

## 1 Club Constitution

### 2 1. Name

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3 The Club will be called Norwich Dragons Hockey Club (the Club) and will be  
4 affiliated to the Norfolk Hockey Association, The East Region Hockey  
5 Association and England Hockey Limited.

### 7 2. Aims and objectives

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8 The purpose of the Club is to promote the amateur sport of Hockey in Norfolk  
9 and community participation in the same.

10 The club will achieve this through the aims and objectives detailed below:

- 11 • To offer coaching and competitive opportunities in hockey.
- 12 • To promote the Club within the local community.
- 13 • To manage the Norwich Dragons Hockey Club.
- 14 • To ensure a duty of care to all members of the Club.
- 15 • To provide all its services in a way that is fair to everyone.
- 16 • To ensure that all present and future members receive fair and equal  
17 treatment.

### 18 3. Membership

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19 Membership should consist of officers and members of the Club.

20 Membership of the Club shall be open to anyone interested in Hockey  
21 regardless of sex, age, disability, ethnicity, nationality, sexual orientation,  
22 religion or other beliefs. However, limitation of membership according to  
23 available facilities is allowed on a non-discriminatory basis.

24 The Club may have different classes of membership and subscription on a non-  
25 discriminatory and fair basis. The Club will keep subscriptions at levels that will  
26 not pose a significant obstacle to people participating.

27 All members will be subject to the regulations of the constitution and by joining  
28 the Club will be deemed to accept these regulations and codes of conduct that  
29 the Club has adopted.

30 The Club's Management Committee (the "Committee") may refuse membership,  
31 or remove it, only for good cause such as conduct or character likely to bring the  
32 Club or sport into disrepute. Appeal against refusal or removal may be made to  
33 the members.

34 Members will be enrolled in one of the following categories:

- 35 • **Senior**
- 36 • **Junior**
- 37 • **Associate**
- 38 • **Youth**
- 39 • **Umpire**



- 40 • **Life/ Vice President**
- 41 • **Coach**

42 *[Appendix A to this constitution gives a more detailed definition of each of these*  
43 *classes of membership.]*

44 All new applications for Senior, Junior or Associate membership shall be  
45 submitted to the Membership Secretary together with the subscription due  
46 (direct or via team captains or other Committee member). Apart from the period  
47 at the start of the season before the subscription due date, no membership  
48 applicant shall be admitted to the privileges of membership for at least 48 hours  
49 after the application is received by the membership Secretary. Life members  
50 shall be elected at the Annual General Meeting.

51 Applications for Youth membership shall be administered through the sub-  
52 committee appointed to run the Youth Section.

53 Membership shall be renewed each year by payment of the annual  
54 subscription. No member shall be entitled to vote at any General Meeting  
55 unless he/she is a fully paid-up member.

56 A list of the names and addresses of all members shall be kept by the  
57 membership secretary and club secretary.

58

#### 59 **4. Membership Fees (Annual Subscriptions and Match Fees)**

60 Membership fees will be set annually and agreed at the Annual General  
61 Meeting. However, the Committee may at any time review membership fees  
62 without recourse to the General Meeting. In this event details are to be  
63 published to all members in advance of the due date and recorded through the  
64 Committee minutes.

65 Subscriptions shall be due by the first day of October each year. A reduced rate  
66 may apply if the subscription is paid before this date. Payments shall be made  
67 to the Membership Secretary direct or via team captains.

68 If the subscription for the renewal of membership is not paid by the last day of  
69 November then membership shall normally lapse; in this case the person  
70 concerned shall be required to re-apply for membership in order to be admitted  
71 to any privileges of the Club. In cases of hardship, a member may apply to the  
72 Membership Secretary for deferred payment.

73 Any person applying for membership after the first day of January shall be  
74 required to pay a pro-rata subscription for that year.

75 Match fees must be paid on the day of the match to the team captain (or their  
76 representative), preferably before the start of the match.

