hockey locally for women from the age of 14+, with the main focus on 11-a-side League and Cup matches.

2b. To play hockey in accordance with the rules and regulations of England Hockey and Hampshire Women’s Hockey Association.

3. OFFICERS

The Officers of ELHC are:

- Chairperson
- Secretary
- Treasurer

3a. The above named Officers are authorised signatories for cheques issued by ELHC. A minimum of two authorised signatures must be obtained for cheques, payments and alterations of ELHC bank details and any other occasions where signatories are required.

3b. The above named Officers are elected by a Club vote at the Annual General Meeting (AGM) on a yearly basis.

3c. In the event of one of the above named Officers resigning during a season, the election of a new Officer will be by a Club vote at an Extraordinary General Meeting (EGM).

3d. In all matters requiring a vote, with the exception of a vote for a new Chairperson should the vacancy arise as a result of resignation, the Chairperson shall have the casting vote.

3e. No Officer of ELHC shall be allowed to hold more than one Officer post of ELHC concurrently.

4. COMMITTEE

The Committee of ELHC will comprise of the above named Officers and the following:

- | | |
|------------------------------|------------------------------|
| • 1 st XI Captain | • 2 nd XI Captain |
| • Fixtures Secretary | • Indoor Secretary |
| • Floodlit Captain | • Summer League Captain |
| • Social Secretary | • Umpire Liaison Officer |
| • Club Captain | • Club Discipline Officer |

4a. The Committee has full authority to deal with the affairs of ELHC and the power to co-opt one or more Members as and when necessary, including the appointment of more than one person to fulfil a role.

4b. No Officer or Committee Member of ELHC may hold more than three Committee posts concurrently.

4c. In the event of an Officer or Committee Member holding more than one post concurrently, they will be entitled to one vote per post held to a maximum of two votes, in accordance with point 7b of this Constitution.

4d. If a Committee Member other than an Officer resigns mid-way through a season, the Committee has full authority to propose, second and elect a new Member without putting the matter to a full Club vote.

4e. In the event of 4b. occurring, the vacancy will be notified to all Club Members via the ELHC Newsletter* and seven days' notice will be given for all nominees to be received by the Chairperson.

4f. In normal circumstances, if a Committee Member (including the Secretary or Treasurer) does not wish to stand for re-election the following season, or wishes to resign mid-way through the current season, 28 days' notice in writing shall be given to the Chairperson. In the event of the Chairperson wishing to stand down or resign, 28 days' notice in writing shall be given to the Committee.

4g. In the event of a change of person responsible for an Officer or Committee post, the outgoing Officer or Committee Member will make available all records and relevant information to the new Officer or Committee Member. The outgoing Officer or Committee Member will also be responsible for explaining to the new Officer or Committee Member the responsibilities and requirements of the post in a timely fashion to ensure the smooth running of ELHC.

*It is the responsibility of all Club Members to ensure that on joining ELHC, they provide their full address and telephone number and any changes thereafter, to the ELHC Secretary.

5. MEMBERS

5a. The following classifications define a Member of ELHC:

- FULL: A fully paid up Member with voting rights.
- ASSOCIATE: A Member paying a Subscription as decided at the discretion of the Committee, available to play restricted matches.
- STUDENT: A fully paid up Member paying the reduced Subscription rate at the discretion of the Committee with voting rights.
- SOCIAL: A Member paying a rate of Subscription at the discretion of the Committee, but not participating in any matches.
- LIFE: Life Members are not required to pay a Subscription, but are nominated by the Committee and voted for at the AGM with voting rights.

5b. The Committee reserves the right to admit or refuse Membership of ELHC to any person, for any reason it sees fit.

5c. In the event of any Member (or person directly connected with a Member) being seen to behave in a manner unbecoming to a Member of ELHC at an official ELHC fixture or event, it is at the Captain's discretion to speak to the person concerned. If this is not felt to be sufficient, the Captain may request the intervention of the Chairperson. If this is still not felt to resolve the issue, the Chairperson and Captain concerned may put the matter to the Committee, who will vote on a course of action.

In the event of a Member being requested to leave ELHC, the Chairperson will send written notification to the Member and any monies due back to the Member will be forfeit.

