

## **CLUB RULES**

1. The name of the Club shall be SOUTHGATE HOCKEY CLUB, a non-profit making organisation which uses all profit and surpluses to maintain or improve its facilities
2. The colours of the Club shall be Red and Black.  
With the agreement of the Management Committee shirts may be of any design in these two colours and may incorporate white.  
Socks: red with black tops. Shorts or Skirts: black. With the exception of the goalkeeper all players in the same team must be identically clothed.
3. The Headquarters of the Club shall be Southgate Hockey Centre, Trent Park, Snakes Lane, Oakwood, London EN4 0PS.
4. The rules of the game as played by the Club shall be those approved by the Governing Body of English Hockey.
5. The Officers of the Club, each of whom shall be elected at the Annual General Meeting, shall be the President, the Chairman of the Management Committee, the Treasurer, the Secretary, the Membership Secretary, the Fixture Secretary (Men), the Fixture Secretary (Women), the Chairman of the Selection Committee for men, the Chairman of the Selection Committee for women, the Secretary for Past Playing and Non-Playing Members, the Junior Section Manager, the Assistant Treasurer (if any), the Assistant Secretary (if any) and the Assistant Junior Section Manger (if any).

## **MANAGEMENT COMMITTEE**

6. The management of the Club shall be in the hands of this Committee whose members are the officers listed in Rule 5 above together with the two other members elected at the Annual General Meeting. This Committee shall meet at least 6 times annually. The President, being the senior Officer of the Club, shall have the right to assume the Chair at any meeting.
7. The duties of the Management Committee shall be :-
  - (a) to direct the general and financial affairs of the Club.
  - (b) to elect applicants for membership.
  - (c) to fill any vacancy in any office which may occur between Annual General Meetings.

- (d) to appoint such sub-committees as it shall consider necessary from time to time for the efficient running of the Club. Such sub-committees shall have power to co-opt. The Treasurer and Secretary shall be ex-officio members of all sub-committees.
  - (e) to appoint as necessary a representative or representatives to all appropriate Hockey Authorities.
  - (f) to appoint captains and vice captains of all teams.
  - (g) to co-opt such non-voting members as seems expedient.
  - (h) to appoint a disciplinary Committee which shall be responsible for considering and taking disciplinary action against any member in accordance with the Club's disciplinary rules as published annually in the Fixture Card or as required by any other competent body.
8. A quorum of the Management Committee shall be six voting members.
9. Voting shall be by show of hands but any member shall have the right to demand a ballot which if seconded must be taken. In either case the Chairman of the meeting shall have a second and casting vote.
10. The Secretary shall keep the records and a Minute Book of all proceedings of the Management Committee meetings. The Secretary shall give not less than seven clear days notice to each member of the date, time and place of Management Committee meetings and the business to be transacted thereat except in extreme emergency.

### **SELECTION COMMITTEES**

11. A separate Selection Committee for each, men and women, shall consist of its Chairman, the captains and vice-captains of all relevant teams together with the Fixture Secretary. Each shall have power to co-opt. Its duties and responsibilities are:
- (a) to allocate Category (a) members to all pools or teams
  - (b) to organise the playing activities of the Club including training and coaching.
  - (c) to notify each member of arrangements made for the team for which that player is selected.
  - (d) to require each player to notify his or her non-availability and to impose any penalty for non-compliance deemed suitable.

- (e) to fill vacancies in any team between the time of selection and the start of the match which power being vested in the person in the chair of the Committee together with the relevant team captains.
- (f) to meet at such intervals it decides and to determine the best procedure to achieve its responsibilities.
- (g) to deal with any matter referred to it by the Management Committee.

## **MEMBERSHIP**

12. The membership of the Club shall be divided into the following categories:

- (a) Full Playing Members
- (b) Past Playing Members
- (c) Life Members
- (d) Non-Playing Members
- (e) Junior Members

Membership shall be open to any person . Applicants for category (a) membership must be of an adequate playing standard.

13. Only members in categories (a), (b), (c) and (d) are qualified to be Officers of the Club. Only those in categories (a), (b), (c) together with any in category (d) then in office may vote or claim any share of the property of the Club upon its dissolution.
14. Members in category (e) (Junior Members) may not exceed the age of 18 on the 1<sup>st</sup> September of the relevant season and they are not entitled to be considered for selection for any of the normal Saturday or Sunday teams unless specifically designated as Junior Members' Matches.
15. On the recommendation of the Management Committee a member in category (a), (b) or (d), may be elected a Life Member at any General Meeting of the Club and shall thereafter be entitled to all the privileges of membership without the obligation of paying any annual subscription or special levy under Rule 20. A two-thirds majority of those voting members present shall be necessary for such election. There shall not be more than five Life Members of the Club at any one time.

