



The Constitution of Waterford Hockey Club

(as amended 9th May 2022)



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1. General

- 1.1. The club will be called Waterford Hockey Club.
- 1.2. It will be affiliated to Hockey Ireland via the Munster Branch of Hockey Ireland.
- 1.3. The club colours will be red and white.

2. Aims and Objectives

The aims and objectives of the club will be:

- To offer an enjoyable experience of hockey to all of our members
- To offer coaching and appropriate competitive opportunities
- To run a successful and vibrant youth section
- 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

3. Membership

- 3.1. To ensure all present and future members receive fair and equal treatment.
- 3.2. Membership should consist of officers and members of the club.
- 3.3. All members will be subject to the regulations of the club constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- 3.4. Members will be enrolled in one of the following categories:
 - Adult member
 - Junior member
 - Associate member
 - Volunteer member
 - Honorary Life member

4. Membership Fees

- 4.1. Membership fees will be set annually and agreed by the Management Committee to be determined at the Annual General Meeting (AGM).
- 4.2. No person shall be relieved of the payment of the annual subscription except in the case of Honorary Life Members and any category of membership deemed appropriate by the Management Committee.
- 4.3. Any member whose subscription has not been paid by the appointed date of the 15th of October is deemed to be no longer a member of the club and shall not be eligible to partake in club activities or to partake in any of the privileges attached to members.

5. Officers of the Club

- 5.1. The officers of the club will be:

- President
 - Vice-President
 - Honorary Secretary
 - Honorary Treasurer
 - Publicity Officer
- 5.2. A club Children’s Officer must also be nominated, who will have access to the Management Committee, and its meetings, but not be a member of it. The Children's Officer is the link between anyone aged under 18, their parents, and the club. The Children's Officer promotes the welfare and wellbeing of young people within the club.
- 5.3. Officers will be elected annually at the AGM. With the exception of the President and the Vice President, whose term of office shall be two (2) years, all officers will retire each year, but will be eligible for re-appointment.
- 5.4. The office of Honorary Treasurer should not be held by any one individual for a period longer than three (3) consecutive years.
- 5.5. In addition to the officers, the remaining members of the Management Committee shall be elected or ratified at the AGM.
- 5.6. In the event that a Management Committee position is not filled, the Management Committee shall appoint a person to fill that vacancy; the appointee holding that position until the next AGM.

6. Management Committee

- 6.1. The club will be managed through the Management Committee consisting of:
- President
 - Vice President
 - Honorary Secretary
 - Honorary Treasurer
 - Publicity Officer
 - Representative from Coaching and Player Development Committee
 - Representative from Business Development Committee
 - Representative from the Social Committee
 - Membership Secretary
- 6.2. Only these posts will have the right to vote at meetings of the Management Committee.
- 6.3. The Management Committee will be supported by 3 (three) sub committees;
- Business Development Committee: Up to 7 (seven) members to include Treasurer, Fundraising Coordinator, PRO and 4 (four) ordinary co-opted members. Responsible for developing the Club’s 5 (five) year strategy.
 - Coaching & Playing Committee: Up to 10 (ten) members including Academy Coordinator, Youth Hockey Coordinator, Senior Team Captains , Youth Representatives and 2 (two) ordinary co-opted members. Responsible for maintaining and improving playing & coaching standards and player welfare.
 - Social Committee: Up to 5 (five) members who would seek opportunities throughout the year to keep members and their families engaged in social activities.

These committees will meet four times a year and feed into the Management Committee.

- 6.4. The Junior Section may nominate two (2) non-voting members to sit at the Coaching & Playing Committee.
- 6.5. The President will chair all meetings of the Management Committee and in his/her absence the Vice President will chair the meetings.
- 6.6. The Management Committee will be convened by the Honorary Secretary of the club and meet no less than four times per year.

In the interest of expediting a matter at short notice or where it is considered prudent a decision of the Management Committee may be obtained by circulating an email to each member for his/her decision or by means of video/audio conferencing.