6. FINANCIAL DUES

6a. The purposes of ELHC shall be carried out without the purpose of gain from its Members and any profits shall be used for the benefit of ELHC.

6b. All financial dues to be determined at the AGM under the following categories:

- MATCH FEES
- ANNUAL SUBSCRIPTION: To be paid at the commencement of the current season. No-one to play in either a League or a Club match without having paid the subscription due. In the event of a Club Member joining mid-way through a season, the amount of Subscription due will be at the discretion of the Committee.

- TEAS: Non-players and non-Club Members to pay an amount at the discretion of the Committee.
- TRAVEL EXPENSES: To be paid at the discretion of the Committee.
- UMPIRES: To be paid an amount decided by the Committee of ELHC per match umpired, unless umpiring a Saturday League 'pool' match, in which case Umpires are responsible for claiming their own expenses from the Hampshire Hockey Umpires' Association.
- TRAINING: The Club will pay for professional coaching at the discretion of the Committee. Any major change to the provision of professional coaching should take place in consultation with Club members.

6c. In the event of the dissolution of ELHC, any funds or assets of ELHC remaining after the satisfaction of its debts and liabilities shall be donated to an agreed registered charity or similar worthy cause, as agreed by a majority (as specified in 7a.) at an EGM.

6d. In the event of ELHC not being able to honour all of its debts, the Members of the Committee will be liable to settle those debts in a manner agreed by the Committee.

6e. The accounts are to be audited at the discretion of the Chairperson.

6f. Club Members' debts at the end of each accounting year (as specified in 7a.) will remain on record. All debts must be cleared before an ex-Member will be allowed to join ELHC again.

6g. The Treasurer is to provide a financial statement and copy of the latest bank statement at every Committee meeting.

6h. ELHC holds Public Liability and Personal Accident insurance. All Umpires (for both pooled games and ELHC nominated umpires for ELHC games) are also insured.

6i. The Treasurer is to keep three full years plus the current year of financial records, available for inspection at any time.

7. MEETINGS

7a. Annual General Meeting (AGM)

- The AGM shall be held at the end of each accounting year, which is currently the last day of April, no more than one month before or after this date.
- Any Members may attend the AGM.
- In matters requiring a vote at the AGM only Committee Members, Full Members, Student Members and Life Members are allowed to vote.
- In order for a motion to be passed there must be at least 40% +1 of the current voting Membership present.
- Motions will be carried on a simple majority and the Chairperson will have the casting vote.

7b. Committee Meetings

- There are to be at least five Committee meetings held during the year with at least 40% +1 Committee Members present.
- Each position within the Committee (as defined in 4.) carries one vote except the roles of Club Captain and Club Discipline Officer which are non-voting roles and have been included in the 2004/05 season to fulfil specific purposes. Full role descriptions for all Committee posts have been added to the appendices of this Constitution.

7c. Extraordinary General Meeting (EGM)

- Any Member may request an EGM through the Committee where it will be voted upon. In the event of a split vote the EGM will be held.
- If the EGM is approved by the Committee, the meeting must be held within 28 days of the date of the Committee meeting at which it was approved.
- If the EGM is not approved, a written explanation from the Chairperson will be provided to the Club Member who requested the EGM.

8. CONSTITUTION AMENDMENTS

8a. If an amendment to the Constitution is required, it can be implemented by the Committee as a temporary measure until the next scheduled AGM, when it will be put to a Club vote.

8b. Club Members will be notified of any amendment, temporary or permanent, by the ELHC Newsletter. Any Club Member wishing to query any aspect of the amendment, or the Constitution, should do so in writing to the Chairperson who will put it to the Committee at the next scheduled meeting, where a course of action will be voted upon.

8c. Amendments to the Constitution must be noted here giving the date of their incorporation, temporary or permanent status and stating where appendices have been added. All appendices shall form part of the Constitution.

