

## CONSTITUTION



### 1. THE ASSOCIATION

#### *1.1 Title*

The Association shall be called the Greater Manchester Hockey Association (Women's) (GMHA (W)) and shall organise the Manchester Women's Hockey League (referred hereafter as "the league"). The GMHA (W) is affiliated to the North Hockey Association (NHA) and the clubs that make up the GMHA (W) are affiliated to England Hockey (EH).

#### *1.2 Purpose*

The purpose of the GMHA (W) is;

- The promotion of community participation in healthy recreation by providing opportunities for hockey.
- The promotion and playing of hockey in accordance with the rules of the governing bodies of the game.
- To offer equal development to all members of the association in the areas of;
  - Ø Hockey skills
  - Ø Coaching
  - Ø Umpiring
  - Ø Assisting in junior coaching.
- To be self sufficient in providing the above services.

This will be done by organising and running the Manchester Women's Hockey League.

### 2. MANAGEMENT

#### *2.1 Executive Committee*

##### *2.1.1 Organisation*

An Executive Committee consisting of the following positions shall conduct the affairs of the GMHA (W):

- President
- Secretary
- Treasurer
- Publicity and Sponsorship Officer
- Fixtures Secretary
- Divisional Representatives (one per division)
- Umpires Development Officer
- County Secretary

All members of the GMHA (W) Committee are unpaid. They are voluntary positions but expenses will be reimbursed.

##### *2.1.2 Roles and Responsibilities*

##### *2.1.3 The Management Committee*

The Executive Committee shall recognise that in their elected positions their customer is the public and the membership of the league as a whole. It is the responsibility of the committee to ensure customer satisfaction by formally requesting feedback from the membership at the Annual General Meeting (AGM).

The Executive Committee shall ensure that the GMHA (W) assets are deployed for the purpose for which they are intended.

### **2.1.4 Specific Executive Committee Positions**

#### **President**

- To chair the Executive Committee Meetings.
- Attend North Hockey Meetings as a representative of the GMHA (W).
- Present the wards to teams at the Divisional and All Divisional Tournaments

#### **Secretary**

- To be responsible for maintaining accurate records of the Executive Committee meetings, AGM's and EGM's and issuing copies of these minutes to the Executive Committee and affiliated clubs as required.
- Prepare agenda for league and executive meetings.
- To ensure the notice convening the AGM / EGM is given in writing and accompanied by a copy of the proposed agenda to the members at least 14 days before the meeting.
- To ensure that club documents (i.e. Constitution) are maintained up to date and amendments that are agreed by the Executive Committee are incorporated into the documents, communicated to the club members and, if appropriate, approved at the next AGM or EGM.
- To receive correspondence on behalf of the GMHA (W) and escalate any issues to the Executive Committee and affiliated clubs as appropriate.
- Archive all minutes for the last seven years.
- Keep an up to date address list of all clubs and executive members that have this facility.
- Retain a copy of all registration documents for each league for the current season.

#### **Treasurer**

- To make available the accounts and all relevant documents to the appointed auditor (see section ) within one month after the end of each financial year.
- Draft yearly budget.
- Monitor and report on performance against budget and expected final expenditure.
- Respond in a timely manner (yes/no) to requests for amounts of funding under the threshold that requires Management Committee approval.
- To ensure appropriate insurance cover for GMHA (W).
- To co-ordinate collection of subscriptions and affiliation fees.

#### **Fixtures Secretary**

- Liaise with producer of handbook re: composition of divisions, dates for cup rounds
- Ensure clubs have team sheets and are aware of the procedure for filling in and sending after matches
- Receive registrations and further registrations throughout the season
- Liaise with Treasurer re registrations
- Organise competition draws and ensure clubs are aware of these
- Book pitches for competition finals
- Organise play off for feeder league representative if necessary
- Ensure that the league tables are maintained up to date and communicated to league members

#### **County Match Secretary**

- Organise Senior and U21 county coaching – find venue, coach, inform clubs of opportunities
- Ensure everyone has knowledge of when county championships are
- Book accommodation for competitions if necessary

#### **Umpires Secretary**

- Deal with red card incident forms
- Keep up to date list of current umpires – qualified and unqualified

- To maintain a register of all umpires in the league and to keep level one umpires updated with the requirements of EH to maintain the level one qualification (including match cards)
- To encourage league members to take the level one umpiring award and to arrange level one courses
- Organise umpires for All Divisional Vase and plate final, Divisional Cup competitions, feeder league play off and county fixtures if necessary
- Make nominations for level two umpires award and umpire coach award
- To receive correspondence relating to umpiring issues (including rule changes) and communicating this to the league members

#### **Divisional Representatives**

- First point of contact for divisional complaints
- Check starting, registration of team sheets and results
- Receive team sheets from league members and keep until after AGM
- Be initial point of contact with clubs for postponement and contact other exec members re problems as necessary

#### **Publicity Officer**

- To co-ordinate publicity of GMHA(W) and of league events
- To liaise with the treasurer if funding is required for club publicity
- To co-ordinate the applications for grants and sponsorship for league activities on agreement of the Executive Committee
- To ensure the league website is maintained up to date

### **3. ALTERATION OF THE CONSTITUTION**

No alteration of the constitution shall be made except at an AGM or EGM. Proposals must be received in writing by the Secretary 28 days prior to the AGM and communicated to the clubs of the association. An alteration must be proposed by one club and seconded by another OR proposed by the Executive Committee. A copy of the agenda for the AGM/EGM shall be received by all clubs 14 days before the date of the meeting. No alteration shall be made at an AGM/EGM except with a quorum of at least two-thirds league members present and then only with the supporting votes of at least two-thirds of those present and entitled to vote.

