

Leeds Adel Hockey Club
A Section of Adel War Memorial Association

Constitution

1. Title

- 1.1. Leeds Adel Hockey Club is the Hockey Section of the Adel War Memorial Association. Previous names include: Adel Hockey Club, Leeds Adel Metropolitan Hockey Club, and Leeds Adel Carnegie Hockey Club.
- 1.2. Leeds Adel Hockey Club shall be situated in Yorkshire and affiliated to both the Yorkshire & North East Hockey Association and the National Governing Body, England hockey.
- 1.3. The Club shall be a members club open to all.

2. Aim

- 2.1. The objectives of the Club shall be;
 - a. The recruitment and development of children and young people into the sport of hockey as players, leaders/ coaches, umpires and administrators.
 - b. The provision of playing, leading/ coaching, umpiring and administrative opportunities at a participation, development and performance level.
 - c. To provide equality of opportunity across all areas of the club, to encourage inclusion by minority groups.
 - d. To provide a safe, affective and child friendly environment in which to play and learn hockey.
 - e. To provide a sociable and sporting atmosphere for all members.

3. Membership

- 3.1. Membership of the Club is conditional upon membership of the Adel War Memorial association.
- 3.2. Playing membership of the Club is open to any person. Social Membership is open to individuals of any age. Membership is subject to the completion of a membership form, parental consent (when under 16) and paying the required fee as identified by the Annual General Meeting.

4. General Meetings

- 4.1. The Annual General Meeting shall be held within a month of the completion of the regular hockey season for the presentation of reports and accounts, the election of officers, and any other business.
- 4.2. Any General Meeting must take place in person, unless precluded by circumstance that does not allow members to meet in person. In this case, any General Meeting may be conducted by electronic means.
- 4.3. At the Annual General Meeting the following officers shall be elected to serve for one year and all officers are eligible for re-election:
 - a. The Executive Committee Roles:
 - Chairperson – who is also responsible for regular liaison with the Adel War Memorial Association Directors.
 - General Secretary
 - Treasurer
 - Men’s Club Captain
 - Women’s Club Captain
 - Youth and Welfare Officer
 - Junior Coordinator

b. Volunteer Roles:

- Coaching Coordinator
- Fixtures Secretaries
- Grounds Secretary
- Kit Coordinator
- Masters Team Captains
- Match Tea Coordinator
- Media Coordinator
- Membership Secretary
- Mixed Captain(s)
- Social Secretaries
- Sponsorship Secretary
- Summer League Coordinator
- Umpire Coordinator
- Webmaster

c. To be elected by members of the Women's section:

- Captains for each of the Women's teams
- Indoor Captain (if required)

d. To be elected by members of the Men's section:

- Captains for each of the Men's teams
- Indoor Captain (if required)

e. To be determined by the Junior Coordinator (no vote required at a general meeting):

- Junior Age-Group Leads
- Junior Coaches
- Junior Kit Coordinator
- School Outreach Officer
- Junior Social Secretary
- Parent Helpers/ Volunteers

4.4. The "Volunteer Roles" in 4.3(b) are not required to be fulfilled at the AGM and can be appointed by the Executive Committee as required.

4.5. Each captain shall be free to nominate their own vice-captain(s).

Notice of General Meetings

4.6. The minimum period of notice required to hold a General Meeting of the Club are:

- a. Twenty-one clear days for an Annual General Meeting or a General Meeting called for passing of a special resolution;
- b. Fourteen clear days for all other General Meetings.

4.7. A General Meeting may be called by shorter notice if it is so agreed by a majority in number of members have a right to attend and vote at the meeting, being a majority who together hold not less than ninety percent of the total voting rights.

4.8. The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an Annual General Meeting the notice must say so.

4.9. The notice must be given to all members and to the Directors of Adel War Memorial Association by written means, electronic or otherwise.

- 4.10. The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Club.

Proceedings at General Meetings

Quorum

- 4.11. No business shall be transacted at any General Meeting unless a quorum is present.
- 4.12. A quorum is:
- a. Ten members present in person (or electronic where the circumstance outlined in 4.2 applies) and entitled to vote upon the business to be conducted at the meeting; or
 - b. One tenth of the total membership at the time; whichever is the lesser.
- 4.13. If:
- a. A quorum is not present within half an hour from the time appointed for the meeting; or
 - b. During a meeting a quorum ceases to be present; the meeting shall be adjourned to such time and place as the Executive Committee shall determine.
- 4.14. The Executive Committee must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- 4.15. If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute quorum for that meeting.

Chairing of Meetings

- 4.16. General Meetings shall be chaired by the person who has been appointed to chair meetings of the Executive Committee.
- 4.17. If there is no such person or they are not present within fifteen minutes of the time appointed for the meeting a member of the Executive Committee nominated by the Executive Committee shall chair the meeting.
- 4.18. If there is only one member of the Executive Committee present and willing to act, they shall chair the meeting.
- 4.19. If no member of the Executive Committee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

Adjournment of Meetings

- 4.20. The members present at the meeting may resolve by ordinary resolution that the meeting shall be adjourned for not more than twenty-eight days.
- 4.21. The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- 4.22. No business shall be conducted at a reconvened meeting unless it could have been conducted at the meeting had the adjournment not taking place.
- 4.23. If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting start date, time and place of the meeting.

