

1. The Name, Location, Objects and Type of Club

- 1.1. The name of the Club shall be Loughborough Town Hockey Club ("LTHC").
- 1.2. The Club shall be situated in the County of Leicestershire.
- 1.3. The Club will be affiliated to the appropriate sections of the Leicestershire and Rutland Hockey Association, the Midlands Region Hockey Association and the National Governing Body of English Hockey, England Hockey Limited.
- 1.4. The objects of the Club shall be;
 - 1.4.1. The recruitment and development of children and young people into the sport of hockey as players, leaders/coaches, umpires and administrators.
 - 1.4.2. The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level.
 - 1.4.3. To provide equity of opportunity across all areas of the club, to encourage inclusion by minority groups.
 - 1.4.4. To provide a safe, effective and child friendly environment in which to play and learn hockey.
- 1.5. The Club shall be a member's club open to all.

2. Membership

- 2.1. Membership will consist of Officers and Members of the Club.
- 2.2. Membership is subject to the completion of the required Membership Forms and the payment of required Membership fees.
- 2.3. Membership fees will be charged as recommended by the Committee.
- 2.4. Membership fees should be paid annually by Members before October 31st each Year. Fees paid after this date shall be subject to a 10% surcharge.
- 2.5. Members who play in matches shall be required to pay Match Fees. Match fees shall be charged as recommended by the Committee.
- 2.6. All Officers and Members of the Club shall be subject to this Constitution and by joining the Club and (where relevant) paying Membership Fees shall be deemed to accept such policies, procedures, guidance, regulations and codes of conduct that the Club, through its Committee, has adopted.
- 2.7. Members will be enrolled in one of the following categories –
 - 2.7.1. Full Member
 - 2.7.2. Student Member
 - 2.7.3. Associate Member
 - 2.7.4. Junior Member
 - 2.7.5. Life Member

3. Committee and Officers

- 3.1. The Officers of the Club shall be the President, Honorary Secretary, Honorary Treasurer, Club Captains (Men's and Ladies), Fixtures Secretary, Umpires Secretary, Website Officer, Development Officer, Volunteer Co-ordinator and Welfare/Development/Child Protection Officer, Kit Officer, DBS Officer, Media Officer, Diversity and Inclusion Officer, Social Secretary and Junior Co-Ordinator.
- 3.2. Officers will be elected annually at the Annual General Meeting. In the event of an unforeseen vacancy the Committee shall appoint a Temporary Officer to serve until the next Annual General Meeting or Extraordinary General Meeting.
 - 3.2.1. Team Captains of all XI's shall be elected by the Club in the Annual General Meeting.
- 3.3. The President of the Club will serve for an initial maximum period of 5 years although such period can be extended for exceptional reasons by Agreement of the Committee. All other Officers shall retire each year but shall be eligible for re-election.
- 3.4. The affairs of the Club shall be managed by the Committee of LTHC except for matters reserved for the club in Annual General Meeting.
- 3.5. LTHC Committee shall consist of the President, Honorary Secretary, Honorary Treasurer, Club Captains (Men's and Ladies), Fixtures Secretary, Website Officer, Umpires Secretary, Media Officer, Kit Officer, Welfare/Development/Child Protection Officer, DBS Officer, Volunteer Co-ordinator, Social Secretary, Junior Co-Ordinator (all of whom shall be elected by the Club in the Annual General Meeting).
- 3.6. LTHC Committee may appoint sub-committees, appoint one or more additional officers of LTHC Committee or co-opt Members as necessary for such purposes as it may deem appropriate.
- 3.7. Meetings of the LTHC Committee shall be convened by the Honorary Secretary and held monthly or as otherwise required. The quorum required for business to be agreed at LTHC Committee meetings shall be 4.
- 3.8. LTHC Committee shall be responsible for the operation of the Club to include but not be limited to –
 - 3.8.1. Strategy;
 - 3.8.2. Finance;
 - 3.8.3. New policies, procedures, guidance, regulations and codes of conduct;
 - 3.8.4. Rules that affect the operation of the Club;
 - 3.8.5. Administration and awarding of Club Honours;
 - 3.8.6. The setting up and administration of disciplinary hearings for members who infringe the Club Constitution and/or Club rules, policies,

procedures, guidance, regulations and codes of conduct and the taking of any disciplinary measure arising therefrom;

- 3.8.7. Team Selection and performance;
- 3.8.8. Coaching;
- 3.8.9. Social programmes/events;
- 3.8.10. Collection of Membership and Match Fees; and
- 3.8.11. Setting and expenditure of budgets.

