



NORTH DOWN HOCKEY CLUB

CONSTITUTION

1. (a) The name of the Club shall be North Down Hockey Club.
- (b) The object of the Club shall be to provide for the members adequate facilities to encourage and promote interest in the game of hockey and, in association with that object, to promote recreational and social activities amongst the members.
- (c) The colours of the Club shall be:
 - (i) for men, white shirts, blue shorts and blue socks with white tops.
 - (ii) for ladies – white shirts, blue skirts and blue socks with white tops.

CATEGORIES OF MEMBERSHIP

2. The Club shall consist of the following membership categories:
 - (a) Senior playing member - Over 21 years of age.
 - (b) Under 21 playing member- Under 21 years of age.
 - (c) Resident student playing member - Senior or Under 21 playing member currently following a full-time course of further education within Northern Ireland.
 - (d) Junior playing member - Under 18 years of age.
 - (e) Minor playing member - Under 15 years of age.
 - (f) Youth playing member - Under 11 years of age.
 - (g) Family membership - One or more parents, of whom at least one should be a senior playing member, plus any children under 18 in the household.
 - (h) Non playing member.

The qualifying date for membership shall be 1 October of the current season except for youth playing members when it shall be 1 January in the current season.

ADMISSION TO MEMBERSHIP

3. (a) Membership of the Club is open to anyone interested in the sport of hockey on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a consequence of the requirements of hockey. The name, address and date of birth of each candidate for membership of the Club shall be given to the Honorary Secretary stating which type of membership he/she desires.

(b) The General Committee may refuse membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Any appeal against refusal of membership must be made in writing to the Honorary Secretary.
4. New members joining the Club after 1 October shall forgo the privileges of membership after one calendar month unless their subscription is paid.

RESIGNATION FROM MEMBERSHIP

5. Any member who does not indicate to either of the Honorary Treasurers his/her intention to resign by 1 October and who identifies himself/herself with the property or activities of the Club shall be liable for the current season's subscription.

ANNUAL SUBSCRIPTIONS

6. (a) The annual subscription payable by each category of membership shall be determined at each Annual General Meeting and a list of those rates shall be posted on the Club website. The Club will endeavour to keep subscriptions at levels which will not pose a significant obstacle to the participation of members.

(b) All annual subscriptions are due, and should be paid, on 1 September of each year. A discounted subscription rate as set by the General Committee will apply for subscriptions paid by 30 September. Members whose subscriptions remain unpaid by 31 October will not be eligible for selection or entitled to vote at a general meeting until the appropriate subscription is paid.

(c) The Honorary Treasurer will supply the appropriate selection committees with a list of members whose subscriptions are outstanding on 31 October.

OFFICERS

7. The Officers of the Club shall be President, Chairman, Honorary Secretary, Honorary Ladies Secretary, Honorary Treasurer, Club Development Officer, Youth Development Officer, Fundraising Officer and Communications Officer all of whom shall be elected at the Annual General Meeting. In addition, a Child Protection Officer who will be independent of the day to day running of the Youth Section shall also be elected at the

Annual General Meeting. All Officers, with the exception of the President and the Child Protection Officer, are automatically elected to the General Committee.

DUTIES OF OFFICERS

8. (a) The Chairman will chair all General Committee, Annual and Special General Meetings. The Chairman shall have a vote and a casting vote at all meetings.
- (b) The appropriate meeting shall appoint any member to act for the Chairman in his absence.
9. The Honorary Secretaries shall undertake all general correspondence, summon all meetings, keep an accurate record of all General Committee, Annual and Special General Meetings and produce such records for confirmation and signature of the Chairman at the next meeting and such duties as may be required from time to time.
10. (a) The Honorary Treasurer shall keep an accurate record of all income and expenditure and shall be empowered to lodge all monies received to the credit of the Club in a bank approved by the General Committee. Cheque signatories shall be the Honorary Treasurer and any one of the other Club Officers as defined in Rule 7.

Any surplus of income over expenditure will be reinvested in the Club and no surplus or Club assets will be distributed to members or third parties.

