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## 1. Name

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1.1 The Club shall be known as "Abergavenny Hockey Club" ("The Club").

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## 2. Purpose and Objects of the Club

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2.1 The main purposes of The Club are to provide facilities for and to promote participation in the amateur sport of Field Hockey in Abergavenny and the surrounding area. It will promote a structure through which participants may take part in the game of hockey from grass roots to international level.

2.2 The Club shall endeavour to promote and develop the game of hockey for the benefit of its members and the game in general, and will adhere to the rules of the sport as set by the International Hockey Federation (FIH).

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## 3. Colours

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3.1 The playing colours for The Club shall be Yellow/Blue Tops, Blue Shorts/Skorts and Yellow/Blue Hooped Socks and only these colours must be worn during League/Friendly Matches and Competitions, unless alternative arrangements are made by the relevant Team Captain or Team Manager.

3.2 All playing kit to be obtained through a member of The Club's Management Committee designate(s).

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## 4. Membership (Open to the whole community without discrimination)

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4.1 Membership shall be open to all who agree to abide by the Constitution and the rules of hockey as laid down by Hockey Wales (HW) and the International Hockey Federation (FIH).

4.2 Membership of The Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

4.3 The Club may have different classes of membership (see clause 4.4) and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

4.4 There shall be five classes of membership. These are:

- **Senior Member**
- **Youth / Student Member (In full time education but playing for a senior team).**
- **Junior Member (playing for a junior team, not a senior team).**
- **Non-playing Member**
- **Honorary Life Member**

4.5 The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring The Club or sport into disrepute. Appeal against refusal or removal may be made to the Management Committee.

4.5 The General Secretary will be accountable for the secure management of members' personal details. Minimum personal details will be stored - only those necessary for club business. Should Hockey Wales or other relevant bodies require member details then they will be provided as required in a secure manner. Personal

details will never be shared with other bodies or organisations. Appropriate personal details will be shared with Management Committee members only. The General Secretary will ensure that appropriate I.T. advice is sought to ensure storage is safe and secure.

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## 5. Management Committee

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5.1 The conduct of the affairs of The Club shall be vested in a Management Committee, comprising of:

- **PRESIDENT**
- **CHAIRPERSON**
- **VICE CHAIRPERSON**
- **GENERAL SECRETARY**
- **HONORARY TREASURER**
- **JUNIOR CO-ORDINATOR**
- **TEAM CAPTAINS**
- **LADIES GENERAL COMMITTEE MEMBER**
- **MEN'S GENERAL COMMITTEE MEMBER**

5.2 The Management Committee shall be entitled to:

(a) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.

(b) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.

Appeal against refusal of membership may be made to the Management Committee in writing.

5.3 All members of the Committee must retire at the Annual General Meeting (AGM) but each is eligible for re-election.

5.4 Any other additional non-Management Committee positions deemed necessary by the Management Committee will be appointed at the AGM or by the Management Committee as required.

5.5 At a Management Committee meeting, every member of the Committee present has a single vote. In the event of a split decision the Chairperson will have the casting vote.

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## 6. Election of Officers to the Committee

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6.1 The members of the Management Committee shall be drawn from the membership, as defined in clause 4.4 of this constitution.

6.2 The term of office shall be for one year, and members shall be eligible for re-election.

6.3 Uncontested posts may be filled by nomination(s) and election at the AGM.

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## 7. Meetings of the Management Committee

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7.1 The frequency of meetings shall be determined by need, but will usually take place on the first Monday of each Month.

7.2 The Chairperson shall chair the meeting, or in his/her absence one of either the President, Vice Chairperson or General Secretary or a nominee from the Management Committee in the event of all those mentioned being absent.

7.3 All members of the Management Committee as listed in clause 5.1 shall be entitled to attend the meeting.

7.4 The quorum shall be five of those Officers, as listed in clause 5.1.

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## 8. Accounts (Non-profit Making)

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8.1 The accounts of the Club shall be prepared by the Honorary Treasurer each year for presentation at the AGM.

8.2 The Club's financial year will be from 1st April to 31st March.

8.3 All surplus income or profits are to be reinvested in The Club. No surpluses or assets will be distributed to members or third parties.

8.4 All bank accounts should be held in the name of The Club and should have at least 2 signatories, to include the Chairman and Honorary Treasurer. Financial transactions can be made by any one of those named signatories.

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## 9. Subscriptions

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9.1 All subscriptions must be paid by 30th September in each year. Any continuous/regular payment scheme offered by the club must also have been started and agreed by that date.

9.2 The Honorary Treasurer will agree the subscription level for members joining mid-way through a season.

9.3 The amount and payment terms of the subscription shall be decided at the AGM.

9.4 All paid up members are eligible to vote at the AGM and any Special General Meeting (SGM).

9.5 All paid members are affiliated to Hockey Wales and are thus entitled to the benefits of arranged league fixtures and relevant insurance.

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## 10. Team Selection

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10.1 The teams are to be selected by the relevant Team Captains or Vice Captains in their absence.

10.2 Only paid up members will be available for selection for Matches/Competitions.

10.3 Complaints about selection should be made in writing to the Management Committee.

10.4 Where there is more than one team in either the Ladies or Men's sections, the highest ranked league team captain is given first choice of players.

