

HARROGATE HOCKEY CLUB

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Approved by the members at a Special General Meeting on 27 April 1999 and amended by the members at Special General Meetings held on 30 September 2000, 16 February 2002, 14 May 2004 and 29 July 2004 and at the AGM on 21 July 2016

CLUB RULES

1. **Name** The club is called Harrogate Hockey Club. 2. **Objects** The objects of the Club are:

2.1. The association in a club of any person connected or involved with the playing and promotion of amateur hockey and other amateur sporting activities in Harrogate and community participation in the same.

. 2.2. The provision and maintenance of club premises and playing facilities in Harrogate and

. 2.3. The other advantages and benefits usually associated with a club.

3. Constitution

. 3.1. The Club shall be constituted as a members' club.

. 3.2. These rules shall be the rules of the Club with effect from 21 July 2016.

4. Qualification for membership

. 4.1. Membership of the Club shall be open to anyone interested in sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

- . 4.2. Any person shall be eligible for admission as an Ordinary Member as follows: 4.2.1. Vice President - any person who is not less than 18 years of age. 4.2.2. Senior Member: 4.2.2.1. Full member - any person who is not less than 18 years of age year. 4.2.3 Student Member: 4.2.3.1. Full member - any person who is over 16 years of age and who is either under 18 years of age on 1 September of the year in which the

subscription is due or in full-time education and plays over ten games in a year.

4.2.4. Junior Member - any person who is under 16 years of age on 1 September of the year in which the subscription is due.

4.3. Social Member - any person who is not less than 16 years of age shall be eligible for admission as a Social Member.

4.4 Any Senior Member who plays less than ten games in the season, may apply to the section Treasurer at the end of the season for a rebate of up to 50% of the annual subscription, such rebate to be granted solely at the discretion of the Treasurer and Chairman of the section.

5. Admission of Ordinary and Social Members

- . 5.1. Ordinary and Social Members may be admitted on payment of the relevant subscription fee as defined by the Management Committee.
- . 5.2. The Management Committee may refuse membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute or as a result of a limitation of membership according to available facilities.

6. Procedure after admission

- . 6.1. Immediately a candidate is admitted he or she must: 6.2.1. be informed that a copy of these rules is attached to the notice board in the Club premises or can be downloaded from the Club website. 6.2.2. be requested to remit to the Treasurer of the relevant section the appropriate Subscription within seven days from the date the candidate is admitted.
- . 6.2. On payment of the appropriate Subscription a candidate becomes a member of the Club and is entitled to all the benefits and privileges of

membership, and agrees to be bound by these rules.

7. **Delay in taking up membership** If an elected member's Subscription is not paid within one month from the date of the request for it, the admission of that candidate becomes void, unless he satisfies the Management Committee that the delay in payment was due to absence from the United Kingdom or other sufficient cause.

8. **Subscriptions**

- . 8.1. The Club will keep the Subscriptions at levels that will not pose a significant obstacle to people participating.
- . 8.2. The Subscription for the year ending 31 August for Ordinary Members and Social Members is the sum decided upon at the Annual General Meeting of the Club.

8.3 Due notice of the current Subscriptions must be given by a notice posted on the Club's principal notice board.

8.4. If two or more Senior Members and one or more Junior Members of the same family reside in the same house, the Management Committee has the authority to make a reduction in the overall household's subscription.

9. **Subscription date** All Subscriptions are payable on 1 September in each year (except the first Subscription of a new member as provided by rule 6).

10. **Payment of subscriptions**

10.1. All Subscriptions paid by cheque must be made payable to Harrogate Hockey Club and crossed 'a/c payee', or payment can be made using on line banking or by monthly or annual standing order if agreed by the Management Committee.

11. **Subscription in arrears**

- . 11.1. If any member fails to pay his Subscription on or before 1 October next after it becomes due, notice must be sent to him calling his attention to his failure to pay.

