

# Rules of Isca Hockey Club



## 1. Name

The Club is called Isca Hockey Club.

## 2. Objects

2.1 The Club is formed to play the game of hockey under the rules of hockey for the time being prescribed by England Hockey or its successor from time to time as governing body of the game in England and for this purpose

2.1.1 to recruit and develop adults and young people into the sport of hockey as players, leaders/coaches, umpires and administrators;

2.1.2 to provide playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level;

2.1.3 to provide equality of opportunity across all areas of the Club and encourage inclusion of minority groups;

2.1.4 to provide a safe, effective and friendly environment in which to play and learn hockey.

2.2 The Club may carry on any allied or ancillary activity approved by the Committee.

2.3 The Club shall be affiliated to such County and Regional Associations as the Committee shall determine from time to time.

2.4 The Club shall operate as a Not-For- Profit Organisation and no distribution of surplus funds shall be made to the members.

## 3. Membership

The Club consists of:

3.1 **Playing Members:** Players are admitted to the Club at the discretion of the Committee in accordance with Rule 12. Players over the age of 16 have voting rights. Players under the age of 16 do not have voting rights but are entitled to attend and speak at general meetings.

3.2 **Non-Playing Members:** Non-playing members are admitted to the Club at the discretion of the Committee. Non-playing members do not have voting rights unless elected as officers or appointed to the Committee, but are entitled to attend and speak at general meetings.

3.3 **Life and Honorary Members:** Such persons appointed by the Club in general meeting on the recommendation of the Committee in accordance with Rules 14 and 15 . Such persons do have voting rights and are eligible for election as officers or appointment to the Committee.

## 4. Officers

4.1 The officers of the Club are the president, vice-president, men`s club captain, women`s club captain, secretary, treasurer, men`s fixture and match secretary, women`s fixture and match secretary, membership secretary, umpires co-ordinator, website administrator, the captains and vice-captains of each XI of the Club, men`s club coach, women`s club coach, men`s junior co-ordinator, women`s junior co-ordinator, liaison officer, welfare officer, disciplinary officer, press officer, and social secretary.

4.2 The officers shall be proposed, seconded and elected at each annual general meeting provided that, if the annual general meeting so decides, appointment to any office may be

deferred to be made subsequently by the Committee under Rule 5.5. The Committee may also make appointments under Rule 5.6.

4.3 The officers hold office until the next annual general meeting, when they must retire.

4.4 The officers are eligible for re-election from year to year, provided that no officer shall be elected to the same post for more than five years in succession (but may be so appointed by the Committee under Rules 5.5 or 5.6).

## 5. Committee

5.1 Five members of the Committee form a quorum.

5.2 The Committee shall consist of the vice-president, men`s club captain, women`s club captain, secretary, treasurer, membership secretary, men`s club coach, women`s club coach, men`s junior co-ordinator, women`s junior co-ordinator and the representatives of team captains appointed by the Playing Committees under Rule 8.8.

5.3 Additional members of the Committee may be elected at the annual general meeting or co-opted at any time by the Committee.

5.4 Officers (other than vice-captains) who are not ex officio members of the Committee may attend any meeting of the Committee at the invitation of the Committee and may speak and vote at such a meeting.

5.5 If the Club elects insufficient candidates as officers, the Committee may fill up the remaining vacancies.

5.6 The Committee may fill up any casual vacancy on the Committee or in the officers.

5.7 All members of the Committee are to retire every year at the annual general meeting, but are then eligible for re-election at that annual general meeting.

## 6. Delegation

6.1 The Committee may appoint sub-Committees from its number and depute to them such powers and duties as it may determine.

6.2 The Committee may delegate such duties to any member of the Club as it may determine.

## 7. Powers of the Committee

7.1 The Committee, in addition to the powers specifically conferred on it by these Rules, and subject to the powers conferred upon the Playing Committees by Rule 8.2, has the control of the finances of the Club, power to engage, control and dismiss the Club staff, and all administrative powers not specifically reserved to the Club in general meeting, necessary to carry out the objects of the Club properly in accordance with these Rules.

## 8. Playing Committees

8.1 For the avoidance of doubt, in this clause as well as in the rest of the Rules the expression "the Committee" means the main Committee of the Club as described in Rule 5.

8.2 Management of the following matters and all decisions relating thereto shall be the responsibility of a Men`s Playing Committee (in the case of men`s hockey) and a Women`s Playing Committee (in the case of women`s hockey) (but excluding junior hockey in both cases):-

- Organisation of Playing Committee
- Team selection
- Team coach appointments
- League liaison
- Umpire appointments
- Fixture management (subject to policy on selection of playing venues determined by the Committee)
- Training arrangements
- Compliance by members with Club Rules and policies (subject to the provisions on Discipline in Rule 17)

Provided that no financial costs shall be incurred by a Playing Committee without the consent of the Committee.