### **4. APPOINTMENT TO THE EXECUTIVE COMMITTEE**

The league shall be managed by a committee which shall be elected at the AGM. The President and other members of the committee shall be elected at the AGM from nominations received from the clubs, duly seconded and / or from the Executive Committee. All positions will be subject to a ballot of those clubs in attendance at the AGM, when required.

A committee member may hold no more than one position at a time.

The Executive Committee shall have the power to fill any vacancy arising until the next AGM.

The Executive Committee shall have the power to appoint a sub-committee to deal with specific matters which may arise or to make recommendations thereon.

### **5. MEETINGS**

At all meetings a simple majority of those present and entitled to vote shall carry the motion. In the event of a tied vote, the President shall have the casting vote.

### **5.1 Executive Committee Meetings**

The Executive Committee shall endeavour to meet once a month. The time and place shall be made known to the Executive Committee members. GMHA League members may attend these meetings and may speak but may not vote on any matter. A quorum of five executive members must be present. The proceedings of all meeting of the Executive Committee shall be recorded as minutes. Such minutes shall be agreed by the Executive Committee at the next meeting to have been a true and accurate reflection of the discussions of the previous meeting. The Secretary will be responsible for maintaining the minutes.

#### **5.1.1 Voting Entitlements**

Only GMHA (W) Executive members may vote at the Executive Committee meetings.

### **5.2 League Meetings**

The league shall be managed by a League Meeting of the Officers of the Association and duly accredited representatives of the clubs forming the Association. At these meetings each club will have one vote. Any club failing to be represented at a League Meeting shall be fined £5.00, and failure to attend subsequent meetings shall be fined £10.00 per meeting missed.

The regularity of the League Meeting will be defined by the Executive Committee and communicated to the clubs at the start of the season.

The Secretary will be responsible for maintaining the minutes for the League Meetings and distributing them to the clubs.

#### **5.2.1 Voting Entitlements**

Any member of a club in the Association may attend a League meeting. Each club attending will be allowed one vote.

### **5.3 Annual General Meeting (AGM)**

The AGM of the GMHA (W) shall be held in May each year. The date of the SGM shall be fixed and clubs notified by the March meeting. A copy of the agenda shall be received by all clubs 14 days before the date of the AGM.

Any member of a club in the GMHA (W) may attend the AGM. Each club attending will be allowed one vote.

A quorum of two-thirds of the club representatives must be present.

The following business shall be discussed at the AGM, which shall be chaired by the President or other suitable nominated person:

- Notice convening the meeting
- Apologies for absence
- Minutes of the previous AGM
- Matters arising
- Presidents' report
- Secretaries' report
- Treasurers' report
- Fixture Secretaries' report
- Umpire Development Officers report
- County report
- Election of Officers
- Motions for discussion and/or voting
- Any other business

#### **5.3.1 Voting Entitlements**

Any member of any club in the Association may attend the AGM. Each club will be allowed one vote.

#### **5.4 Extraordinary General Meeting (EGM)**

An EGM may be convened by the Executive Committee or at the written request of not less than twelve clubs to deal with matters arising in between AGM's. The Secretary shall call a meeting within one month of receipt of the request giving 14 days notice to the clubs. Every requisition shall state clearly the reason for such a request.

The following business shall be conducted at the EGM which shall be chaired by the President or other suitable nominated person:

- Notice convening the meeting
- Apologies for absence
- Matters arising
- Motions for discussion and/or voting
- Any other business

##### **5.4.1 Voting Entitlements**

Any member of any club in the Association may attend the AGM. Each club will be allowed one vote.

## **6. FINANCE**

### **6.1 Legal Status of the League**

The club is an unincorporated Members Club.

### **6.2 Tax**

This section is based on information taken from the Inland Revenue Company Taxation Manual – CTCONT10D.

The Greater Manchester Hockey Association (Womens) is established by its members for their own social or recreational objects. Therefore, it is not liable for tax under Case 1 Schedule D on any surpluses which arise from transactions with its full members. For tax purposes all categories of members (except guests) are full members as all categories of membership have equal rights.

There will be no liability on payments by members in respect of their personal guests, even though these may be described as `visitors fees`.

### **6.3 Beneficiaries/Creditors/Guarantors**

Club money shall under no circumstances be loaned to anyone for their personal use.

The Greater Manchester Hockey Association (Womens) is a not-for-profit organisation.