- . 11.2. If the member does not pay the amount within fourteen days from the posting of that notice, his name may immediately be posted in the Club's premises as a defaulter.
- . 11.3. If the member's Subscription is not paid on or before 31 October following posting of his name, the committee may terminate his membership.
- . 11.4. If at any time the member gives the committee a satisfactory explanation, he may, at the discretion of the committee and on payment of arrears, be readmitted to membership.

12. Honorary life members

12.1. The Management Committee may propose a Vice President or a Senior Member to be an Honorary Life Member entitled to all the privileges of Vice President or Senior Membership respectively for life unless he is expelled as a member under the provisions of rule 18.

- . 12.2. Members may send to the Secretary names of people suggested for proposal.
- . 12.3. Honorary Life Members must be elected at an Annual General Meeting.
- . 12.4. Honorary Life Members do not pay a Subscription.

13. President

- . 13.1. The President must be elected at a General Meeting except that the Management Committee may appoint a member to fill any casual vacancy in the position of President until the next Annual General Meeting.
- . 13.2. Only a Vice President or a Senior Member is eligible for election as the President.
- . 13.3. The President does not pay a Subscription.
- . 13.4. Members may submit to the Secretary the names of Vice Presidents or Senior Members suggested for proposal as President.
- . 13.5. Subject to the Management Committee's approval the name of each

Vice President or Senior Member proposed as President will be put forward for election at the next Annual General Meeting.

14. Temporary members

- . 14.1. The members of any organisation or any person or group of people hiring the Club's facilities, whether sporting or social, shall be Temporary Members of the Club for each day of hire.
- . 14.2. All members of any athletic or sporting club using the Club's facilities in the process of playing a match against a Club team or a team from an organisation hiring the Club's playing facilities shall be Temporary Members of the Club for the day of that match.

14.2. The Management Committee may elect Temporary Members on such terms and for such period as it may determine.

15. Privileges of social and temporary members

Social and Temporary Members are entitled to all the benefits and privileges of membership except that they are not qualified to be officers or members of the Management Committee or a sub-committee, or to vote as members, or to attend General Meetings of the Club unless agreed by the Management Committee as per 20.1. or 24.1.

16. Affiliated clubs

The Management Committee may invite and elect outside clubs and organisations who hire the Club's facilities on a regular basis to become Affiliated Clubs on such terms and for such period as it shall determine.

17. Supply of liquor

- . 17.1. Intoxicating liquor may be supplied to members and their guests for consumption on the Club premises.
- . 17.2. Both members and their guests must pay the appropriate charge as fixed by the Management Committee.
- . 17.3. Intoxicating liquor for consumption off the Club premises may be supplied only to members.

18. Expulsion of members

- . 18.1. If at any time the Officers consider that the conduct of a member is likely to endanger the welfare, good name or order of the Club it shall be in their power to suspend any such member from membership of the Club until the date of the next meeting of the Management Committee. At that meeting the Management Committee may extend the period of suspension or expel the member from the Club as it deems appropriate.
 - . 18.2. Any member who is expelled from membership shall forfeit any Subscription paid to the Club.
 - . 18.3. Any member who is suspended from membership shall not be entitled to any refund of any Subscription paid to the Club in respect of his period of suspension.
19. **Effect of ceasing to be a member** On ceasing to be a member of the Club a person forfeits all right to and claim upon the Club and its property and funds.

20. **Management committee**

20.1. The management of the Club (except as otherwise provided by these rules) is deputed to a Management Committee comprising a chairman, a secretary and a treasurer, collectively referred to as the Officers, and not more than seven other committee members all of whom must be Ordinary Members or at the discretion of the Management Committee a Social Member and must be elected at the Annual General Meeting.

20.2. In addition to the elected members, the President, the Trustees and the Chairman of the Men's, Ladies and Junior Playing Committees are ex officio members of the Management Committee.

21. **Duties of the officers**

- . 21.1. The Chairman shall be responsible for making sure that the Club is managed and operates in accordance with these rules.
- . 21.2. The Secretary shall be responsible for all the correspondence of the Club, attending at each General Meeting and each Management Committee meeting and for taking minutes of all proceedings at all such meetings. The Secretary shall act under the direction of the

Management Committee and discharge the various duties referred to elsewhere in these rules.