4. Finance

- 4.1. All Club Monies shall be banked in accounts held by the Club. The Honorary Treasurer shall be responsible for the overall finances of the Club and Club captains and Captains of each XI for the collection of Match fees and Membership Fees.
- 4.2. The financial year of the Club shall end on 30th April each year.
- 4.3. The elected President, Treasurer and Secretary of the Club shall be the signatories for all payments made by the Club, of which two of the named must counter sign each and every payment.
- 4.4. The Treasurer in consultation with LTHC Committee shall be responsible for recording all financial income and expenditure of the Club and for presenting accounts at each Committee meeting and audited accounts at each Annual General Meeting of the Club.

5. Payments or Benefits

- 5.1. LTHC Committee may appoint paid part-time staff for specific coaching, coach development and other projects. Such appointments shall be at the complete discretion of LTHC Committee and must be LTHC projects.
- 5.2. LTHC Committee may reward volunteers who are Members and who assist the Club in its operation by waiving Match and/or Membership Fees for such Members. Such waivers shall be at the complete discretion of LTHC Committee.
- 5.3. The appointment of any and every paid member of staff shall be reviewed as required and/or agreed by the LTHC Committee.

6. Annual General Meeting

- 6.1. An Annual General Meeting of the Club shall be held on the first Wednesday of May each year or some other date in late April or early May agreed by the Committee.
- 6.2. Notice of the time of the Annual General Meeting shall be provided by the Honorary Secretary at least 14 days before the date of such a meeting.
- 6.3. An Extraordinary General Meeting may be called at any time by LTHC Committee or by three members making a written request to LTHC Committee for such a meeting. Procedures for an Extraordinary General Meeting shall be the same as those for an Annual General Meeting.

- 6.4. Every member of the Club shall be entitled to be present and to vote at any General Meeting of the Club and should there be equality on any voting issue the Chairman of the meeting shall have the casting vote.
- 6.5. The AGM will receive a report from such Officers of the Club as determined each year by the Committee, and a statement of the accounts from the Honorary Treasurer.
- 6.6. Election of Officers shall take place at the Annual General Meeting. Nominations for Officers of the Committee shall be sent to the Secretary prior to the Annual General Meeting and may also be proposed at the Annual General Meeting.
- 6.7. All members have the right to vote at the Annual General Meeting.
- 6.8. The quorum to conduct business at Annual General Meetings shall be 8 members.

7. Match fees and Membership Fees

- 7.1. Match Fees and Membership Fees for the Club shall be recommended by the Committee and agreed at the Annual General Meeting.

8. Discipline and Appeals

- 8.1. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 8.2. The Club Committee will meet to hear complaints within fourteen days of a complaint being lodged.
- 8.3. The Committee has the power to take appropriate disciplinary action to include but not be limited to fines, suspension and the termination of membership.
- 8.4. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the Member against whom the complaint was made within seven days of the hearing.
- 8.5. There will be the right of appeal to the Men's Section Committee of the Leicestershire & Rutland Hockey Association following disciplinary action being announced.
- 8.6. There will be a further right of appeal to the Executive of the Leicestershire & Rutland Hockey Association.

9. Changes to the Constitution of the Club

- 9.1. These rules may be altered, added to or revoked, in accordance with clubs and association law, by majority comprising two-thirds or more of the members present and entitled to vote at any General Meeting of the Club.

10. Dissolution of the Club

- 10.1. If the Club shall pass in General Meeting, by a majority comprising two-thirds or more of the members present and entitled to vote, a resolution of



intention to dissolve the Club, LTHC Committee shall take immediate steps to convert all of the assets of the Club into money.

10.2. The proceeds of the conversion shall be used by LTHC Committee firstly to discharge all the debts and liabilities of the Club. Any balance shall become the property of the Leicestershire and Rutland Hockey Association and shall be passed to such association forthwith.

We the undersigned, as elected officers of the Club, confirm the validity and accuracy of this constitution, with no changes;

Name: _____ Name: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Date: _____ Date: _____