

TUNBRIDGE WELLS HOCKEY CLUB

R U L E S

(last amendment 3rd July 2008)

TUNBRIDGE WELLS HOCKEY CLUB

RULES

1. NAME

The name of the Club shall be “Tunbridge Wells Hockey Club” and is hereinafter referred to as “the Club.” The Club shall be affiliated to England Hockey and any other association that the members of the General Committee deem necessary.

2. OBJECTS

The objects of the Club are as follows:-

- 2.1** To provide facilities for and organise games of Hockey for the benefit of the members and generally to encourage the playing of the game of Hockey and to extend and enlarge the popularity thereof in the neighbourhood of West Kent and in the furtherance of such objects to provide facilities for international county and exhibition matches and by the organisation of junior matches and the provision of instruction to encourage interest in the game of Hockey amongst schoolchildren in the West Kent area and elsewhere.
- 2.2** To maintain a clubhouse and provide changing rooms and other facilities for the use of members and of visiting teams, to provide and supply refreshments to members and visitors and to organise social and other functions incidental to the game of Hockey.
- 2.3** To subscribe and make contributions to any trust, fund, club, association, or other organisation having as its main object the furtherance and encouragement of interest in and the increased popularity of the game of Hockey.

3. MEMBERSHIP

- 3.1** Membership of the Club shall be open to anyone interested in the sport of hockey regardless of sex age disability ethnicity nationality sexual orientation religion or other beliefs. However limitation of membership according to available facilities is permissible on a non-discriminatory basis. The General Committee as hereinafter defined may only refuse membership for good cause to include conduct or character likely to bring the Club or the sport of hockey into disrepute.

3.2 Classes of Members

Membership shall consist of:-

- 3.2.1** Senior Playing Members – Playing members of the age of 18 years and over on the due date for payment of subscriptions.
- 3.2.2** Junior Playing Members – Playing members under the age of 18 years on the due date for payment of subscriptions.
- 3.2.3** Non-Playing Members – all former Senior Playing Members together with those coaching and/or managing Senior or Junior Playing Members.
- 3.2.4** Social Members – Members entitled to admission to the club ground and premises and all the privileges of membership except the playing of Hockey and the right to vote at General Meetings.
- 3.2.5** The President, Past Presidents, Honorary Life Members and Vice-Presidents.

3.3 Election of Members

- 3.3.1** Senior Playing Members and Social Members – application for membership shall be made in writing. Such applications are to come before the General Committee as hereinafter defined for election and the decision of that Committee shall be final but no one shall be admitted to such membership unless not less than two days have elapsed since such applicant's application for such membership has been presented. The applicant shall not be entitled to membership of the Club unless payment has been made of the subscription specified by rule 7 and the applicant has received notice of election and a copy of these rules.
- 3.3.2** Junior Playing Members – shall become Junior Playing Members upon payment to the Club of the Junior Playing Members subscription.
- 3.3.3** Non-Playing Members –
 - 3.3.3.1** - (if former Senior Playing Members) shall become Non-Playing Members upon payment to the Club of the Non-Playing Members subscription.
 - 3.3.3.2** -(if not former Senior Playing Members) may upon application in writing be elected to Social Membership by the General Committee as hereinafter defined but there must be an interval of not less than two days between their nomination for Social Membership and their admission to such membership of the Club.

- 3.3.4** The President and Vice-Presidents – The Annual General Meeting shall elect the President and Vice-Presidents who shall hold office until the next Annual General Meeting. The President and Vice-Presidents shall enjoy all the privileges of Senior Playing Members except that in the event of the Club appointing someone as President or Vice-President not at that time a member of the Club such privileges will not be granted until two days have expired following such person’s appointment.
- 3.3.5** Honorary Life Members – such membership may be conferred by the Club at an Annual General Meeting to a person whom the Club wishes to honour. Honorary Life Members shall hold office until death resignation or upon expulsion under rule 3.4.2. They shall enjoy all the privileges of Senior Playing Members except that in the event of the Club appointing someone as an Honorary Life Member not at that time a member of the Club such privileges will not be granted until two days have expired following such person’s appointment.