- . 21.3. The Treasurer shall be responsible for all receipts and payments of the Club and for keeping proper books of account. The Treasurer shall keep control over the Club's cash and shall maintain a bank account or accounts in the name of the Club. All bank mandates must be approved by the Management Committee.
- . 21.4. The Treasurer may delegate responsibility for all receipts and payments in connection with the Men's, Ladies and Junior playing activities of the Club to the Men's, Ladies and Junior Treasurer respectively.
- . 21.5. The Treasurer shall be responsible for the preparation of the balance sheet, statement of accounts and budget which are required to be presented to members at the Annual General Meeting each year.
- . 21.6. The Secretary's and the Treasurer's books shall be open to the inspection of the Management Committee at all times.

22. Powers of management committee

- . 22.1. The Management Committee may at its sole discretion vest the whole or any part of the property of the Club (other than cash which must be under the control of the Treasurer) in Trustees upon such trusts and subject to such conditions as to management or otherwise and with such powers to sell, exchange, mortgage, lease or otherwise dispose of the same as the Management Committee may deem fit, and to direct the acquisitions or disposal of any property on behalf of the Club.
- . 22.2. The Management Committee may borrow for the purposes of the Club the amount of money (either at one time or from time to time) at the rate of interest and in the form and manner and upon such security as they deem fit and, at their discretion, make any disposition of the Club property or any part of it and enter into any agreement in relation to the Club property as they deem proper to give security for the loan and interest. All members of the Club, whether voting or entitled to vote on a resolution authorising borrowing or not, and everyone becoming a member of the Club after passing of such a

resolution is deemed to have assented to the resolution as if they had voted in favour of it.

- . 22.3. The Management Committee may appoint, pay and dismiss a Clubhouse Manager, Bar Stewards and such other staff as it deems necessary for the efficient operation of the Club and may elect any employee an Honorary Member of the Club during his tenure of office or for such shorter time as it thinks fit.
- . 22.4. The Management Committee may from time to time make, repeal and amend any regulations (not inconsistent with these rules) as it considers expedient for the management and wellbeing of the Club.
- . 22.5. All regulations made by the Management Committee under this rule are binding on the members until repealed by the Management Committee or set aside by a resolution of a General Meeting of the Club.

23. Election of members of management committee

231. At each Annual General Meeting all the members of the Management Committee (not being trustees for the time being) must retire, but are eligible for re-election.

- . 23.2. Any two Ordinary Members may propose any Ordinary Member as an Officer or other committee member, by notifying the Secretary. The Secretary must post the proposals on the Club's principal notice board seven days at least before the Annual General Meeting.
- . 23.3. Every Ordinary or Honorary Life Member of the Club who is not less than 18 years of age is entitled, but not obliged, to vote in the election of members to the Management Committee.
- . 23.4. The candidates who receive most votes must be declared elected, and in the case of two or more candidates receiving an equal number of votes, the Chairman of the meeting has a second or casting vote.

24. Vacancies on management committee

- . 24.1. The Management Committee may appoint an Ordinary or Social Member to fill any casual vacancy on the Management Committee until the next Annual General Meeting.

- . 24.2. Any member so appointed must retire at the next Annual General Meeting but may be elected as a member of the Management Committee at that meeting.

25. Meetings of management committee

251. The Management Committee shall meet as and when required, but not less than ten times in any one year, to receive reports and arrange the affairs of the Club.