77

#### 78 **5. Management Committee**

79 The Management Committee Members of the Club will consist of:

80



- 81 • **President/Chairman**
- 82 • **Club Secretary**
- 83 • **Treasurer**
- 84 • **Club Captain (Men)**
- 85 • **Club Captain (Ladies)**
- 86 • **Membership Secretary**
- 87 • **Fixtures Secretary (Men)**
- 88 • **Fixtures Secretary (Ladies)**
- 89 • **Head Coach/es**
- 90 • **Social Secretary**
- 91 • **Umpire Liaison Officer**
- 92 • **Communications Officer**
- 93 • **Club Development Officer**
- 94 • **Youth Development Officer**
- 95 • **Club Welfare Officer**
- 96 • **Kit Officer**
- 97 • **Team Captains**

98 *[Appendix B to this constitution gives a more detailed definition of the roles of*  
99 *each of these officers.]*

100 The Club will be managed through the Management Committee (the  
101 “Committee”). Only these post holders will have the right to vote at Committee  
102 meetings. Committee members will be elected annually at the Annual General  
103 Meeting. The Committee may appoint a member to any vacant post without  
104 recourse to a General Meeting.

105 The Committee will be convened by the Secretary of the Club and held no less  
106 than once per month during the playing season, and then as required during the  
107 off season. The quorum required for business to be agreed at Committee  
108 meetings will be six of the officers in post. Decisions made by the Committee  
109 will be by majority vote.

110

111 Any other member of the Club may attend meetings of the Committee.

112 The Committee will be responsible for adopting new policy, codes of conduct  
113 and rules that affect the organisation of the Club, and for overseeing the  
114 efficient running of the Club.

115 The Committee will have powers to appoint sub-committees as necessary and  
116 appoint advisers to the Committee as necessary to fulfill its business (see  
117 appendix C for the roles of the sub committees).

118 The Disciplinary sub-committee will be responsible for disciplinary hearings of  
119 members who infringe the Club rules/regulations/constitution. The Management  
120 Committee will be responsible for taking any action of suspension or discipline  
121 following such hearings.

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123 **7. Finance**

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124 All surplus income or profits are re-invested in the club. No surpluses or assets  
125 will be distributed to members or third parties.

126 All Club monies will be banked in accounts held in the name of the Club.

127 The Treasurer will be responsible for the general finances of the Club.

128 The financial year of the Club will end on 30<sup>th</sup> May. The Treasurer will present a  
129 draft statement of annual accounts at the Annual General Meeting. A fully  
130 audited set of accounts will be presented to the Committee by 1st October each  
131 year (auditing may be performed internally by a person other than the Treasurer  
132 or member of the Finance Sub-committee).

133 Any cheque drawn against Club funds should hold the signatures of any two of  
134 the Club's authorised signatories.

135

### 136 **8. Annual General Meetings**

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137 The Secretary will give notice of the Annual General Meeting (AGM) to all  
138 members. At least 21 clear days notice of such meeting shall be given. The  
139 AGM shall be held in June or July each year.

140 Proposals/resolutions for consideration at the AGM/EGM, including  
141 amendments to the constitution, must be submitted in writing to the Club  
142 Secretary at least 7 days before the meeting.

143 The AGM will receive reports from relevant Officers of the Club. A draft  
144 statement of accounts will also be presented.

145 The Secretary prior to the AGM will receive nominations for Officers of the  
146 Committee.

147 In the event of a post receiving no nominations, nominations may be accepted  
148 at the AGM from the floor.

149 Election of Officers is to take place at the AGM.

150 All members listed in the Membership section above, with the exception of  
151 Youth members, have the right to vote at the AGM. The quorum for AGMs will  
152 be 20 of those members entitled to vote at the AGM.

153 Extraordinary General Meetings (EGMs) can be called outside the AGM by  
154 either (i) the Committee, or (ii) 25% of the membership entitled to vote at an  
155 AGM. The voting rights and quorum shall be the same as for an AGM.

156 All voting at the AGM and at an EGM shall be by a show of hands. A simple  
157 majority of those present and eligible to vote at the meeting shall be required to  
158 pass a resolution.

159 When there are more than two nominations received for any Committee post a  
160 series of votes shall be taken until one nominee receives more than 50% of the  
161 vote; on each occasion, the nominee with the fewest number of votes shall be  
162 eliminated from the election.

163 In the case of a tie, the Chairman shall use his/her casting vote.

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166 **9. Discipline and Appeals**

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167 All complaints regarding the behaviour of members should be submitted in  
168 writing to the Secretary. The Secretary shall also receive any written notification  
169 from the County HA Disciplinary Officer regarding “red card” offences involving  
170 Club members.

