

MAIDSTONE HOCKEY CLUB LIMITED (the "Club")

CLUB RULES

Maidstone Hockey Club was formed in 1878. On 7th April 1997 it was incorporated as Maidstone Hockey Club Ltd. a private limited company.

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Club in the event of its being wound up while a member or within one year after ceasing to be a member. This applies to payment of the Club's debts and liabilities contracted before ceasing to be a member and payment of the costs, charges and expenses of winding up.

On July 25th 2005 the club was granted Community Amateur Sports Club (CASC) status.

These club rules are made pursuant to the club's Memorandum and Articles of Association. Together they form the key governance documents of the "Club"

The terms used shall have the same meaning as in the Articles of Association. Where there is any inconsistency between these Rules and the Articles of Association, the provisions of the Articles shall prevail, and should be read in conjunction with the various protocols and codes of conduct as posted on the club website and/or other club communications.

1. NAME

The club is named "MAIDSTONE HOCKEY CLUB Limited" hereinafter referred to as "the club". The club will be affiliated to the national governing body of Hockey.

2 OBJECTS

The main purposes of the club are to provide facilities for and to

promote participation in the amateur sport of hockey in Maidstone.

- To offer Hockey coaching, training and playing opportunities to the members
- To promote the club within the community and in Hockey generally
- To provide all opportunities in a way that is fair and equal to all existing and prospective members
- To ensure a duty of care to all members of the club adopting wherever practical National and local governing body guidelines
- To provide social amenities and facilities incidental to the above

3 COLOURS

All teams representing the Club will play in the designated club strip. This strip may change from time to time as determined by the membership of the Club at a General Meeting. Variations may be adopted in the event of colour clashes with opposition teams or for special occasions such as club tours.

4 THE BOARD

In accordance with the Articles, the Board shall consist of the Chair person, the Secretary, the Treasurer, the Vice Chair-Play, the Vice Chair-Support, and a minimum of one and up to three other nominated individuals who are not in operational managerial roles (non-executive directors) as may be elected from time to time.

These directors shall retire after three years of service on a rotational basis, and be eligible for re-election at the end of the three year term.

President

The Voting Members at the Annual General Meeting shall nominate the Club's President who shall operate in an ex officio

capacity as the figurehead of the Club. The individual serves for an initial period of three years after which the Board will consider whether to renew the position for a further period and following that be confirmed at the next AGM

5 COMMITTEES

The controlling committee is the "Management Committee" consisting of: Chair, Finance Manager (treasurer), Admin Manager (secretary), Vice Chair-Play, Vice Chair-Support and other key officers co-opted from time to time. This committee has delegated powers from the Board to carry out all operating matters of the club, except those expressly shown in these Rules or the Articles to be dealt with at a General Meeting. A quorum shall consist of 5 members and shall meet as deemed necessary but with a minimum of twice yearly.

The Management Committee will have powers to appoint advisors, other committees and sub committees as necessary to fulfil club business and to delegate powers to enable effective day to day running of the club while retaining overall authority and accountability for club business.

The management committee may fill casual vacancies, resignations and new positions between general meetings but such posts to be ratified at the next following general meeting

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will be responsible for disciplinary hearings and for taking any action arising, in the event of member(s) infringing the club rules.

Reporting to, the Management Committee are three committees whose responsibilities are for 1) The playing

aspects "Play Committee" 2) The supporting activities "Support Committee" and 3) The operation of the bar "bar committee"

All members of the committees shall retire and be eligible for re-election at the AGM, in accordance with the terms stated elsewhere in these Rules and/or in The Articles of Association.

a) Play Committee"

The Play Committee is responsible for overseeing the hockey playing side of the Club. This includes for example but is not limited to – fixtures, teams, coaching, player welfare, player recruitment, discipline, umpires, playing kit and equipment, and community development. It shall ensure strong links between the senior and junior sections of the Club to provide a clear route for player development and progression.

The Play Committee is chaired by the Vice Chair-Play. The Committee consists of those officers as identified in the most current management structure chart as periodically reviewed and if changed approved at the AGM. The Committee shall convene from time to time and shall be empowered to deal with all playing matters. The quorum is five Play Committee members. The Committee has the power to establish sub-committees, so long as their role falls within the remit of the Play Committee.

b) Support Committee

The Support Committee is responsible for overseeing all supporting activity in the Club. This includes for example but is not limited to – clubhouse management and maintenance, clubhouse bookings, all-weather pitch bookings and maintenance, kitchen and provision of match teas, bar, public relations, and clubhouse cleaning.

The Support Committee is chaired by the Vice Chair-Support. The Committee consists of those officers as identified in the most current management structure chart as periodically reviewed and if changed approved at the AGM. The Committee shall convene from time to time and shall be empowered to deal with all support related matters. The quorum is five

Support Committee members. The Committee has the power to establish sub-committees, so long as their role falls within the remit of the Support Committee

C The Bar Committee

There shall specifically be a Bar sub committee comprising the Chair, Bar Manager and Treasurer who shall have delegated responsibility from the Management Committee concerning the purchase for the Club and the supply by the club of intoxicating liquor. It shall meet from time to time as appropriate.