Voting

- 4.24. Any vote at a meeting shall be decided by a show of hands. Or if felt in the interest of the Club by the Chair, by blind ballot.
- 4.25. Where the vote is for a contested position between two (or more) members those standing for election must not be present for the vote, nor have voting rights for that election.

- 4.26. The results of the vote must be recorded in the minutes of the club, but the number or proportion of votes cast need not be recorded.
- 4.27. Where there is a draw in votes cast, the Chair has a deciding vote or the ability to demand a re-ballot; whichever they see most appropriate. Where this has been required it should be noted in the minutes of the Club.
- 4.28. Proxy voting of any kind is not permissible.

5. Executive Committee

- 5.1. The Executive Committee shall consist of:
 - a. Officers elected in accordance with 4.3(a).
 - b. Co-opted members as required for the period that they are required.
 - c. The Chair and Secretary of the Adel War Memorial Association as ex-officio members.
- 5.2. The Executive Committee shall meet when and where it shall think fit. Five members, one of whom must be the Chairperson, General Secretary or Treasurer shall form a quorum for the conduct of the business.
- 5.3. The Executive Committee shall have the power to appoint such sub-committees as it shall deem necessary. Each sub-committee must include one member of the Executive Committee.
- 5.4. Life membership shall be appointed by the Executive Committee.
- 5.5. The President will be proposed annually by the Executive Committee. The President will be eligible for re-election but will serve no more than three years in office. Vice Presidents will also be proposed by the Executive Committee. All Vice Presidents will be eligible for re-election.

6. Subscriptions

- 6.1. The annual subscription for members is due by that time stipulated by the Membership Secretary. It is expected that at least the first payment is paid by the end of October each year:
 - a. Subscriptions of Adel War Memorial Association shall be determined by the Association.
 - b. Hockey Section subscriptions for the subsequent season shall be recommended by the Executive Committee and ratified at the Annual General Meeting.

7. Selection

- 7.1. Selection for the adult section of the club will be based on merit using the following order of priority:
 - a. Being a paid-up member of AWMA and Leeds Adel Hockey Club (both are covered in the membership fee).
 - b. Commitment to training and attendance to games.
 - c. Contribution as a player to the team performance.
 - d. Individual skill and fitness.
- 7.2. Draft adult squads for the upcoming season should be agreed in advance of the first league game by a committee including the relevant Club Captain, relevant Coaches, and relevant Team Captains.
- 7.3. Any selection meetings shall be chaired by the relevant Club Captain or Junior Coordinator.
- 7.4. Selection of match day teams should always abide by league regulations.
- 7.5. Selection of adult match day teams is to be conducted top down:
 - a. The Men's and Women's 1st Team have first refusal on all players.
 - b. Then the 2nd Team with remaining players, and so forth.
 - c. Selection of the 1st Team should be completed by Monday prior to each match-day.
 - d. Captains of all teams should show good faith to one-another and encourage players to play as high as possible within the club where selected.
 - e. To help prevent players "sitting out" when availability is good, all teams should go with maximum numbers permissible in a given match-day squad.
- 7.6. The Captain and the Team Coach are to agree the adult match-day teams;

- a. A teams Captain will have the final say in selection decisions, unless that teams Coach conducts training and attends on a match-day regularly;
- b. In this circumstance, the Coach has the final say.
- c. Where there is consistent disagreement between the Coach and Captain the Club Captain should act as mediator and, in extreme circumstances, can enforce selection decisions based on the principles outlined in 7.1.

7.7. Selection of the Mixed Team(s) shall be conducted by the Team Captain and Vice-Captain.

7.8. Selection of the Indoor Team(s) shall be conducted by the Team Captain and Vice-Captain.

7.9. Selection of the Junior Team(s) shall be conducted by the Junior Coordinator and Junior Age-Group Leads;

- a. Using the principles set out in 7.1.
- b. Where appropriate including in the decision making Junior Captains.

8. Payments or Benefits

8.1. The Executive Committee you may appoint part time staff or specific coach development projects. Such projects are at the complete discretion of the executive committee, however they must be Leeds Adel Hockey Club projects. Example appointments: coaching staff for development programmes, Leader Qualification course tutors etc.

9. Conduct of Members

9.1. The Executive Committee must adopt and comply with England Hockey conduct policies and procedures and ensure all members of the Club abide by these guidelines.

9.2. The Executive Committee may suspend the membership of any member whose conduct has been, in the opinion of the Executive Committee and in line with England Hockey policy, contrary to the interests of the Club.

10. Rules

10.1. The financial year shall be the 30th of September to coincide with the Adel War Memorial Association end of financial year.

10.2. In the event of the disbandment of the Club all surplus assets shall be handed to the Adel War Memorial Association.

10.3. All Club stationery must include the title of the AWMA as follows: Leeds Adel Hockey Club – A Section of Adel War Memorial Association Ltd – Registered Charity Number 1161141.

10.4. Any payments must be authorised by any two from the Chairperson, General Secretary or Treasurer of the Club or the Financial Officer of AWMA.

10.5. Conformity to all the above is a condition of membership to Leeds Adel Hockey Club.