171 The Committee shall appoint a disciplinary sub-committee. This sub-committee  
172 will meet to hear complaints within 14 days of a complaint being lodged. The  
173 sub-committee has the power to take appropriate disciplinary action including  
174 the termination of membership.

175 The outcome of a disciplinary hearing should be notified in writing to the person  
176 who lodged the complaint and the member against whom the complaint was  
177 made within 7 days of the hearing.

178 There will be the right of appeal to the full Committee following disciplinary  
179 action being announced. The Committee should consider the appeal within 10  
180 days of the Secretary receiving the appeal. Members of the disciplinary sub-  
181 committee shall be excluded from the appeal.

182 Where the disciplinary action results in a decision to revoke membership, the  
183 disciplinary procedures shall be subject to the provisions set out in section 3.

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185 **10. Dissolution**

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186 A resolution to dissolve the Club can only be passed at an AGM or EGM  
187 through a majority vote of the membership.

188 Upon dissolution of the club, any remaining assets shall be given or transferred  
189 to another CASC, a registered charity or the sport’s governing body, for use by  
190 them in community related sports.

191 **11. Other Matters**

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192 The Committee shall deal with any matters not governed by the foregoing rules,  
193 the decision of which body shall be final and binding.

194 **12. Amendments to the Constitution**

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195 The constitution will only be changed through agreement by majority vote at an  
196 AGM or EGM.

197 **13. Declaration**

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198 Norwich Dragons Hockey Club hereby adopts and accepts this constitution as a  
199 current operating guide regulating the actions of members.

200

201 **APPENDIX A**

202 Definition of Norwich Dragons Hockey Club Membership Categories

203 Norwich Dragons Hockey Club has the following categories of membership:

204 **Senior** - Adult (over 18) playing members of the Club. Entitled to vote at  
205 General Meetings..

206 **Junior** - For individuals who play regularly in the adult Club sides and who are  
207 either under 18 on the 1st September at the start of the season, or who are in  
208 full-time education. Entitled to vote at General Meetings.

209 **Associate** - For individuals who would not normally play hockey for the Club but  
210 who wish to enjoy the other privileges of membership. Entitled to vote at  
211 General Meetings.

212 **Youth** - For under 18s who do not play regularly in the adult Club sides. Not  
213 entitled to vote at General Meetings.

214 **Umpire** - For umpires, but who do not play regular hockey for the Club as  
215 well. Entitled to vote at General Meetings.

216 **Coach** - For Norwich Dragons Hockey Club coaches, whether they be playing  
217 or non-playing. Entitled to vote at General Meetings.

218 **Life/ Vice President** - For individuals who have given many years of service to  
219 the Club, normally fulfilling considerable Committee duties in that time. Life  
220 members will not be expected to pay an annual subscription. Entitled to vote at  
221 General Meetings. Elected at the Annual General Meeting.

222

223 **APPENDIX B – role definitions**

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224 **President/Chairman**

225 Figure head of the Club. Balance and support to the Club Captain, but largely  
226 there to give speeches and hand out trophies etc. May be asked on to a sub  
227 committee if wishes to be more actively involved.

228

229 **Vice Presidents**

230 No particular responsibilities. More an honorary position, although may be  
231 involved in sub-committee work if they so wish.

232

233 **Club Secretary**

234 Responsible for the administrative functions of the Club including: liaison with  
235 league authorities where appropriate; recording of minutes and actions from  
236 Committee meetings; scheduling of appropriate venues and dates for key Club  
237 meetings (including Committee meetings and AGM). Ensures all sub committee  
238 minutes are circulated; attends external meetings on behalf of Club  
239 ensures league fees are paid; maintains list of Club members; keeps  
240 membership informed of team sheets and results.

241

242 **Treasurer**

243 Ultimately responsible for the financial well-being of the Club and the preparation  
244 of the Club's annual accounts. Oversees Club finances; reports to Committee  
245 and AGM on Club's financial position; makes all payments on invoices received;  
246 rubber stamps all spending; ensures each team captain provides account of  
247 income/expenditure; maintains subs payment list/debtors list for match fees; pays  
248 monies into Club account. Also chairs Committee meetings in the event of the  
249 Chairperson's absence.

250

251 **Club Captain (separate Ladies' & Men's)**

252 There to represent every member of the club and ensure that their interests are  
253 represented. Also needs to ensure the smooth operation of the Selection  
254 Process. Liaise between all sub committees/check on progress with key issues.