3.4 Cessation of Membership

Membership of the Club will terminate:

- 3.4.1** On resignation – any member wishing to resign must send a written notice to the Honorary Secretary.
- 3.4.2** On expulsion – the General Committee as hereinafter defined may terminate the membership at any time of any member including Honorary Life Membership of any member, if, in their opinion, the conduct of the member is injurious to the welfare and interest of the Club and without prejudice to the generality of the foregoing the non-payment by a member of the subscription specified under rule 7.1 within the time limit prescribed by rule 7.3 shall be deemed to be conduct so injurious.
- 3.4.3** On death.
- 3.4.4** If the relevant provisions of rule 11.6 are invoked.

3.5 General

A list of all members over the age of 18 years on the due date for payment of subscriptions shall be kept in the Club’s premises.

4. OFFICERS

- 4.1** The Officers of the Club must be over the age of 18 years and shall be elected annually at the Annual General Meeting and shall consist of the President, Vice-Presidents, Chairman, Secretary, Treasurer, Director of Hockey, Junior Organiser, Membership Secretary, Ladies' Club Captain, Men's Club Captain, Ladies' 1st XI Captain and Men's 1st XI Captain. All appointments shall be Honorary.
- 4.2** The appointment of a Vice-President is intended as recognition of outstanding service rendered to the Club.
- 4.3** Any Senior Playing Member or other member enjoying the privileges of a Senior Playing Member wishing to propose a person as an Officer of the Club must notify the Secretary of his or her proposition in writing to be received by the Secretary at least seven days prior to the Annual General Meeting. Any such proposal must be seconded by any member of the same status as the proposer and the notification to the Secretary must be signed by both the proposer and the seconder. The General Committee as defined in rule 5 and elected at the previous Annual General Meeting shall have the power to nominate persons for election as Officers at the succeeding Annual General Meeting.

5. THE GENERAL COMMITTEE

- 5.1** The General Committee hereinafter referred to as "the Committee" shall consist of the Officers elected at the Annual General Meeting under rule 4 other than the President, Vice-Presidents, Ladies' Club Captain, Men's Club Captain, Ladies' 1st XI Captain and Men's 1st XI Captain. A quorum shall be three. Each and every member shall be entitled to one vote. The Chairman shall have a casting vote in addition to his or her own vote as a member of the Committee.
- 5.2** The Committee shall meet at its own discretion but at least six times in any one year.
- 5.3** If any member of the Committee ceases to be a member of the Club or resigns from the Committee, the Committee has the right to fill the vacancy and the replacement member may act in the same capacity as the original member and shall be entitled to vote.
- 5.4** The Committee shall have the power to appoint such sub-committees as it considers necessary, and may invite representatives from such sub-committees or any other member of the Club to become co-opted members of the Committee.

5.5 The Committee shall be responsible for the overall control and management of the Club.

5.6 Notice of meetings shall be given to every member of the Committee.

5.7 The Minutes of all Committee meetings shall be recorded by the Secretary, who shall deliver them to the next ensuing meeting which shall confirm or amend them, whereupon they shall be signed by the Chairman of the meeting.

6. OFFICIALS

6.1 The Officials of the Club shall be elected annually at the Annual General Meeting and shall consist of the following:-

Fixture Secretary (ies)

Umpire coordinator

Chairpersons of Ladies' and Men's Selection Committee

Honorary Auditor

Legal Advisor

Child Welfare Officer

Disciplinary Officer

6.2 Further Officials may be appointed by the Committee, as it thinks necessary, for the proper management of the Club.

6.3 Any Officials elected at the Annual General Meeting or appointed by the Committee may be removed or suspended by the Committee at its discretion if, in their opinion, such action is necessary for the proper running of the Club.

7. SUBSCRIPTIONS

7.1 Subscriptions shall be determined annually at the Annual General Meeting. Playing fees and match fees shall be such sums as may be determined from time to time by the Committee.

7.2 No subscriptions shall be required from the President, Past Presidents, Vice-Presidents or Honorary Life Members.

- 7.3** Subscriptions shall be due on 1st September and shall be paid in full on or before 30th September each year. Non-payment of a subscription by a member by 30th September shall entitle the Committee to cancel or suspend the membership of such member.
- 7.4** The Committee shall be empowered to accept a proportionate amount of a subscription if it thinks fit.
- 7.5** Subscriptions shall be paid to the Honorary Treasurer or in accordance with such other instructions as may be issued by the Committee from time to time. Receipts shall be issued on request.