There shall be no provision for payment to members during the life of the Greater Manchester Hockey Association (Womens) or upon dissolution.

The Greater Manchester Hockey Association (Womens) shall endeavour not to operate a negative cash balance.

All members of the Greater Manchester Hockey Association (Womens) (including the Executive Committee) shall be equally liable in the event of Greater Manchester Hockey Association (Womens) debt.

Any surplus income or gains at the end of the financial year shall be reinvested in the Greater Manchester Hockey Association (Womens). Surpluses or assets cannot be distributed to members or third parties.

The Greater Manchester Hockey Association (Womens) recognises that the above statements do not prevent donations by the Greater Manchester Hockey Association (Womens) to charities or other clubs that are registered as community amateur sports clubs.

#### **6.3.1 Dissolution of the Association**

The Executive Committee shall have the authority to dissolve the club.

Should the funds of the Association be insufficient to meet the expenses at the end of the financial year, the club, based on the number of teams they have registered with the Association, shall be required to make up the deficiency by equal levy.

In the event of the Associations dissolution, all remaining monies shall be shared out between clubs based on the number of teams they have registered (when all debts have been met)>

All Greater Manchester Hockey Association (Womens) members agree to this guarantee by paying subscriptions to the Association here it is clearly stated that members of the Greater Manchester Hockey Association (Womens) must abide by the Greater Manchester Hockey Association (Womens) constitution.

#### **6.4 Accounting Dates**

The funds of the GMHA (W) shall be vested in by the Treasurer, who shall apply and deal with them in such a manner as the meetings of the Executive Committee shall from time to time direct. The accounts shall be made up to the 31<sup>st</sup> May in each year, and shall be audited. The auditor shall be elected annually at the AGM. A copy of the accounts shall be given to every club. The league membership fees shall be agreed each year at the AGM and become due immediately on registration. Any fees not received by the Treasurer by 20<sup>th</sup> October shall be liable to interest charges of 10% of the outstanding registration and affiliation fees. The Executive reserves the right to take further action against any defaulting club.

##### **6.4.1 Audit**

The financial year of the Greater Manchester Hockey Association (Womens) shall be 1<sup>st</sup> June to 31<sup>st</sup> May. An auditor shall be appointed by the Management Committee who will be responsible for authenticating the accounts and these, together with all relevant documents, should be made available to them by the Treasurer within one month after the end of the financial year.

##### **6.4.2 Subscriptions**

The league membership fees shall be agreed each year at the AGM and become due immediately on registration. Any fees not received by the Treasurer by 20<sup>th</sup> October shall be liable to interest charges of 10% of the outstanding registration and affiliation fees. The Executive reserves the right to take further action against any defaulting club.

##### **6.4.3 Budget**

The budget shall be drafted by the Treasure and shall require endorsement at an Executive Committee meeting before being confirmed.

The Treasurer shall report on the Association income and expenditure at each Executive Committee meeting and how this compares to the years budget.

All expenditure of the Greater Manchester Hockey Association (Womens) funds above a level agreed by the Executive Committee shall be agreed at an Executive Committee meeting. All expenditure below this agreed level shall be approved by the Treasurer.

## **7. MEMBERSHIP**

Clubs situated within the Greater Manchester boundary whose members are amateurs and who comply with the ruling of EH shall be eligible for membership to the league.

Membership of the league may be extended to clubs form neighbouring counties provided they are affiliated to their relevant bodies as required by EH and meet the entry requirements of the league rules.

All clubs must pay the relevant or their membership will be rescinded.

### **7.1 Admissions**

Application for admission to the GMHA (W) must be addressed to the General Secretary who shall refer application to the Executive Committee for approval.

New teams, according to their standard of play, may be appointed to any Division other than the 1<sup>st</sup> Division.

The Associations North Feeder League representatives shall be eligible to play in the 1<sup>st</sup> Division Cup and All Divisions Shield and League Tournament, but not the Leagues 1<sup>st</sup> Division. The League Executive Committee will determine entry to the League. In the event of there being fewer vacancies available than applications received the Executive Committee will determine the criteria for acceptance.

## **8. RESIGNATIONS**

Clubs wishing to cease membership of the association must send in their resignation, at least 28 days before the AGM in writing to the General Secretary.

## **9. CODE OF CONDUCT**

The GMHA (W) has a Code of Conduct which forms part of the constitution, the content of which is determined by the Executive Committee and any changes to the document will be notified to Clubs seven days before changes take effect. This sets out the responsibility of the clubs behaviour on and off the field.

## **10. DISCIPLINE**

The Executive Committee divest control and implementation of any disciplinary matter arising under the EH regulations for the enforcement of discipline.

Disciplinary matters relating to

- A) Match arrangements and results shall be dealt with by the match sub-committee consisting of the Fixtures Secretary plus two Executive members.
- B) Play discipline by the disciplinary sub-committee consisting of the Umpires Secretary plus two Executive members.

## **11. CHILD PROTECTION POLICY**

The GMHA (W) shall follow guidelines issued by Sport England and EH regarding the protection of children.