List of Amendments
10/5/00: Constitution accepted at Club AGM, with amendments voted upon at the AGM 99/00. Permanent change.
23/5/01: Team Selection Procedure incorporated into Constitution, as Appendix 11.1. Voted upon at the AGM 00/01. Permanent change.
15/5/03: Amendments as detailed in minutes of Committee Meeting Two 2002/03, voted upon at the AGM 02/03. Permanent change.
28/4/05: Amendment to 4 (Committee) to reflect additional non-voting posts created for requirements of 2004/05 season. Permanent change.
28/4/05: Amendment to 6b (Financial Dues) to reflect request for contributions towards coaching received at training. Permanent change.
28/4/05: Amendment to 7b (Committee Meetings) to reflect non-voting posts created for requirements of 2004/05 season. Permanent change.

List of Amendments
28/04/05: Committee Roles incorporated into Constitution, as Appendix 11.2. Voted upon at the AGM 04/05. Permanent change.
19/04/10: Introduction of new fine for not providing teas-for-two for a home match.

9. CLUB COLOURS

- Emerald Green Shirt, Navy Sports Skirt, Navy Socks
Alternative Strip: White Shirt, Yellow Socks
- Indoor, Floodlit & Summer League Strip: Emerald Green Shirt, Navy Sports Skirt, Yellow Socks
Alternative Strip: White Shirt, Navy Socks

10. FINES

- Players will be required to reimburse the Club with the amount of any fines incurred in accordance with League Rules presiding at the time of the offence.
- In addition the Club will levy a 50p fine for every Green Card offence.
- Players are required to bring tea-for-two for all home games. If the ELHC player is not staying after the home game, they must bring tea-for-one. Players failing to meet this obligation shall be fined as follows:
 - £2.00 for the first time that you forget in each season; and
 - £4.00 for all subsequent games in any given season
- Appeals will be conducted in accordance with the League rules presiding at the time of the offence, through the Committee.

11. APPENDICES

Appendix 11.1: Team Selection Procedure

Appendix 11.2: Club Committee Role Descriptions



ELHC TEAM SELECTION PROCEDURE

For HWHL matches (Saturday games):

This procedure is intended to clarify the policy of ELHC about how Saturday game teams are selected.

This is the fairest way of ensuring that all Club members have the opportunity to play at the highest level possible.

This document forms part of the Constitution of ELHC as detailed in section 8c.

In accordance with other Clubs in the Hampshire Women's Hockey League, the highest placed team from ELHC in the League has the right to expect to put forward the best team available for a particular match.

The policy for Team Selection is therefore as follows:

1. The 1st XI Captain will register no more than 11 players at any one time with the League, who are to form the 1st XI squad. These players will be the first to be picked for a 1st XI game.
2. All other members of ELHC will be registered by the 2nd XI Captain as 2nd XI players.
3. The 1st XI Captain will agree 5 further players with the 2nd XI Captain. These players will be 'reserves' for the 1st XI. They will be asked to play for the 1st XI if needed, in the event of insufficient numbers of players from the 1st XI squad being available.
4. New players joining midway through a season and wishing to play in the Saturday League will be registered as 2nd XI players. The 1st XI and 2nd XI Captains will agree any changes of registration and report back at the next Committee Meeting.
5. No player registered as a 2nd XI member will be approached to play for the 1st XI before the 1st XI Captain has contacted the 2nd XI Captain.
6. This contact will be no later than 9.30 pm on the Friday before the Saturday game. Informal agreements about notice of player requirements between the 1st XI and 2nd XI Captains can be made in special circumstances.
7. Both Captains will advise selected team members wherever possible of the possibility of only getting a half or no game (i.e. as a substitute), before they are asked to commit to playing for the team.

8. Both the 1st XI and 2nd XI teams will be selected on the basis of the best players available for that game. The 1st XI (as the highest placed team in the League) takes priority. In all selections, the Captains have the sole responsibility of choosing the best players.
9. In the event of the 1st XI Captain having 11 players from the 1st XI squad available for a single Saturday match, the Captain cannot ask the 2nd XI team to play with less than 11 players in order to increase the 1st XI squad for that match, unless the match is crucial to avoid relegation.
10. In the event of the 1st XI Captain having only 10 players for a single Saturday match, the Captain may request additional players from the 2nd XI Captain for that match, providing this does not leave the 2nd XI Captain with 9 or less players, unless either match is crucial to avoid relegation.

For Friendly fixtures:

1. Teams will be selected by offering 'first refusal' to players who have not had regular Saturday games.

Appendix 11.2: Club Committee Role Descriptions



ELHC COMMITTEE ROLES

This is a basic outline of the responsibilities of each position.