- . 25.2. The Secretary of the Management Committee shall give seven clear days notice of all Management Committee meetings to all persons entitled to attend such meetings. The agenda of each meeting shall be circulated with the notice of meeting together with a copy of the minutes of the previous meeting.
- . 25.3. If, at any Management Committee meeting, the Chairman is not present within fifteen minutes after the time appointed for holding the meeting or is unwilling to act as Chairman, the members present (provided that they form a quorum) shall choose someone of their number to act as Chairman.
- . 25.4. If any member of the Management Committee has any pecuniary interest, direct or indirect, in any contract, proposed contract or other matter and is present at a meeting of the Management Committee at which the contract or other matter is the subject of consideration, he shall at the meeting and as soon as practicable after its commencement disclose the fact and shall not take part in the consideration or discussion of the contract or other matter or vote on any question with respect to it. If requested by the Chairman of the meeting, the committee member shall be excluded from the meeting while such contract or matter is under consideration.
- . 25.5. Five members of the Management Committee, including ex officio members, forms a quorum.
- . 25.6. Any matters or proposals arising at any Management Committee meeting shall be determined by a majority of votes of the Management Committee members present and in the event of an equality of votes the Chairman shall have a second or casting vote.

- . 25.7. Minutes of all the proceedings of the Management Committee must be taken and must be open to inspection by any member of the Club on application to the Secretary.

26 Clubhouse Bar

- . 26.1. The purchase of intoxicating liquor for supply by the Club must be at the absolute discretion of the Clubhouse and Bar Chairman under the direction of the Management Committee.
- . 26.2. The Clubhouse and Bar Chairman must report proceedings to each Management Committee meeting and must conduct business in accordance with its directions.
- . 26.3. The Clubhouse and Bar Chairman may appoint Bar Stewards from members of the Club to dispense drinks at the bar.

27. Playing committees

- . 27.1. The organisation and administration of the playing activities of the Club may be delegated by the Management Committee to appropriate Playing Committees responsible for Men's, Ladies and Junior hockey.
- . 27.2. The Playing Committees must report their proceedings to each Management Committee Meeting and must conduct their business in accordance with its directions.
- . 27.3. The Men's, Ladies and Junior Playing Committees comprising a Chairman, a Secretary, a Treasurer and one Ordinary Member representing each team for the relevant section (or for the Junior section a parent of a Junior Member) must be elected by the Ordinary Members at the Annual General Meeting of the Men's, Ladies and Junior sections respectively. The meetings will be convened in accordance with rules 33.1 and 33.2 and proceed in accordance with rules 33 and 34.
- . 27.4. The Chairman of the Men's, Ladies and Junior Playing Committees shall be ex officio members of the Management Committee.
- . 27.5. The Playing Committees shall meet as and when required and fifty per cent of the members of each committee shall form a quorum.

28. Other sub committees

- . 28.1. The Management Committee may also from time to time appoint from its number a member or members to act as Chairman of such other sub committees as it deems necessary or expedient and may depute or refer to them such of its powers and duties as it may determine.
- . 28.2. The Chairman of each sub-committee shall invite an appropriate number of Ordinary Members to be members of the sub-committee of which he is Chairman and they shall be appointed as members of that sub-committee subject to the agreement of the Management Committee at its next meeting.
- . 28.3. Each sub-committee must report their proceedings to each Management Committee and must conduct their business in accordance with its directions.

29. Trustees

- . 29.1. The President, any Vice President or any Senior Member shall be eligible for appointment as a Trustee.
- . 29.2. There must be not less than four or more than six Trustees of the Club.
- . 29.3. The Trustees in office at 30 April 1999 will continue in office from 1 May 1999 until ceasing to be a Trustee in accordance with rule 29.6.
- . 29.4. The property of the Club (other than cash which must be under the control of the Treasurer) will be vested in the Trustees to be dealt with by them as the

Management Committee from time to time directs by resolution and an entry in the minute book is conclusive evidence of a resolution.

- . 29.5. The Trustees shall be indemnified against risk and expense out of the Club property.
- . 29.6. The Trustees hold office until ceasing to be a Vice President or Senior Member or resigning or until removed from office by a resolution of the Trustees, who may for any reason which may seem sufficient to a majority of the Trustees present and voting at any meeting of Trustees remove any Trustee from the office of Trustee.