8. VOTING RIGHTS OF MEMBERS

Voting at General Meetings shall be confined to all members as defined under rules 3.2.1 3.2.3 and 3.2.5 who are over the age of eighteen years on the date that the meeting takes place.

9. MEETINGS

9.1 The Annual General Meeting

- 9.1.1** The Annual General Meeting shall be held not later than 31st August in each year. At least ten days clear notice shall be given to all members entitled to a vote under rule 8.
- 9.1.2** Prior to the Annual General Meeting the following shall be circulated:
Notice convening the Meeting, any proposal to alter any of the rules of the Club, Agenda and Minutes of the previous Annual General Meeting and any Extraordinary General Meeting held since the last Annual General Meeting.
- 9.1.3** The Annual General Meeting shall confirm the Minutes of previous General Meetings, receive the report of the Chairman and the Statement of Accounts, elect Officers and Officials for the current year, fix subscriptions and honoraria, make alterations to the rules (provided that two-thirds of the members present and entitled to vote are in favour of the alterations) and transact any other business brought before it.
- 9.1.4** Any member wishing to put a proposal to the Annual General Meeting shall send details of such in writing to the Secretary at least seven days before the Annual General Meeting.

9.2 Extraordinary General Meeting

9.2.1 The Committee may call an Extraordinary General Meeting of the Club by giving at least ten days notice of the meeting to all members entitled to a vote under rule 8 and shall state in the notice of the meeting the reason for calling it. Only the business stated on the notice may be discussed at the meeting.

9.2.2 The Secretary on receiving a requisition signed by fifteen members of the Club entitled to a vote under rule 8 (or if there should be less than seventy-five such members one fifth of such members) shall call an Extraordinary General Meeting of the Club within twenty-one days of receiving the requisition. This requisition shall state the reasons for calling the meeting and only the business stated in the Notice of the Meeting shall be discussed. The full text of the requisition shall be circulated with the Notice of the Meeting and the Committee may state in the Notice of the Meeting its proposals.

9.3 Quorum

The quorum of any General Meeting of the Club shall be fifteen members entitled to vote.

10. ACCOUNTS

10.1 The Treasurer shall present a Statement of Accounts made up to 30th April to the Annual General Meeting. The Statement shall be audited by the Auditor appointed at the previous Annual General Meeting or in the event of his/her death or resignation by a temporary auditor appointed by the Committee.

10.2 The Club shall maintain bank accounts in the name of “Tunbridge Wells Hockey Club”. The Committee shall be responsible for the financial affairs of the Club. Cheques shall be signed by one of the Chairman, Treasurer and Secretary and counter-signed by any member of the Committee other than the first signatory. The Club may open any other account deemed necessary by the Committee and such account shall be administered by the Committee.

11. DISCIPLINE

11.1 If the Committee receive for consideration any report of any matter or conduct whether by a member of the Club or otherwise alleged to be:

- in breach of any Club disciplinary rules as may be made from time to time by the Committee
 - detrimental to the interests of the Club or any section of the Club or its members
- that matter or conduct shall be considered in accordance with the provisions herein set out.

11.2 If the Committee consider that the matter may be prejudicial to the interests of the Club the Committee shall require a disciplinary hearing to be convened to consider the matter.

11.3 If a disciplinary hearing is required the hearing shall comprise three members of the Committee at least one of whom must be the Chairman, Secretary, Ladies' Club Captain or Men's Club Captain and the Committee can also co-opt other members of the Club who the Committee feel may have a relevant contribution to make.

11.4. Fourteen clear days (or such lesser period as may be agreed by both parties) notice in writing of the date of the hearing shall be given to any member ("the Respondent") whose conduct is being considered for disciplinary action.

11.5 The disciplinary hearing shall fully investigate the matter and the Respondent or one representative of the Respondent shall be entitled to make representations at the hearing but shall not be entitled to be present during the hearing's deliberations.

11.6 The disciplinary hearing shall have power to:-

- issue verbal or written warnings
- suspend or expel any member
- make such other impositions or recommendations as appear to it in the circumstances to be appropriate.

