

Crowborough Hockey Club

CLUB RULES

1. NAME OF CLUB

The Club shall be called Crowborough Hockey Club (hereinafter known as the Club) and shall consist of its members as defined at Para 2 (Membership) in accordance with these Rules. The Club shall be governed by the rules of England Hockey and affiliated to South East Hockey the Sussex Hockey Association.

2. MEMBERSHIP

- (a) Playing Members - who shall be entitled to all the facilities of the Club. Playing Members from the age of 16 years and upwards will be entitled to vote at General Meetings.
- (b) Honorary Members - who shall be entitled to use the premises of the Club and on invitation by the Selection Committee, its playing facilities and be entitled to vote at General Meetings.
- (c) Social members - who shall only be entitled to use the premises of the Club and shall have no vote at any meeting of the Club.

The (membership secretary) shall maintain a register of members sub-divided according to class of membership.

3. PRESIDENT AND VICE PRESIDENTS

The President and Vice Presidents shall be such persons as are elected to these offices by resolution at the Annual General Meeting and shall be Honorary Members unless they are selected to play for the Club more than 6 times in a Season in which case they shall be playing members. Proposals for President and Vice Presidents must be received by the Honorary Secretary not less than twenty-one (21) days before the date of the next Annual General Meeting.

The President/Vice Presidents will be elected for a 3-year term of office and will be asked if they wish to serve a further term prior to every third Annual General Meeting.

4. MANAGEMENT

- (a) The Club shall be managed by the Management Committee which shall comprise such members as are elected to fill the following positions: Chairperson of the Management Committee, Men's and Women's Club Captains, Hon Secretary, Hon Treasurer, Membership Officer, Men's 1st XI Capt, Women's 1st XI Capt, Fixture Secretary, Umpire Secretary, Training, Welfare and Growth Development Officer, PR Officer, Sponsorship Officer, Digital Officer and Safeguarding Officer. The Management Committee can appoint representatives to the Committees of the Club. In a situation where no decision is made the Chairman shall have a casting vote. In addition, the President of the Club shall be an ex-officio member of the Management Committee.
- (b) The members of the Management Committee shall be elected at the Annual General Meeting each year and subject to termination of office by resignation or otherwise shall remain in office until their successors are elected at the meeting next following their election. The Management Committee shall have power to fill any vacancy that may occur. The retiring members of the Management Committee shall be available for re-election. The quorum for meetings of the Management

Committee shall be six. The President, Chairman, Men's and Women's Club Captains and Honorary Secretary shall be ex-officio members of all other Club Committees.

- (c) The Selection Committees (Men's and Women's) shall consist of the Team Captains and any other members appointed by the Management Committee. The Men's selection shall be led by a nominated Chair of Selectors whose role will be to settle disputes between captains without bias, ensure a fair selection process and to ensure a timely process. Team selection will be restricted to only those players who are on the Crowborough Hockey Club "SELECTION LIST". The team selection will be on the team sheet, only those on the team sheet can play that weekend.
- (d) For a player to be on the "SELECTION LIST" they
 - (i) must not be in debt to the club,
 - (ii) must have completed a membership form/ data check for existing members
 - (iii) they must have in place a monthly standing order to the club (amount as stated in this booklet or one agreed with the committee) that runs continuously
 - (iv) new members to the club will have one month's grace to set up and/or decide if they wish to continue but must have completed a membership form before partaking in any games. Other payment methods must be agreed by the treasurer and the committee

It is expected that Communication of player availability will be facilitated by text message, phone calls, WhatsApp or emails, between players and selection committee.

In an emergency, if an alternative player is required to play, they must still be on the C.H.C "SELECTION LIST", and the players name needs to be communicated to and approved by the selection committee before start of play. The team sheet shall use players' names as they are spelt on the membership database.

- (e) The Selection Committee (Women's) shall consist of the Team Captains and any other members appointed by the Management Committee. The Women's selection shall be led by a nominated Chair of Selectors whose role will be to settle disputes between captains without bias, ensure a fair selection process and to ensure a timely process
- (f) Where the Men's or Women's Chair of Selectors is not available to conduct selection, they will appoint a suitable representative to conduct this role and made aware to the Relevant Club Captain.
- (g) The Management Committee shall establish sub-committees when necessary and appoint officers as appropriate.

5. SUBSCRIPTIONS:

Standing orders (S.O) is only method of paying for league games, 12 instalments, Sept to Aug. To run year after year

- (a) MEMBER

Member Type	Cost of Subscription (Subscription calculated on 12month of S.O)
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Senior	Men - £384 case or £32 pm S.O. (membership, South East hockey league match fees and training from September to March)
	Women - £384 case or £32 pm S.O. membership, South East hockey league match fees and training from September to March)

Youth/Student (16+ in full time education)	Men - £324 bacs/bank transfer or £27pm S.O membership, South East hockey league match fees and training from September to March)
	Women - £324 bacs/bank transfer or £27pm S.O membership, South East hockey league match fees and training from September to March)
Development (up to 16 in full time education)	Boys - £264 bacs/bank transfer or £22pm S.O. membership, South East hockey league match fees and training from September to March)
	Women - £264 bacs/bank transfer or £22pm S.O. membership, South East hockey league match fees and training from September to March)
Life members (by invitation)	Men - £240 bacs/bank transfer or £20pm S.O. membership, South East hockey league match fees and training from September to March)
	Women - £240 bacs/bank transfer or £20pm S.O. membership, South East hockey league match fees and training from September to March)
SATURDAY JUNIOR TRAINING	Saturday Junior Training – NO membership fee, but £5 per attendance, to be paid via bacs/bank transfer, or £15pm S.O to run September to March (£105)
UNIVERSITY STUDENTS	Play games when at home £5 per match
TRAINING (September to April)	Included in membership
ADDITIONAL MATCHES	Fees for non-league matches, mixed matches and all other friendly matches will be set by the Treasurer for each match and shared with the selected players prior to the match
SUMMER TRAINING (April to August)	Where additional summer training is provided a set fee will be set by the Treasurer before training commences and shared.

