

## 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.

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### 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 Committee may refuse membership, or remove it, only for good cause  
31 such as conduct or character likely to bring the Club or sport into disrepute.

32 Appeal against refusal or removal may be made to the members.

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

- 34 • **Senior**
- 35 • **Junior**
- 36 • **Associate**
- 37 • **Colt**
- 38 • **Umpire**
- 39 • **Life/ Vice President**

40 • **Coach**

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

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

51 Applications for Colts 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 November each year. A reduced  
66 rate may apply if the subscription is paid before this date. Payments shall be  
67 made 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. Committee**

79 The committee members of the Club will consist of:

80



- 81 • **President**
- 82 • **Club Captain**
- 83 • **Club Secretary**
- 84 • **Treasurer**
- 85 • **Membership Secretary**
- 86 • **Team Captains**
- 87 • **Fixtures Secretary (Men)**
- 88 • **Fixtures Secretary (Ladies)**
- 89 • **Head Coach**
- 90 • **Social Secretary**
- 91 • **Umpire Manager**
- 92 • **Press & Community Officer**
- 93 • **Youth Officer**
- 94 • **Equipment Officer**

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

97 The Club will be managed through the Committee. Only these post holders will  
98 have the right to vote at Committee meetings. Committee members will be  
99 elected annually at the Annual General Meeting. The committee may appoint a  
100 member to any vacant post without recourse to a General Meeting.

101 The Committee will be convened by the Secretary of the Club and held no less  
102 than once per month during the playing season, and then once every two  
103 months during the off season. The quorum required for business to be agreed at  
104 Committee meetings will be one-third of the officers in post. Decisions made by  
105 the committee will be by majority vote.  
106

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

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

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

114 The Committee will be responsible for disciplinary hearings of members who  
115 infringe the Club rules/regulations/constitution. The Committee will be  
116 responsible for taking any action of suspension or discipline following such  
117 hearings.  
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## 119 **7. Finance**

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

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

- 123 The Treasurer will be responsible for the general finances of the Club.  
124 The financial year of the Club will end on 30<sup>th</sup> April. The Treasurer will present a  
125 draft statement of annual accounts at the Annual General Meeting. A fully  
126 audited set of accounts will be presented to the Committee by 1st October each  
127 year (auditing may be performed internally by a person other than the Treasurer  
128 or member of the Finance Sub-committee).  
129 Any cheque drawn against Club funds should hold the signatures of any two of  
130 the following officers: Treasurer, Club Captain, Club Secretary.

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## 132 **8. Annual General Meetings**

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- 133 The Secretary will give notice of the Annual General Meeting (AGM) to all  
134 members. At least 21 clear days notice of such meeting shall be given. The  
135 AGM shall be held in May or June each year.  
136 Proposals/resolutions for consideration at the AGM/EGM, including  
137 amendments to the constitution, must be submitted in writing to the Club  
138 Secretary at least 7 days before the meeting.  
139 The AGM will receive reports from the Secretary, Treasurer, Membership  
140 Secretary, Youth Development Officer and Team Captains. A draft statement of  
141 accounts will also be presented.  
142 The Secretary prior to the AGM will receive nominations for officers of the  
143 Committee.  
144 In the event of a post receiving no nominations, nominations may be accepted  
145 at the AGM from the floor.  
146 Election of officers is to take place at the AGM.  
147 All members listed in the Membership section above, with the exception of Colts  
148 members, have the right to vote at the AGM. The quorum for AGMs will be 25%  
149 of those members entitled to vote at the AGM.  
150 Extraordinary General Meetings (EGMs) can be called outside the AGM by  
151 either (i) the Committee, or (ii) 25% of the membership entitled to vote at an  
152 AGM. The voting rights and quorum shall be the same as for an AGM.  
153 All voting at the AGM and at an EGM shall be by a show of hands. A simple  
154 majority of those present and eligible to vote at the meeting shall be required to  
155 pass a resolution.  
156 When there are more than two nominations received for any Committee post a  
157 series of votes shall be taken until one nominee receives more than 50% of the  
158 vote; on each occasion, the nominee with the fewest number of votes shall be  
159 eliminated from the election.  
160 In the case of a tie, the Club Captain shall use his/her casting vote.

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## 162 **9. Discipline and Appeals**

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

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

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

174 There will be the right of appeal to the full Committee following disciplinary  
175 action being announced. The Committee should consider the appeal within 10  
176 days of the Secretary receiving the appeal. Members of the disciplinary sub-  
177 committee shall be excluded from the appeal.