- 6.7. The quorum required for business to be agreed at Management Committee meetings will be five (5).
- 6.8. The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- 6.9. The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business, provided always that such sub-committees shall be sub-ordinate to and under the general control of the Management Committee.
- 6.10. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.
- 6.11. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

- 7.1. All club monies will be banked in an account held in the name of the club.
- 7.2. The club Honorary Treasurer will be responsible for the finances of the club.
- 7.3. The financial year of the club will end on 30th of April of each year.
- 7.4. An audited statement of annual accounts will be presented by the Honorary Treasurer at the AGM.
- 7.5. Any cheques drawn against club funds should hold the signatures of the Honorary Treasurer as well as that of a designated member of the Management Committee.
- 7.6. Expenses incurred by any officer or member of the club, while performing duties on behalf of the club, may be claimed from the Club Treasurer provided that such payment had been agreed by the Management Committee beforehand.

8. General Meetings

- 8.1. Notice of AGMs will be given by the club Honorary Secretary. Not less than twenty-one (21) clear days' notice to be given to all members.

This notice shall include a list of all committee positions which members may be nominated for.
- 8.2. The AGM will receive the Annual Report from the Management Committee and an audited statement of annual accounts.

- 8.3. Nominations for positions on the Management Committee and/or proposals for change in the club structure will be sent to the Honorary Secretary not less than ten (10) days prior to the AGM.
- 8.4. A list of proposals and nominations received will be sent to the members not less than 48 (forty-eight) hours prior to the meeting.
- 8.5. Elections of officers are to take place at the AGM. Each paid up member has the right to vote at the AGM and any EGM. This vote is open to all members aged sixteen (16) and over at the time of the meeting and to a parent of a Junior Member aged fifteen (15) or under.
- 8.6. The quorum for AGM/EGMs shall be ten (10) paid up members of the club.
- 8.7. An Extraordinary General Meeting (EGM) can be convened at any time by the Management Committee. An EGM shall also be held when a request is made in writing to the club Honorary Secretary by a minimum of fifteen (15) members of the club. Each request shall include full written details of all business to be transacted at the proposed meeting. Upon receipt of the request the club Honorary Secretary shall proceed to call an EGM within twenty-one (21) days, giving at least fourteen (14) days' notice of the meeting, specifying the date, time and place.
- 8.8. No business shall be transacted at an EGM other than that which is specified in the circulated notice to call the meeting.
- 8.9. Procedures for EGMs will be the same as for the AGM.

9. Website

- 9.1. The club will maintain a website at www.waterfordhockeyclub.com. The club will appoint a person or persons to update and maintain the club website and only those persons will have "administrator" status on the website. The content of the website will at all times reflect the standards and ethos of the club.
- 9.2. The club name, colours, logo and website may not be used by any serving or past members for any purpose other than the agreed purposes of the club.

10. Code of Ethics and Good Practice for Children's Sport in Ireland

- 10.1 This club is bound by the Code of Ethics for Hockey for Young People which is in line with the Code of Ethics for Children's Sport in Ireland as set out by the Irish Sports Council and the Sports Council for Northern Ireland.
- 10.2. Our club is fully committed to safeguarding the well-being of its participants. Every individual in hockey should at all times show respect and understanding for participants' rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport*.
- 10.3. In working with young people in hockey our first priority is the welfare of young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from abuse, neglect, bullying and intimidation.

To find a copy of the club's Code of Ethics for Hockey for Young People as adapted by the club, click on the ***section of the website where the club has its Code of Ethics***.

11. Equal Opportunities Statement

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

12. Discipline and Appeals

- 12.1. All concerns, allegations or reports of poor practice or neglect/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 children and young people policy and procedures. The Club Designated Person is the lead contact for all members in the event of any safeguarding concerns.
- 12.2. All complaints regarding the behaviour of members should be presented and submitted in writing to the Honorary Secretary.
- 12.3. The Management Committee will appoint any three (3) of its members, at any one time to form a Disciplinary Committee. This committee will meet to hear a complaint within seven (7) days of a complaint being lodged and will immediately report its findings to the Management Committee. The Management Committee has the power to take appropriate disciplinary action including the termination of membership.
- 12.4. The Management Committee also has the power to take appropriate disciplinary action including the termination of membership following on from an official sanction of a club member by an external body.
- 12.5. 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 four (4) days of the hearing.
- 12.6. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within four (4) days of the Honorary Secretary receiving the appeal.

13. Dissolution

- 13.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- 13.2. All assets of the club, having discharged debts and liabilities, shall be distributed to a charity, charities or other non-profit making organization having an agenda similar to those of the club or Hockey Ireland.

14. Amendments to the Constitution

The Constitution will only be changed through agreement by a two-thirds majority vote of the full members present and entitled to vote at an AGM or EGM.