The Standing Order allows members to play one game on any weekend of the Hockey Season (up to the maximum number of games stated above).

If anyone experiences problems setting up the Standing Order, the Management Committee reserve the right to agree to alternative arrangements as agreed between the treasurer and the individual member.

All fees are to be decided at each AGM and to be paid 12 months over the season.

Any pre-approved by the Management Committee, legitimate expenses incurred need to be claimed back by first going to your captain and then to the Treasurer. Please ensure receipts are kept for any expenses as no claims will be accepted without a receipt. All claims must be submitted in writing, with the receipt attached and signed by respective captain.

(b) Note: The treasurer/committee is seeking to ensure that:

- (i) players who pay a sub can play and those that do not pay cannot play;
- (ii) players are properly registered and insured;

- (iii) the workload involved in collecting subs is reduced to a minimum; and
- (iv) it is a player's responsibility to ensure the S.O is set up and runs continuously year after year.

6. TERMINATION OF MEMBERSHIP

- (a) Any member wishing to withdraw from membership of the Club shall give the secretary written notice of his or her intention, which notice shall take effect on resolution of the Management Committee.
- (b) The Management Committee shall have power at any time to terminate the membership of any member without refund of subscription.
- (c) Where a member terminates their membership, all outstanding monies owed to the Club must be paid. A member cannot be reinstated as a member of the Club until any outstanding monies as paid.

7. MEETINGS

- (a) The Annual General Meeting shall be held on a date fixed by the Management Committee as soon as may be reasonably possible following the end of the Club's financial year and not later than the end of June. At each AGM, in addition to the election of the members of the Management Committee the members shall elect other officers as necessary.
- (b) A special General Meeting may be called by the Management Committee at any time or upon a requisition being made to the Secretary in writing, stating the objects of the proposed meeting and signed by six playing members of the Club qualified to vote.
- (c) No business shall be transacted at any Special General Meeting other than as is specified in the notice of the meeting.
- (d) Notices of all Annual General Meetings and Special General Meetings should be sent to each member of the Club at least 21 days prior to the date of such meeting. The non-receipt of a notice from any cause whatsoever by any member shall in no way invalidate the proceedings of any such meeting. The number of members to form a quorum at any General Meeting shall be twelve. Any member whose subscription is overdue under Rule 5 shall not be entitled to vote at any General Meeting and shall not form any part of a quorum.
- (e) Women members shall only vote for Officers in the Women's Section. Men members shall only vote for Officers in the Men's Section.
- (f) Nominations for all non-vacant committee positions must be received in writing 14 days prior to the date of the meeting. Nominations for vacant committee positions will be accepted on the night.

8. CLUB COLOURS

- (a) Men's Section. The colours shall be orange shirts with navy trim; blue shorts and orange socks.
- (b) Women's Section. The colours shall be orange shirts with navy trim; blue skirts and orange socks.

The wearing of these colours is compulsory in all games organised by the club, except when the Selection Committees notify members otherwise.

(c) Development Section. Will be as per Men's' and Women's Sections as appropriate.

9. ALTERATION OF THE RULES

These Rules may be altered only by resolution at a General Meeting approved by at least two-thirds of the members present. At least 21 days' notice must be given to members of an intention to propose an alteration of the rules.

10. DISSOLUTION

The Club shall be dissolved only with the consent of three-fourths of those members present and entitled to vote at a General Meeting called for the purpose. On dissolution any deficit in the funds or surplus assets shall respectively be borne by or distributed amongst those persons who were playing members within one year of dissolution.

11. LIABILITY

The officers of the Club and members of the Management Committee for the time being shall be kept at all times indemnified by all members of the Club jointly against any liability arising out of any act properly done by them on behalf of the Club.

12. INSURANCE

The Club's Public Liability Policy does not cover individual players who participate at their own risk. The Club cannot be held liable for injuries sustained. However, the Club is providing personal accident insurance within the Subscription's cost and details are available on request.

13. DISCIPLINE

In order to support the ethos of appropriate behaviour, both on and off the field of play, a Disciplinary Committee will review all matters relating to disciplinary breaches and take appropriate action. This committee will comprise of the captain of the team where the offence took place, one independent person who witnessed the incident and one other Club officer. The committee will be chaired by the Club Chairman. Matters of discipline will be dealt with under the clubs a points system (outlined below) alongside the England Hockey point system. Red card offences, will be dealt with under the England Hockey disciplinary code as administered by either South East Hockey (adult matches) or the Sussex Hockey Association (development and junior matches). The penalties of green and yellow cards are as follows:

- Green Automatic 1 point
- Yellow Automatic 2 points which can be increased to 3 or 4 points upon the recommendation of the disciplinary committee.

Once a player has accumulated 10 points in a given season (to run from September to August) he/she may be suspended for a period of 7 days immediately following the Disciplinary Committee's decision to review the reasoning behind why the cards was given.

The Disciplinary Committee will maintain a record of points awarded in a register which Club members may inspect upon request.