(b) Entertainment of members, members' friends or opponents or players' travelling expenses to or from matches shall not be paid for out of Club funds except as agreed by the General Committee. Consideration of payment for travelling expenses will only be given to circumstances where a round trip exceeds four hours.

(c) The Honorary Treasurer shall present a statement of audited accounts at each Annual General Meeting.

VOTING

11. At all meetings convened to discuss Club business:
 - (a) voting shall be by a show of hands or by a secret ballot if so requested.
 - (b) subject to Rule 17(a) a simple majority will decide.

GENERAL COMMITTEE

12. (a) The General Committee shall have responsibility for the management of the Club and the conduct of all members.

(b) The General Committee will be comprised of sixteen members and will consist of the eight Officers as designated in Rule 7, Honorary Ladies Treasurer, Tournament Convenor, Men's Members Officer, Ladies' Club Captain, Coaches' representative and three others.

- (c) The General Committee shall be empowered to make byelaws not inconsistent with these rules and to impose penalties for their violation. The byelaws shall be binding until altered or repealed by the General Committee or at a General Meeting.
- (d) In the event of a vacancy arising during the term of office of the General Committee, the Committee shall co-opt at its discretion a member who shall serve for the unexpired term of office.
- (e) The General Committee shall meet at least once per month on such days as it may decide and at an agreed specified time. At this meeting, the minutes of the previous General Committee meeting shall be read and passed.
- (f) The Honorary Secretary shall issue to each member of the General Committee the minutes of the previous meeting and an agenda of the next meeting not later than one week before the meeting.
- (g) A quorum shall consist of six members.
- (h) The General Committee shall appoint such Club members as necessary to represent the Club on external business. Such members may request, or be requested, to attend a General Committee meeting on specific business.
- (i) The General Committee shall be empowered to appoint any other sub-committee as necessary from time to time.

SELECTION COMMITTEE

- 13. Each Selection Committee shall consist of the captains of the various elevens, who shall be ex-officio, and other such members as will make each Committee not exceed ten, at least two of whom shall, if possible, be non-playing members.

FUNDRAISING COMMITTEE

- 14. The Fundraising Committee shall be responsible for all fundraising and shall consist of the Fundraising Officer and other members as the General Committee shall from time to time determine. The Fundraising Officer will produce a monthly financial report on fundraising activities.

ANNUAL GENERAL MEETING

- 15. (a) The Annual General Meeting of the Club shall be held not later than 31 May at such hour and place as the General Committee shall decide.
- (b) The Honorary Secretary shall give all members of the Club at least fourteen days notice of same.
- (c) A quorum shall consist of twenty members with voting rights.

- (d) If no quorum be assembled within half an hour of the stated time, the meeting shall stand adjourned until the following week and so on in like manner for each successive week. Notice of such adjournment shall be posted on the Club website.
- (e) The purpose of the Annual General Meeting shall be to:
 - (i) receive the Honorary Secretaries' reports,
 - (ii) receive the Honorary Treasurer's financial statement,
 - (iii) elect the Club Officers as per Rule 7, members of the General Committee as per Rule 12 (b), captains and vice-captains, match secretaries, selection committees, vice presidents, press officers and Club representatives to serve on external committees as required,
 - (iv) transact general business and any special business of which seven days notice shall have been given to the Honorary Secretary for inclusion in the agenda and
 - (v) appoint the Honorary Auditor.
- (f) All members, with the exception of those whose subscriptions are in arrears, shall be entitled to vote.

SPECIAL GENERAL MEETING

- 16. (a) The Honorary Secretary shall call a Special General Meeting of the Club on receipt of a written request from seven members.
- (b) Such meetings will be held within six weeks of the request being submitted.
- (c) All members will receive at least fourteen days notice of the meeting stating the purpose of the meeting.
- (d) No business other than that stated in the Notice of the Meeting shall be considered at the meeting.
- (e) A quorum shall consist of twenty members with voting rights.