. 29.7. Where by reason of ceasing to be a Vice President or a Senior Member, resignation or removal of a Trustee a new Trustee needs to be appointed, or if the existing Trustees deem it expedient to appoint an additional Trustee or additional Trustees, the existing Trustees shall by resolution nominate the person or persons to be appointed as the new Trustee or Trustees.

. 29.8. To give effect to a nomination:

29.9.

36.8.1 the President is nominated as the person to appoint new Trustees of the Club within the meaning of the Trustee Act 1925 Section 36, and

36.8.2. the President must by deed appoint the person or persons nominated by the existing Trustees as the new Trustee or Trustees of the Club and

36.8.3. the provisions of the Trustee Act 1925 apply to any appointment.

Any statement of fact in a deed of appointment of new Trustees, in favour of a person dealing bona fide and for value with the Club or the Trustees, is conclusive evidence of the fact so stated.

29.10. The Trustees shall have the power and authority to veto any decision or action taken by the Management Committee. Whenever the Trustees exercise their right of veto, they must instruct the Secretary within seven days to call a Special General Meeting.

30. Annual general meeting

The Annual General Meeting of the Club must be held not later than 31st July in each year on a date and time to be fixed by the Management Committee and must:

30.1. Receive from the Management Committee a report, balance sheet and statement of accounts for the preceding financial year and an estimate of the receipts and expenditure for the current financial.

302. Fix the Subscription of the Club for the year commencing 1 September next for the categories of membership set out in rules 4 and 13.

30.3. Elect the President for the ensuing year.

- . 30.4. Elect the members of the Management Committee for the ensuing year.
 - . 30.5. Appoint an independent examiner for the ensuing year.
 - . 30.6. Decide on any resolution which may be submitted to the meeting in the manner provided in rule 31 below.
 - . 30.7. Consider any other business as determined by the Management Committee.
31. **Notice of business at annual general meeting** Any member who desires to move any resolution at the Annual General Meeting must give notice in writing to the Secretary at least twenty-one days before the Annual General Meeting.
32. **Special general meeting** The Management Committee or the Trustees may instruct the Secretary to call a Special General Meeting at any time for any special purpose, and must do so within fourteen days upon a requisition in writing (stating the purposed for which the meeting is required) from any ten Ordinary or Honorary Life Members entitled to vote.
33. **Convening general meetings**
- . 33.1. At least twenty-eight days before the Annual General Meeting, or any Special General Meeting, notice of the meeting and the business to be transacted at it must be posted on the Club's principal notice board, and a copy of the notice sent to every Ordinary and Life Member.
 - . 33.2. No business other than that of which notice has been given may be brought forward at a General Meeting.
 - . 33.3. The balance sheet and statement of accounts must be sent to every Ordinary and Honorary Life Member at least seven days before the Annual General Meeting together with details of any resolution or any amendment to be moved at that meeting which has not been included previously in the notice of the meeting.
34. **Proceedings at general meetings**

. 34.1. At all General Meetings of the Club the Chairman of the Management Committee or in his or her absence a member selected by the Management Committee, must take the chair.

. 34.2. Every Ordinary or Honorary Life Member present who is not less than 18 years of age is entitled to vote upon every motion, and in the case of an

equality of votes the Chairman of the meeting may have a second or casting vote.

. 34.3. The voting at any General Meeting must be by ballot if not less than five members entitled to vote and present at a meeting so demand.

. 34.4. The Management Committee may, if it thinks fit, make regulations enabling members unable to be present to vote by proxy or in writing

35. **Quorum**

. 35.1. The quorum of members entitled to vote at all General Meetings of the Club is twenty.

. 35.2. The quorum of members entitled to vote at all General Meetings of the Men's Ladies and Junior sections of the Club is ten.

36. **Amendments**

. 36.1. No amendment (other than a motion for adjournment) may be moved to any resolution proposed at any Annual or Special General Meeting unless written notice of the amendment has been sent to the Secretary not less than twenty- one days previous to the meeting.