8.3 Three members of a Playing Committee form a quorum.

8.4 The Men`s Playing Committee and the Women`s Playing Committee shall each consist of the relevant club captain, team captains, club coach, 1<sup>st</sup> XI coach and fixture and match secretary.

8.5 Additional members may be co-opted at any time by a Playing Committee.

8.6 The duly appointed vice-captain of any team may attend any meeting of a Playing Committee in place of the relevant captain and may speak and vote at such a meeting.

8.7 Meetings of Playing Committees shall be chaired by the relevant club captain, or if he or she is absent, then by another member of the Playing Committee chosen by those present. The person chairing a meeting shall, in the case of equality of votes, have an additional casting vote.

8.8 Each Playing Committee shall elect one of its number, and an alternate, (excluding ex officio members of the Committee) to serve on the Committee as a representative of all the relevant team captains.

## 9. Duties of Secretary

9.1 The secretary shall conduct all correspondence (save as authorised by the Committee) on behalf of the Club, and have custody of all documents belonging to the Club.

9.2 The secretary must keep full and correct minutes of all proceedings of the Club.

## 10. Duties of Treasurer

10.1 The treasurer must keep the accounts of the Club and must make up the annual statement of accounts and balance sheet of the Club to 30<sup>th</sup> April in each year.

10.2 The accounts and balance sheets must, after audit, be made available to all members upon request.

10.3 The treasurer, secretary and club captains shall be the signatories for payments made by the Club. All payments shall require the signatures of not less than two of the authorised signatories.

## 11. Auditors

11.1 The Committee may engage a firm of accountants to prepare and audit the annual accounts.

11.2 If no firm is engaged, a member (other than the treasurer) appointed as examiner at the annual general meeting, or otherwise by the Committee, must examine and then certify the annual statement of accounts and balance sheet before they are issued.

## 12. Admission of Playing Members

12.1 Any person seeking admission as a playing member must complete the Club's application form and pay the appropriate membership fee. The application will then be considered for approval at the next Committee meeting.

12.2 On approval of a new member by the Committee, the membership secretary must notify the member in writing of the approval and furnish the new member with a copy of the Rules (if required). Any person whose application is not approved by the Committee shall be promptly advised thereof by the membership secretary and any fees paid by the applicant shall be refunded.

## 13. Membership Fees

13.1 All membership fees, and arrangements for payment thereof, shall be determined by the Club in general meeting or, in absence of such a determination, by the Committee.

13.2 Members elected on or after 1 November in any year are, at the discretion of the Committee, liable for a reduced annual membership fee for that year as determined by the Committee.

13.3 The Committee shall have power at its discretion to waive in whole or in part for any year the annual membership fees of any of the following: the secretary, treasurer, men's fixture and match secretary and women's fixture and match secretary.

13.4 The Committee shall have power at its discretion to waive in whole or in part the annual membership fee of a member who is prevented from playing by prolonged injury or illness or as a result of moving away from Devon.

13.5 If a member is in arrears with the membership fee, such member is unavailable for selection unless the Committee shall otherwise determine.

13.6 No member whose membership fee is in arrears may vote at any meeting.

## 14. Life Members

14.1 On the recommendation of the Committee, an ordinary member may be elected a life member at any general meeting of the Club.

14.2 A life member is entitled to all privileges of membership without paying a membership fee or any special payment for life membership.

14.3 A majority of voting members present is necessary for election of a life member.

## 15. Honorary Members

15.1 On the recommendation of the Committee, honorary members may be elected at any general meeting of the Club.

15.2 A majority of voting members present is necessary for election of honorary members.

15.3 Honorary members are elected annually or for such other period as the general meeting may deem expedient.

15.4 Honorary members are entitled to all privileges of membership.

## 16. Resignation

16.1 A member may resign membership of the Club at any time by giving notice in writing to the secretary.

16.2 A member who resigns continues to be liable for any membership fees due and unpaid at the date of resignation.

16.3 A resigned member who wishes to rejoin, and whose liabilities to the Club have all been discharged, may apply for membership in accordance with Rule 12.

## 17. Discipline

17.1 The Committee may, where it considers in its sole opinion that a member has brought the Club into disrepute or for any other fit and proper reason as the Committee may determine:

17.1.1 ban the member from playing for the Club for such a period as the Committee may determine,

17.1.2 discipline such a member in any other manner as the Committee may determine,

17.1.3 by a two-thirds majority of those present, expel such a member.

17.2 Any member who is disciplined but not expelled by the Club may appeal any decision of the Committee by the procedures set out in Rule 17.4 and 17.5, save that a simple majority only shall be required to confirm the decision of the Committee.

17.3 In the case of expulsion, the secretary is to notify the member of the decision of the Committee as soon as practicable.

17.4 Any member expelled may appeal by notice in writing to the secretary within 14 days of expulsion to an extraordinary general meeting (at which the member must be given the opportunity to be heard) to be summoned within 21 days of receipt of notice of appeal, when a majority of two-thirds of voting members present is required to confirm the expulsion.