16. The Management Committee shall have power in its absolute discretion to expel or suspend any member by written notice. A member so dealt with shall have the right of appeal to an Extraordinary General Meeting to be convened by the Secretary as soon as convenient.
17. The annual subscriptions shall be fixed by the Management Committee for each category of membership but in the cases of categories (a) and (e) not later than 15<sup>th</sup> August in each year.
18. The subscriptions of members in categories (b) and (d) are due on 1<sup>st</sup> May in each year and those in other categories on 1<sup>st</sup> September in each year. Any member in category (a) or (e) whose subscription is not paid by 1<sup>st</sup> November or who has not paid a deposit (as agreed by the Management Committee) by the same date and completed a direct debit or standing order form to pay the balance in instalments by the 31<sup>st</sup> March shall be prohibited from playing until payment has been made in full.
19. The Management Committee shall have power to reduce the subscription payable by any person applying for membership in categories (a) and (e) after 1<sup>st</sup> November.
20. Membership shall be annual commencing on 1<sup>st</sup> May in each year. Membership shall automatically cease on 1<sup>st</sup> May if the appropriate subscription for the previous year ending on 30<sup>th</sup> April has not been paid in full.
21. (a) Vice Presidents shall be subject to re-election at each Annual General Meeting.  
  
(b) Nominations properly proposed and seconded for additional Vice Presidents must be sent in writing to the Secretary by 1<sup>st</sup> March. The Secretary shall advise members of the Management Committee prior to its first meeting after 1<sup>st</sup> March of any such nominations. Provided that this Committee approves such nomination by secret ballot with no more than two adverse votes it shall be forwarded to the members at the Annual General Meeting.
22. The Management Committee shall have power to make levies upon members as it may deem necessary from time to time.

## GENERAL MEETINGS

23. The Annual General Meeting of the Club shall be held not later than the 31<sup>st</sup> July each year at which certified accounts for the year ending 30<sup>th</sup> April shall be presented.
24. The Management Committee may call an Extraordinary General Meeting at its discretion or the Secretary shall call an Extraordinary General Meeting on receipt of a requisition signed by twelve voting members of the Club or at the request of a member in accordance with the terms of Rule 16.
25. The Secretary shall give not less than fourteen clear days notice in writing or by email to all voting members of the date, time and place of every Annual or Extraordinary General Meeting together with the agenda of the business to be transacted thereat.
26. A copy of the accounts, signed by the Treasurer and the President and by an independent examiner or an auditor, must be made available to or sent to any member on request as soon as a notice convening an Annual General Meeting has been sent out.
27. Fifteen voting members shall form a quorum.
28. The President shall be the Chairman of any General Meeting. In his absence a Chairman for that particular meeting shall be appointed by the members of the Management Committee present.
29. Voting at any Annual or Extraordinary General Meeting shall be by show of hands but any member shall have the right to demand a ballot which, if supported by four other members present and entitled to vote, must be taken. In either case the Chairman shall have a second and casting vote.
30. The Secretary shall keep the records and a Minute Book of all proceedings of General Meetings.
31. An Auditor or Independent Examiner shall be elected each year at the Annual General Meeting.
32. If the Club shall pass in General Meeting, by a majority comprising two-thirds or more of the members present and entitled to vote, a resolution of intention to dissolve the Club, SHC Committee shall take immediate steps to convert all of the assets of the Club into money.

**FINANCE**

33. The financial year shall commence on 1<sup>st</sup> May and the Treasurer shall make up the accounts to the year ending 30<sup>th</sup> April each year.
34. The control of the finances of the Club shall be vested in the Management Committee.
35. The Management Committee shall have power to appoint an Investments Committee under the Chairmanship of the Treasurer or other of its members. The Investments Committee shall be responsible for the securities transactions of the Club and it shall report to the Management Committee annually.
36. The financial affairs of the Club shall be managed by the Treasurer who shall keep proper books of accounts, which shall be subject to independent examination or audit not less than once a year. The Treasurer or such other person who may be appointed for some specific purpose shall collect and disburse all monies for and on account of the Club.
37. All Committees and Sub-Committees shall be accountable to the Treasurer for the funds under their respective control. Such Committees and Sub-Committees shall keep proper books of accounts which shall be independently examined or audited not less than once a year.
38. Any presentation whether of goods or money made to or received by any member or group of members of the Club whilst representing or acting on behalf of the Club shall be deemed to be the property of the Club and not the recipient or recipients. The Management Committee is empowered to deal with such presentations as it deems fit.
39. No profit or surplus will be distributed other than to another non-profit making body or to members on winding up or dissolution of the club

**ALTERATIONS AND INTERPRETATIONS**

40. The Rules may only be amended or revised by an Annual or Extraordinary General Meeting called specifically for that purpose. Notification of any proposed amendment to or revision of the Rules for consideration by the Annual General Meeting must be

communicated in writing to the Secretary by the proposer and seconder not later than 1<sup>st</sup> March each year.

41. Upon any matter arising concerning the interpretation of the Rules of the Club or the procedure of any meeting the Chairman of the meeting shall determine thereon. If challenged the Chairman's ruling shall stand unless two-thirds of those present and qualified to vote decide otherwise.
42. Any title appearing in these Rules is to be interpreted as a member of either sex.

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RFW & LMJ (with amendments 31.05.07 )

March 2007

Nick Hodgson: amendments added 15.07.12, namely Rule 1 elaborated on and two new rules added (rules 32 and 39), as agreed at the SHC AGM that day.