DISSOLUTION OF THE CLUB

- 17. (a) The Club shall not be dissolved except by consent of seventy five per cent of the members with voting rights, such consent being testified by their signatures to a resolution providing for such dissolution.
- (b) The assets of the Club, if such a resolution to dissolve the Club were passed, will be given or transferred to another registered Community Amateur Sports Club (CASC), a registered charity or the Ulster Hockey Union for use by them in related community sports.

AFFILIATIONS

- 18 All games shall be played according to the Rules of the Ulster Hockey Union and nothing in this Constitution shall contradict those Rules.

ALTERATIONS TO THE CONSTITUTION

19. (a) This Constitution shall not be altered except at the Annual General Meeting or at a General Meeting specifically convened for the purpose.
- (b) Each proposed alteration shall be notified to the Honorary Secretary at least twenty one days before the date of the meeting for inclusion in the agenda.
- (c) Amendments to proposed alterations shall be allowed.

CHILD PROTECTION POLICY

- 20 The Club is committed to good practice which protects young people from harm. Members, coaches, officials and voluntary helpers in the Club accept and recognise their responsibility under the Children (NI) Order 1995 to provide an environment which promotes the safety of young people at all times. In order to safeguard young people in the care of the Club, the Club will:
- (a) develop an awareness of the issues which may lead to young people being harmed.
- (b) create an open environment by identifying a contact person to whom young people can turn if they so require.
- (c) adopt child centred and democratic coaching styles.
- (d) adopt child protection guidelines through codes of conduct for all players and adults working in the Club. The term 'adult' to include coaches, parents, leaders and volunteers.
- (e) ensure that careful recruitment, selection and management procedures are operated within the Club.
- (f) ensure that effective complaints and disciplinary procedures are operated within the Club.
- (g) share information about concerns with young people and parents and others who need to know.
- (h) provide information as required to appropriate management committees.
- (i) participate in training made available through appropriate agencies and maintain close links with these agencies.
- (j) follow guidelines on good coaching practices as issued by the Ulster Hockey Union.

- (k) keep this Policy under regular review.

References

- (1) The Children (NI) Order 1995.
- (2) Our Duty to Care 1992.
- (3) The Sports Council for Northern Ireland: Factsheet on Child Protection.

21 CODE OF CONDUCT

Club members must not act in any way which may prejudice the interests of hockey or bring the game, the Ulster Hockey Union or the Irish Hockey Association into disrepute. The Club is responsible and accountable for, and will actively regulate, the behaviour and conduct of “participants”, as defined below, before, during and after matches etc under the auspices of the Ulster Hockey Union or the Irish Hockey Association.

Participants are required to abide by the relevant UHU, IHA rules and instructions/directives/guidelines and, where applicable, those of FIH, EHF.

The term “participants” includes: players, team and match officials, spectators and Club members.

The following is regarded as conduct by participants which is improper, unfair and unacceptable:

- (a) verbal/physical abuse or hostility towards any other participant or person,
- (b) disputing, protesting, reacting in a provocative or disapproving manner towards any decision made by an umpire/official or otherwise acting in an inappropriate way,
- (c) using rude, abusive, racist, sectarian or sexist language or hand signals.

In addition, spectators must not:

- (a) encroach onto the playing area or, where there is a fence around a pitch, go inside it,
- (b) watch matches from team dugouts or team officials’ benches,
- (c) retaliate if they are subject to provocative behaviour by an opposition spectator or player,
- (d) enter umpires’ or opposition dressing rooms unless by invitation or to provide assistance.

Public statements, including those made in the press, on websites, in emails, social media, radio or television etc, must be fair and reasonable and must not involve a personal attack on another player, umpire, official or club, or any other person or body which could bring the game into disrepute.

The Club has a zero tolerance policy to the possession and/or use of illegal drugs or other illegal substances by participants in any form of Club related activity and will impose a high level of sanction for any breach of this policy.

The Club has a comprehensive equality policy which must be adhered to.

A Conduct Committee, appointed by the General Committee under Rule 12 (i), will deal with participants whose conduct infringes this Code of Conduct.

Date: 14th May 2024

Name: Colin Mockford

Role: Club Chairperson

Signed:

A handwritten signature in blue ink, appearing to read 'C Mockford', written over a horizontal line.