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## 11. Annual General Meeting (AGM)

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11.1 The AGM shall be held at the end of each playing season,

11.2 Not less than 14 days notice shall be given to members.

11.3 The date, time and place to be convened by the Management Committee and given to each member and Honorary Life Member of The Club. Business transacted must include:

- Determination of level of subscriptions payable for the coming year.
- Election of Officers.

11.4 AGMs require at least 12 members to be present for the meeting to be quorate.

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## 12. Special General Meeting (SGM)

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12.1 An SGM shall be held whenever:

- The Management Committee considers there to be an need.

- The General Secretary receives a written request stating the business, signed in writing, by at least 4 members.

12.2 The meeting will be arranged within 28 days of the receipt of such request. The purpose of the meeting must be stated in the request and in the notices to members and life members and no other business shall be transacted.

12.3 Not less than 14 days notice shall be given to members.

12.4 SGMs require at least 12 members to be present for the meeting to be quorate.

12.5 All procedures shall follow those outlined above for AGMs.

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## **13. Eligibility to vote at an AGM or SGM**

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13.1 All members are entitled to vote at either of the above meetings, with the exception of junior members.

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## **14. Changes to the Constitution**

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14.1 Any changes to the constitution will require a majority of two thirds of those voting at an AGM or SGM.

14.2 Proposed changes to the constitution shall be sent to the General Secretary prior to the AGM/SGM, who shall circulate at least 7 days before an AGM/SGM.

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## **15. Youth Policy**

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15.1 The Club shall endeavour to provide structures for the introduction of young people into the game.

15.2 The Club will subscribe to the guidelines for Health and Safety and Protection of Young People as laid out in The Club's Safeguarding and Protecting young people policy.

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## **16. Code of Conduct**

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16.1 The Club recognises, supports and encourages the highest form of on and off the field behaviour, and breaches of this, or bringing The Club into disrepute may result in disciplinary action being taken by the Disciplinary Committee.

16.2 All members of The Club are expected to adhere to The Club's Code of Conduct Policy.

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## **17. Discipline & Appeals**

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17.1 All complaints regarding the behaviour of members should be submitted in writing to the Club's General Secretary.

17.2 Each member of The Club is a representative of its good name. Any conduct, which is deemed to bring The Club into disrepute shall be dealt with by The Club's Disciplinary Committee (This will normally be The Club's Chairman, General Secretary and relevant Team Captain unless there are mitigating circumstances where there would be a conflict of interest for any individual or individuals).

17.3 The Disciplinary Committee reserves the right to refuse membership of The Club and to expel any member who has been deemed to have brought The Club into disrepute. (Please refer to the Club's Disciplinary Guidelines for further information).

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## **18. Equity in Sport**

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18.1 The Club is committed to ensuring that "Equity" is incorporated across all aspects of its development. (Please refer to the Equity Policy for information).

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## 19. Policies, Procedures & Guidelines

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19.1 All members of The Club are to adhere to all Policies and Procedures as set out by The Club's Management Committee.

19.2 These Policies & Procedures can be found on The Club's website or by requesting a paper version from the General Secretary.

19.3 These Policies & Procedures can be changed, amended or new ones added at any time to correspond with updated laws or the needs of The Club and will be agreed by The Club's Management Committee with the advice from our Governing Body - Hockey Wales.

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## 20. Press Statements / Social Media

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20.1 Anyone wishing to act on behalf of the club in an official media capacity must be authorised to act in that capacity by the General Secretary or Club Chairperson.

20.2 This applies to any media communication including, but not limited to: newspaper submissions, website contributions, social media submissions. The General Secretary must maintain details of the authentication criteria for official social media networks and the club website.

20.3 The Club's General Secretary or Chairperson reserves the right to bar administrative capabilities of an individual to any of the Club's public "Branded name" social media pages or websites. (Please refer to the Social Media Guidelines for more details).

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## 21. Election of Life Members to the Club

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21.1 The Management Committee hold the right to propose that an individual(s) who has rendered exceptional service to the Club, be elected as an Honorary Life Member at any Annual or Special General Meeting.

21.2 This can be seconded by any other non Management Committee member at the AGM or SGM.

21.3 The Honorary Life Member shall thereafter be entitled to all the privileges of membership available, without paying the annual subscription or any special payment, for such life membership.

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## 22. Dissolution of the Club

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22.1 Upon dissolution of The Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

22.2 Such a resolution shall receive the assent of two thirds of those present and entitled to vote at an Annual or Special General Meeting.

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**Declaration**

Abergavenny Hockey Club hereby adopts and accepts this policy as a current operating guide regulating the actions of members.

Signed:

Name: Kevin Phillips (Club Treasurer)

Date: 10.04/2015

Signed:

Name: Sharon Phillips (Child Protection Officer)

Date: 10.04.2015

**Record of Amendments**

Any amendments to this document should be recorded in the following table.

NAME	APPROVED BY	DATE	REVISION REMARKS
Darren Lock Kevin Phillips Peter Hewinson	All present at AGM	10.04.2015	Updated to include CASC