. 36.2. Whenever notice of any amendment to be proposed is given, it must be sent to every Ordinary and Honorary Life member at least seven days before the meeting.

37. **Financial year** The financial year of the Club ends on 30 April in each year, and the accounts of the Club must be balanced to that day.

38. **Audit of accounts**

. 38.1. The accounts must be audited by an independent examiner as soon

as practicable after the end of the financial year.

- . 38.2. The independent examiner must be appointed at each Annual General Meeting and must not be a member of the Management Committee.
- . 38.3. Any vacancy in the office of independent examiner occurring during the year must be filled by the Management Committee.

39. **Opening of club premises**

39.1. The Club premises are open to members daily between the hours the Management Committee from time to time determines.

39.2. The Management Committee may close the Club premises for such times as it considers necessary for cleaning and repairs or staff holidays.

40. **Permitted hours** The Management Committee shall determine the Club's normal hours for the supply of intoxicating liquor within the permitted general licensing hours for the licensing district in which the Club is situated as provided by the Licensing Act 1964 Section 60(5). These hours may be varied from time to time by the Management Committee provided that they remain in accordance with the statutory provisions for the time being in force.

41. **Games** Regulations made by the Management Committee may lay down the conditions on which any game may be played on the Club premises and may prohibit any games the playing of which would in the opinion of the Management Committee be injurious to the interest of the Club.

42. **Visitors**

- . 42.1. Every member may introduce visitors, subject to any regulations made from time to time by the Management Committee.
- . 42.2. Every visitor is the guest of and must be accompanied by the member introducing him or her.
- . 42.3. No one who has been expelled from membership, or whose conduct or presence on the Club premises is considered by the Management Committee objectionable or prejudicial to the interest of the Club, may

be introduced as a visitor into the Club.

43. **Members not to make profit out of club** No member may on any pretence or in any manner receive any profit, salary or emoluments from the funds or transactions of the Club, except for professional services rendered at the request of the Management Committee.

44. **Private benefit not to accrue on purchase etc. of liquor**

- . 44.1. No one may receive at any time at the expense of the Club or any member of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.
- . 44.2. No one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests or others apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

45. **Club address not to be used for business**

No member may give the address of the Club in any advertisement or use the Club address for business purposes without prior written application to the Secretary and subsequent written approval of the Management Committee.

46. **Members' addresses** Every member of the Club must from time to time communicate his address to the Secretary, by email or by post. All notices sent by first class post to that address are considered to have been given on the day following the date of posting.

47. **Dissolution of the club** If at any General Meeting a resolution for the dissolution of the Club is passed by a majority of the Vice Presidents and Senior Members present and at Special General Meeting held not less than six weeks later (of which not less than four weeks written notice has been given to each Ordinary member) and at which not less than one half of the Vice Presidents and Senior Members are present that resolution is confirmed by a resolution passed by a majority of three quarters of the Vice President and Senior Members voting on it, the Management 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 must transfer such property to the sport of hockey's governing body for use in related community sport and on completion of the transfer the Club will be dissolved.

48. **Availability of rules** A copy of the rules shall be attached to the principal notice board in the Club premises at all times. A copy of these rules may be obtained by any member on application in writing to the Secretary or be downloaded from the Club website.

49. **Interpretation of rules**

- . 49.1. The interpretation of all these rules must be consistent with the statutory requirements for Community Amateur Sports Clubs as first provided by the Finance Act 2002.
- . 49.2. Subject to clause 49.1, the Management Committee is the sole authority for the interpretation of these rules and the regulations made by it from time to time.
- . 49.3. The decision of the Management Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations is final and binding on the members.

49 **Amendment of rules**

- . 49.1. With the exception of rule 29, these rules may be added to, repealed or amended by a resolution passed at any Annual or Special General Meeting by a majority of at least two thirds of the members present voting on it.
- . 49.2. Rule 29 may be added to, repealed or amended by a resolution passed at a meeting of the Trustees by a majority of Trustees voting on it.

50. **Headings**

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