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

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## 181 **10. Dissolution**

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

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

## 187 **11. Other Matters**

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

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## 191 **12. Amendments to the Constitution**

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

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## 195 **13. Declaration**

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

198

199 **APPENDIX A**

200 Definition of Norwich Dragons Hockey Club Membership Categories

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

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

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

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

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

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

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

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

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222 **APPENDIX B – role definitions**

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223 **President**

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

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228 **Vice Presidents**

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

231

232 **Club Captain**

233 The chairperson of the committee. There to represent every member of the club  
234 and ensure that their interests are represented. Also needs to ensure the smooth  
235 operation of the committee. Liaise between all sub committees/check on  
236 progress with key issues

237

238 **Treasurer**

239 Ultimately responsible for the financial well-being of the Club and the preparation  
240 of the Club's annual accounts. Oversees Club finances; reports to committee and  
241 AGM on Club's financial position; makes all payments on invoices received;

242 rubber stamps all spending; ensures each team captain provides account of  
243 income/expenditure; maintains subs payment list/debtors list for match fees; pays  
244 monies into Club account. Also chairs committee meetings in the event of the  
245 Club Captain's absence.

246

#### 247 **Team Captains**

248 Responsible for leading each team through the season, including any  
249 administrative responsibilities attached to the team. Has ultimate say on the  
250 selection of their team and tactics on match day (although input from selection  
251 and coaching sub-committees may be influential).

252

#### 253 **Fixtures Secretary (Men)**

254 Responsible for the provision of a full programme of fixtures to the men's teams.  
255 Shared responsibility for the allocation of pitch slots. Responsible for confirming  
256 fixtures (including times and umpiring arrangements) with opposition teams.

257

#### 258 **Fixtures Secretary (Ladies)**

259 Responsible for the provision of a full programme of fixtures to the ladies' teams.  
260 Shared responsibility for the allocation of pitch slots. Responsible for confirming  
261 fixtures (including times and umpiring arrangements) with opposition teams.

262

#### 263 **Club Secretary**

264 Responsible for the administrative functions of the Club including: liaison with  
265 league authorities where appropriate; recording of minutes and actions from  
266 committee meetings; scheduling of appropriate venues and dates for key Club  
267 meetings (including committee meetings and AGM). Ensures all sub committee  
268 minutes are circulated; attends external meetings on behalf of Club  
269 ensures league fees are paid; maintains list of Club members; keeps  
270 membership informed of team sheets and results.

270

#### 271 **Membership Secretary**

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

275

#### 276 **Head Coach**

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

279

#### 280 **Social Secretary**

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

286

#### 287 **Umpire Manager**



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

292

### 293 **Press & Community Officer**

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

297

### 298 **Youth Officer**

299 Responsible for the well-being and participation for all Club members under the  
300 age of 16. Communicate with local schools ensure youth are invited to training;  
301 arrange taster sessions at local schools; ensure we secure all possible funding  
302 for youth; look after marketing and communications with outside bodies, parents  
303 and schools.

304

### 305 **Equipment 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.

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## 312 **APPENDIX C - Sub-committees and supporting (non-committee) officers; 313 role definitions**

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### 314 **Vice Captains**

315 Allocated by the nominated captain of the team, on a personal preference basis.  
316 There would be no formal need to have one. May deputise for captains at  
317 committee meetings if necessary.

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### 319 **Social Sub-Committee** (8 members; one representative from each team)

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

322

### 323 **Finance Sub-Committee** (Treasurer plus membership secretary and a finance 324 representative for each team)

325 Supporting the collection of duties and fees; liaising with sponsors and potential  
326 sponsors; running of the “100+ Club”; providing financial planning and forecasts  
327 for Club projects; agreeing the allocation of funds to Club projects and managing  
328 the financial assets of the Club.

329

### 330 **Selection Sub-Committee** (9 members)

331 To be made up of the captain of each team plus the Head Coach. Consideration  
332 might be given as to whether this could be split into Men/Ladies, although initial

333 recommendation is that it would be a combined body to help understanding of  
334 “who’s who” etc.

335

336 **Coaching and Player Development Sub-Committee**

337 Made up of all individuals contributing to player development within the Club  
338 (which may include non-members if they are externally recruited coaches).

339 Responsible for setting overall playing targets and tactics, and delivering a  
340 consistent and thorough coaching plan.

341