11.7 In all matters a simple majority of the hearing shall be sufficient to carry a motion but any person co-opted to the hearing shall have no vote.

11.8 The disciplinary hearing shall notify the Respondent and the Committee in writing of its decision within 7 days of the hearing.

11.9 The decision of the hearing shall be final, except that any member expelled shall have the right within 7 days of such expulsion to give notice in writing to the Secretary of the Club appealing against such expulsion such notice to set out the grounds for such appeal and thereafter the hearing shall convene as soon as it can to hear such appeal. The Respondent shall be entitled to make representations at such appeal hearing either in person or through a third party but the Respondent or their representative shall not be entitled to be present during the hearing's deliberations. The Secretary shall notify the Respondent in writing of the decision of the hearing within 7 days of the conclusion of the appeal hearing

12. COLOURS

The principal colours of the Club shall be red and white.

13. VISITORS

13.1 Any member may introduce visitors to the Club premises provided that the name and address of each visitor and of the introducing member is entered into a book kept for that purpose together with the date of each visit.

13.2 The Committee may suspend the above facility and may at its discretion withdraw these privileges from any member.

13.3 No member may introduce as a visitor any person who has been rejected as a candidate for membership or who has ceased to be a member under rules 3.3.2 or 3.3.4.

13.4 Members of visiting teams, officials and their guests and all participants in activities for which the whole or part of the Club premises have been hired shall be visitors for the day.

13.5 A member is responsible for his or her guest's behaviour in or around the Club premises.

13A. ALCOHOL

13A.1 Alcohol shall not be supplied to any person on the Club premises otherwise than by or on behalf of the Club.

13.A.2 No arrangements shall be made for any person to receive any commission percentage or similar payment at the expense of the Club with reference to purchases of alcohol by the Club.

13.A.3 No arrangements shall be made for any person to derive directly or indirectly any monetary benefit from the supply of alcohol to members or visitors to the Club premises apart from to benefit the Club as a whole or any indirect benefit a person derives by reason of the supply contributing to a general gain for the Club as a whole.

13.A.4 No member of the Club shall on the Club premises supply alcohol to or order alcohol for consumption by a person who is under 18 years of age.

14. TRUSTEES

Any investment made from Club funds or freehold or leasehold property acquired by the Club shall be vested in Trustees for the Club who shall be not less than two and not more than four in number. The Committee shall have the power to appoint such Trustees who shall be appointed from the Officers and Officials of the Club and the Committee shall have the power to replace Trustees so appointed.

15. BORROWING POWERS

To enable the Club to obtain the use of an artificial grass hockey pitch with any attendant facilities the Committee shall be empowered:-

15.1 To borrow from time to time such sums as it may think fit from the Club's bankers and/or any person or persons including members of the Club.

15.2 To accept donations or gifts from members or any other person or persons.

15.3 To enter into any loan agreements or other agreements as to the repayment of any sum or sums borrowed as aforesaid and with regard to any interest payable from time to time on such sum or sums and generally upon such other terms as the Committee shall from time to time decide.

15.4 To enter into such indemnities or counter-indemnities on behalf of the Club as the Committee may from time to time decide and to give such security from time to time as the Committee shall think fit including the deposit of any sum or sums of money.

16. DISSOLUTION

16.1 If at any General Meeting of the Club a resolution be passed calling for the dissolution of the Club the Committee shall immediately convene an Extraordinary General Meeting as prescribed by rule 9.2 hereof to discuss and vote on the resolution but in respect of such a resolution not less than 28 days' notice thereof shall be given in the notice of convening the said Extraordinary General Meeting.

16.2 If at that Extraordinary General Meeting the resolution is carried by at least 60% of the members of the Club eligible to vote at such Meeting being at least 90% of the members voting on such resolution then the Committee shall thereupon (or on such date as shall have been specified in the resolution) proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

16.3 After discharging all debts and liabilities of the Club the remaining assets shall not be paid or distributed amongst the members of the Club but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

17. DISCLAIMER

The Club accepts no responsibility for the safe custody of the property of members or visitors, nor for personal injury howsoever caused whilst a member is participating in any of the Club's organized activities

18. CIRCULATION OF THE RULES

A copy of the rules shall be circulated to all members who shall be fully bound thereby.