255

256 **Membership Secretary**

257 Responsible for the chasing of membership forms and fees across the Club.  
258 Point of contact for new members and enquiries to the Club. General assistance  
259 to the Treasurer and Club Secretary; member of the Finance sub-committee.

260

261 **Fixtures Secretary (separate Ladies' & Men's)**

262 Responsible for the provision of a full programme of fixtures to the league teams.  
263 Shared responsibility for the allocation of pitch slots. Responsible for confirming  
264 fixtures (including times and umpiring arrangements) with opposition teams.

265

266 **Head Coach (also Joint Head Coaches)**

267 Responsible for the provision of appropriate coaching and player development for  
268 all members of the Club, regardless of standard.

269

270 **Social Secretary**

271 Responsible for providing a full programme of social activity, including key fund  
272 raising and tournament events. Season's programme to be arranged prior to the  
273 start of the season to be included in the fixture card; ensures functions at least  
274 breakeven; identifies potential sponsors; liaises with sponsors over Club events;  
275 creates strategy and reports to Committee.

276

277 **Umpire Liaison Officer**

278 Responsible for ensuring the Club meets its commitments to local and regional  
279 umpiring pools, and that all teams have sufficient umpiring to allow games to go  
280 ahead. Also responsible for a programme of ongoing umpire development within  
281 the Club.

282

283 **Communications Officer**

284 Responsible for the way that the Club is perceived in local press, by other clubs  
285 and the wider community. Significantly responsible for making sure the club web  
286 site remains up to date. Ensure all teams submit match reports to the local press.

287

288 **Club Development Officer**



289 Responsible for the development plans of the Club in liaison with other members  
290 of the Committee to ensure that the Club has a sustainable approach to its future  
291 development.  
292

### 293 **Youth Development Officer**

294 Responsible for the participation for all Club members under the age of 18, albeit  
295 those that move to Adult Team playing and training move to the Adult Section's  
296 responsibility. Communicate with local schools ensure youth are invited to  
297 training; arrange taster sessions at local schools; ensure we secure all possible  
298 funding for youth; look after marketing and communications with outside bodies,  
299 parents and schools.  
300

### 301 **Club Welfare Officer**

302 Responsible for the well-being and safeguarding plans for all Club members  
303 under the age of 18.  
304

### 305 **Kit Officer**

306 Responsible for managing all equipment assets owned by the Club, including the  
307 provision of a "Club shop" that supplies playing strip to new members. All kit must  
308 be maintained and replaced according to fitness for purpose and safety  
309 considerations. All spend requires treasurers agreement/Committee backing.  
310

### 311 **Team Captains**

312 Responsible for leading each team through the season, including any  
313 administrative responsibilities attached to the team. Has ultimate say on the  
314 selection of their team (aligned to Club's Selection Policy and with significant  
315 input from Selection Sub-committee and Coaching Team) and tactics on match  
316 day.  
317

## 318 **APPENDIX C - Sub-committees and supporting (non-committee) officers; 319 role definitions**

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### 320 **Vice Captains**

321 Allocated by the nominated captain of the team, on a personal preference basis.  
322 There would be no formal need to have one. May deputise for captains at  
323 Committee meetings if necessary.  
324

### 325 **Social Sub-Committee** (ideally one representative from each team)

326 To support the Social Secretary in the planning and execution of social events.  
327 Should be recruited from a broad base of the Club wherever possible.  
328

### 329 **Finance Sub-Committee** (Treasurer plus bank account signatories)

330 Supporting the collection of duties and fees; liaising with sponsors and potential  
331 sponsors; running of the "100+ Club"; providing financial planning and forecasts  
332 for Club projects; agreeing the allocation of funds to Club projects and managing  
333 the financial assets of the Club.  
334





335 **Selection Sub-Committee** (Managed by the Club Captains)  
336 To be made up of the captain of each team (or their vice-captains) plus the Club  
337 Captain (and/or Vice Club Captains) within each gender and Membership  
338 Secretary as required.

339  
340 **Coaching and Player Development Sub-Committee**  
341 Made up of all individuals contributing to player development within the Club  
342 (which may include non-members if they are externally recruited coaches).  
343 Responsible for setting overall playing targets and tactics, and delivering a  
344 consistent and thorough coaching and coaching community development plan.