CHAIRPERSON:

- Responsible for overall smooth running of Club, including support to Committee Members and Club Members as appropriate
- Calls and chairs Committee, Annual General and Extraordinary General Meetings
- Produces agenda for above meetings
- Is an authorised signatory for ELHC
- Maintains ELHC Constitution
- Attends League and England Hockey meetings as ELHC representative
- Distribution of Tournament requests to an appropriate organiser/captain
- Response to official enquiries/complaints and any other matters agreed by the Committee

SECRETARY:

- Maintains ELHC member list
- Compiles and distributes ELHC Newsletter
- Records and distributes minutes of all official Club meetings
- Arranges trophies for AGM
- Maintains ELHC online entry in HHA Handbook
- First point of contact for external enquiries to ELHC
- Is an authorised signatory for ELHC

TREASURER:

- Responsible for financial well-being of ELHC
- Produces and maintains accounts of ELHC, including updates at each Committee Meeting and regular and timely production of the Debtors' List
- Books pitch time at Thornden School, including rearrangement where necessary
- Is an authorised signatory for ELHC

TEAM CAPTAINS:

- Responsible for working together to allow teams to represent ELHC during the league season, within the parameters of the Team Selection Procedure as set out at Appendix 11.1
- Organisation of all aspects of their respective team's game including travel to away games, half-time refreshments at home games, collection of match fees, hosting of opponents and umpires at home games
- Responsible for telephoning in and sending off home match results in accordance with HHA League requirements
- Responsible for informing relevant Committee Members of any changes to planned games (principally the Treasurer, Fixtures Secretary and Umpire Liaison Officer)
- Reporting of team progress at Committee Meetings

FIXTURES SECRETARY:

- Responsible for attending the League fixtures meeting before the start of the season and distributing details of home matches to opponents
- Distribution of League and friendly fixtures to Treasurer, 1st XI and 2nd XI Captains.
- Arrangement of friendly fixtures for weeks when no League fixtures are played, as agreed with Captains
- Organisation of Club Day with Treasurer and Captains
- Re-arrangement with opponents of any fixtures affected by unforeseen circumstances i.e. League replays
- Distribution of any changes to pitch requirements to Treasurer
- Production of the 'Green Book' to distribute to Club Members at Club Day
- Reporting of changes at Committee Meetings

INDOOR SECRETARY:

- Responsible for running of Indoor League, including booking pitches, informing teams of match dates and times, and attending every week to provide scoring, timing and collection of monies from all teams playing
- Appointment of one or more 'captains' for ELHC team(s) to organise teams prior to matches and on the night of any matches
- Arrangement of umpires for matches (usually each team provides an umpire to officiate on their 'break')

FLOODLIT CAPTAIN:

- Organisation of ELHC team(s) to play in fixtures as allocated by the Floodlit League Organiser
- To act as duty officer on night(s) allocated by Floodlit League Organiser (to include central timing for all teams playing)
- Arrangement of an umpire as required

SUMMER LEAGUE CAPTAIN:

- Liaison with Summer League Organiser to ensure entry and fixtures are received
- Organisation of team to include an umpire when the League does not provide one
- On-pitch captaincy
- Recording of results and feedback to Summer League Organiser as appropriate

UMPIRE LIAISON OFFICER:

- Arrangement of umpires for all Saturday League teams requiring them
- Division 1 and 2 umpires are provided by the League, but ELHC must provide a 'pool' umpire
- All other Division teams are responsible for their own umpire provision (one for every home and away match)
- Arrangement of umpires for friendly fixtures

SOCIAL SECRETARY:

- Arrangement of all aspects of Club Annual Social
- Arrangement of other social activities throughout the year as appropriate

CLUB CAPTAIN:

- Responsible for registration of players to the League, including in consultation with Captains, who should be registered 1st XI and 2nd XI players
- Responsible for any changes in registration to be notified to the relevant League contact
- To provide support, encouragement and advice where appropriate to Saturday Captains

CLUB DISCIPLINE OFFICER:

- A requirement of the HHA League from 2004/05 season onwards. Responsible for liaison with the League in the event of a serious offence by an ELHC player