17.5 If the expulsion is not confirmed, the member must be reinstated.

## 18. Forfeiture of Rights on Cessation of Membership

18.1 Any member who is expelled in accordance with the rules or who otherwise ceases to be a member of the Club:

18.1.1 forfeits all rights to, or claim upon, the Club or its property or funds that the expelled would have by reason of their membership,

18.1.2 is not entitled to any return of membership fees, and

18.1.3 remains liable for any membership fees outstanding at that time.

## 19 Guests

19.1 A member may introduce guests to the privileges of the Club`s facilities.

19.2 Guests must be accompanied by the member who introduces them.

## 20. Visitors

20.1 Any person may be admitted as a visitor to all privileges of the Club`s facilities (including the purchase of drinks and refreshments) as the Committee may determine.

20.2 For the avoidance of doubt, visiting members of opposition teams and their guests are to be admitted to the Club`s facilities unless the Committee otherwise determines.

## 21. Annual General Meeting

21.1 The annual general meeting of the Club must be held in each year at a date, time and place determined by the Committee.

## 22. Extraordinary General Meeting

22.1 The Committee may call an extraordinary general meeting when any question of urgent importance arises, and must do so on receiving a requisition signed by twenty members of the Club, or by a member who has been expelled by the Committee and desires to appeal to an extraordinary general meeting.

## 23. Notice of Meeting and Quorum

23.1 At least 14 days` notice of any general meeting, specifying the business to be transacted and the day, place and hour of the meeting must be:

23.1.1 posted on the Club`s Website and

23.1.2 sent to every member by letter to the member`s address as given in the Club register or, at the secretary`s discretion, by email. Members receiving notices by email must first have agreed in writing to accept communications in this manner and have notified the secretary of an appropriate email address in accordance with Rule 28.1.

23.2 Ten voting members form a quorum of any general meeting.

## 24. Chair and Casting Vote

24.1 At any meeting of the Committee or the Club, the Committee shall appoint either of the club captains, or if neither of the club captains is present then a Committee member, to chair the meeting. This person shall, in the case of equality of votes on any matter requiring a simple majority, have an additional casting vote.

## 25. Alteration of Rules

25.1 No rule of the Club may be repealed or altered, and no new rule may be made, save by a two-thirds majority of the voting members present at a general meeting.

25.2 At least one calendar month`s notice of the intention to propose any new rule or

alteration must be given to the secretary, who must:

25.2.1 post details of the proposed change on the Club's website and

25.2.2 include in the notice to members under Rule 23.1.2 convening the meeting at which the proposal will be considered, a statement that details the proposed change and that it may be inspected on the Website or a copy obtained on written application to the secretary.

## 26. Bylaws

26.1 The Committee may make, repeal and amend any bylaws it may from time to time consider necessary for the well-being of the Club.

26.2 Bylaws, repeals and amendments have effect until otherwise determined by the Committee or a general meeting.

26.3 No bylaw may conflict with these Rules.

## 27. Notices

27.1 No paper, notice or placard, written or printed, may be exhibited, put in the Club's facilities or in any way brought to the notice of members without sanction of a member of the Committee.

## 28. Addresses of Members and Registration

28.1 Every member must communicate to the membership secretary an address for mail. University students should also give their home address. Where possible members are also requested to give an email address and agree to accept communications by email.

28.2 The contact details of each member must be inserted in the register of members, and all notices sent by post in accordance with the registered details are deemed to have been delivered at the time the notices would have been delivered in the ordinary course of post.

## 29. Indemnity

29.1 If a member of the Club agrees to guarantee an overdraft or other financial liability of the Club with the agreement of the Committee, the Club shall indemnify such member against risk and expense out of Club property.

## 30. Members Bound by Rules

30.1 Every member is bound by and must submit to the Rules and bylaws of the Club.

## 31. Dissolution

31.1 If at any general meeting a resolution for the dissolution of the Club is passed by a majority of the voting members present and at an extraordinary general meeting held not less than six weeks later (of which not less than four weeks written notice has been given to each member) and at which not less than one-half of the members are present that resolution is confirmed by a resolution passed by a majority of two-thirds of the members voting on it, the Committee must immediately, or at such future date as is specified in the resolution, proceed to realise the property of the Club and after the discharge of all liabilities shall pay and transfer any remaining money and property to such one or more members' sports clubs in the county of Devon as may be specified in the resolution, or if none is so specified then to the

Devon Hockey Association or its successor, and on the completion of such payment and transfer the Club will be dissolved.

## **32. Headings**

32.1 The headings to these Rules are for ease of reference only and are not to be taken into account in their interpretation.

## **33. Adoption of these Rules**

33.1 These Rules were adopted by the Club at the annual general meeting held at the Clubhouse on 28 March 2009 on the merger of the Club with Isca Dragons Ladies Hockey Club, and replace the Rules previously in force.

33.2 This edition of the Rules incorporates amendments which were adopted by the Club at the annual general meetings held on 1 May 2012, 20 May 2013, 12 May 2014 and 13 June 2016.