6 GENERAL MEETINGS

When desired by the Board, or requested by a minimum of twelve of the members of the Club, in writing, the Secretary shall convene a general meeting for the consideration of such business only as shall be mentioned in such a request and such matters shall be decided by a majority of members present, subject to the provisions in Rule 6(a).

Twenty-one clear days notice of every Annual General Meeting (which shall be held each year at a time and place determined by the Board) or general meeting shall be given.

The Management Committee has the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGM will be the same as for the AGM

The period between the holding of a general meeting whether AGM or EGM shall not exceed fifteen months

The AGM will receive a report from officers of the Management Committee.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the General Meeting.

Nominations shall also be allowed during the meeting. Officers will be elected at the general meeting, but the Management has the power to appoint to vacancies not filled at that time.

7 RULES

a) Alterations

The Rules of the Club may be altered at an Annual General Meeting or general meeting of the Club convened for this purpose, and any such proposed alterations or additions shall be notified in the agenda covering the meeting. A simple majority of the members present shall be required to effect any alteration or addition.

b) Notice

In the case of any proposal to alter the Rules at an Annual General Meeting, the proposer and seconder shall give notice in writing to the Secretary indicating the proposed alteration at least twenty-one days before the date of the meeting.

8 MEMBERSHIP

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, except as a necessary consequence of the requirements of hockey. The club may have different classes of membership 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. 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 members.

All members will be subject to the regulations in these Club Rules, and by joining the Club will be deemed to have accepted the regulations and codes of practice that the club and Sections have adopted.

The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the General Committee and decided by majority vote.

Membership rights apply to members who have complied with the provisions of Article 24 and these club rules including specifically having paid all fees due that are associated with each category of membership.

The classes of membership are as follows:

With Voting rights

I Adult Playing Members

II Adult Non-Playing Members

Note that the club appoints Vice Presidents and Live Vice Presidents reflecting outstanding contributions made to the club. Some are actively playing others do not play

III Parents of Junior Members (one vote for each Junior)

One of the parents/guardian of a registered Junior Member is entitled to vote

Without voting rights

IV Junior Members

Junior members are playing members under 18 years on the 1st July in any year.

V Associate Members

Some occasional or regular groups or individuals who use the club facilities but do not fit into the above categories.

9 MEMBERSHIP FEES

Annual subscriptions for each category of membership and weekly match fees for playing members will be proposed annually by the Board and be ratified by resolution carried by a simple majority at the AGM

In setting the proposed fees the Board will ensure that the requirements relating to the costs associated with membership fall within the framework for continuing to be a Community Amateur Sports Club (CASC)

The Fees year shall be from 1 July to 30th June

Members will pay the fees due as a monthly sum, payable year-round, by direct payment by standing order to the Club's bank account used for this purpose.

On an ongoing basis the Finance Manager (the treasurer) will monitor fees due, taking into account the date of joining and the frequency of play in each season and will advise members when the need arises to increase or decrease the level on monthly payment made to maintain correct collection of fees due.

Members admitted After July 1st shall pay the full annual subscription or such other amount as agreed with the Finance Manager

The Club has the right to de-select from teams members who are in arrears with fee payment and who have not put a payment mechanism in place to pay in any shortfall.

In the event that a member's membership is terminated for any reason, no refund of a subscription or entrance fee shall be payable unless the Board decides otherwise.

10 DISCIPLINE AND APPEALS

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Secretary will communicate with the member, to provide an opportunity for explanation, and advise the Management Committee of the complaint.

The Management Committee will meet to hear the complaint within fourteen days of it being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of the disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee will consider the appeal within fourteen days of the Secretary receiving the appeal.

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11 CLUBHOUSE AND BAR

The Clubhouse may be open for use by members on any day. The Clubhouse may also be available for private functions, organised by members, on application to the Clubhouse Secretary.

The permitted hours for the supply of intoxicating liquor shall be fixed (and may be varied from time to time) by the committee in accordance with the statutory provisions for the time being in force.

Only members and their bona fide guests shall be able to make purchases from the bar. Visiting teams, umpires and their guests may have full use of the club including the bar for the day on which they play against the club and shall have full use of the clubhouse and bar facilities.

The club may also hire out the club facilities to non members for private functions. Such events may not involve purchase of intoxicating liquor or other licensable activities other than as covered by specific applications, for any such events, made to the relevant authorities under the ruling legislation (currently the Licensing Act 2003).

12 FINANCE

The Club Finance Manager will be responsible for the finances of the Club.

All Club monies will be banked in an account(s) held in the name of Maidstone Hockey Club Ltd. Each account must require at least two signatories one of which shall be the Finance Manager. Payments made using online banking will similarly require authorisation by the Finance Manager and one other.

The financial year of the Club will end on 30th June. The Finance Manager, at the Annual General Meeting, will present an annual statement of accounts which will have been subject to an Assurance Review by an independent Chartered Accountant.

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

13 DISSOLUTION

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

End

Maidstone Hockey Club Rules

Dated **25/05/2020**

Chairperson **NG Swaffer**

Secretary **NJ Bourne**