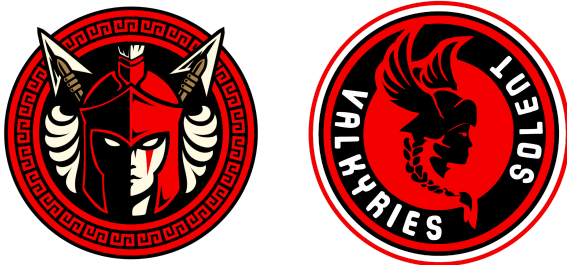


SOLENT WOMEN'S ICE HOCKEY CLUB



Code of Constitution

Version 8.1

Amended 05/07/2024

Club Constitution

Solent Women's Ice Hockey Club Constitution

Latest version agreed unanimously at the AGM on 23rd July, 2023

1. Name

The name of the club shall be the Solent Women's Ice Hockey Club (hereinafter known as the Club).

2. Base

The Club shall be based at Gosport Ice Arena, Forest Way, Fareham Road, Gosport PO13 0ZX, Hampshire.

3. Our Vision

To inspire and unite women and girls on the South Coast through ice hockey, helping players of all abilities to reach their full potential.

4. Our Values

All club members should embody the core values below:

4.1 **Commitment: We are committed.**

We show up for practices and games, have each others' backs, and do our best to help the club be better. We maintain our focus on our goals and commit to achieving these.

4.2 **Supportive: We help each other.**

We help each other when times are tough, whether that is on or off the ice. We are open and accepting to each other's differing needs and perspectives without accusation or disrespect.

4.3 **Motivating: We raise each other up.**

We support and encourage each other to achieve our goals in a healthy, positive way, empowering players to challenge themselves, celebrating and valuing all individual and team achievements.

4.4 **Communication: We communicate with kindness**

We speak honestly, with kindness and good intent, considering whether it is necessary, helpful or inspiring. We take personal responsibility for communicating with dignity and courtesy regardless of our emotional state. We listen as well as speak, helping those less vocal to be heard.

4.5 **Respect: We respect each other.**

We hold in high esteem our sport and earn the respect of others in the way we behave. We respect our match officials and accept their decisions. We respect opposition teams and supporters. We observe fair play both on and off the ice and are generous in victory and dignified in defeat. We respect and value our players, coaches and club members, and nurture a culture of trust and openness so we can have fun, learn, fail, grow and win together.

5. Our Mission

- 5.1 To recruit and attract women and girls in the South Coast area to the SWIHC, and to field teams across a range of women's ice hockey leagues in the UK.
- 5.2 To recruit, develop, and retain a diverse staff committed to the growth of players as a person and as an athlete.
- 5.3 To provide opportunities for each player to develop their skills and pursue their ice hockey goals, through the provision of high quality coaching and competitive playing opportunities.
- 5.4 To provide the required infrastructure, knowhow, services, governance and opportunities for our players, coaches and volunteers to enjoy, have fun and thrive in ice hockey.

6. Club Objectives

The objectives of the club shall be:

- 6.1 To promote and continue to develop the sport of women's ice hockey in Gosport and the surrounding areas
- 6.2 To encourage those who participate in the Club in:
 - A. Physical skills of the game
 - B. Fair play
 - C. Discipline
 - D. Respect for authority
 - E. Competitiveness
 - F. Team spirit
- 6.3 To increase the number of women and girls playing ice hockey.
- 6.4 To register at least one competitive team in the EIH Women's league each season.
- 6.5 To provide high quality training time, game ice, coaching staff and a management team for each team in the club.
- 6.6 To support players and teams by fundraising and sponsorship.
- 6.7 To be open to all interested in ice hockey irrespective of nationality, religion, sexuality, race and ability as per our Club Code of Ethics
- 6.8 To embed our values into all aspects of our club.

7. Playing Membership

- (a) Membership shall be open, irrespective of nationality, religion, race or colour to:
 - (i) Women who qualify by age to participate in junior or senior ice hockey organised by English Ice Hockey and / or the appropriate National Body of the sport.
 - (ii) Women who are duly registered following the payment of the registration fee currently in force.
 - (iii) Women who satisfy such entry standards concerning skating and ice-hockey skills as may be specified from time to time by the Executive Committee of the Club.
- (b) The Club will recognise the restrictions with respect to age currently in operation in the English Ice Hockey League (i.e. women of 14 years or over may be members of the Club, women under the age of 11 may train with the Club at the discretion of the Manager and Head Coach but will need to register with an appropriate junior team).
- (c) All Playing Members over the age of 18 will be trustees of the SWIHC.

- (d) The Club shall operate a maximum limit of the number of members. The limit of the membership roll shall be determined by the Executive Committee of the Club after consultation with all appropriate parties.
- (e) Once accepted into membership a member has the right to membership until disqualification by another clause of this constitution.

8. Voting Membership

The voting membership of the Club shall be:

- (i) Registered players aged 16 and over
- (ii) One parent / carer of a registered player under the age of 16
- (iii) Officers of the Club (see 9j and 9k)
- (iv) Registered minor officials of the Club
- (v) All members of the Executive Committee that do not qualify under (i), (ii), (iii) or (iv)

Note:

- a. No individual shall have more than one vote.
- b. Persons attending trial classes shall not be deemed members.

9. Termination of Membership

- (a) Membership of the Club will be deemed to have been terminated if subscriptions are not paid within the times specified by the Executive Committee.
- (b) The Executive Committee shall have the right, for any good and sufficient reason, to terminate membership, provided that the member concerned has had the right to be heard by the Executive Committee before the final decision is made, at which the member or his/her representative, who must be over the age of 16, shall be invited to speak if he/she so wishes.
- (c) The Committee shall have power to reject an application for membership, and power to suspend or terminate the membership of any member whose conduct, in the opinion of the Committee, does not adhere to the Code of Conduct.
- (d) At the time of termination, any outstanding annual subscription or other fees will be immediately due for payment.

10. Subscriptions / Fees

- (a) All members shall pay an annual subscription¹, the levels of which shall be determined by the Executive Committee.
- (b) The Executive Committee shall determine the arrangements for paying the annual subscription and shall decide in which circumstances any refunds or rebates should be granted. Further detail on subscriptions and discretionary arrangements is set out in the SWIHC Financial document as agreed by the Executive Committee.
- (c) Should a member terminate membership of the Club during the year, the full annual fee for the whole of the month in which membership is terminated will be liable.

¹ The annual subscription will cover the costs of running the Club including ice time for training and games and referees fees.

- (d) The membership and financial year of the Club shall run from 1st August to 31st July each year.
- (e) Annual subscriptions will commence in the month of August. Other fees e.g. registration will be due for payment as and when relevant, as authorised by the Executive Committee.
- (f) The Executive Committee shall have the right to levy a supplementary subscription / fee if it should deem it necessary. It shall seek the approval of the voting membership at a General Meeting for any subscription which in any one membership year increases the annual payment by more than 25% of the annual subscription set at the start of the year.
- (g) The Executive Committee shall have the power to authorise a single payment(s) of up to £250 or 10% of the buffer (usually around £3000) whichever is lower, to make purchases on behalf of the Club for the benefit of all Club Members.
- (h) The Executive Committee may allow new potential players to participate for a trial period by payment of a fee collected at the time of the event. A trial should be limited to no more than 3 on-ice training sessions after which the player will be required to register with the EIH and SWIHC. Should these new players cease to participate following 3 on-ice training sessions no further payment of dues will be required. The Executive Committee can decide on a departure from this arrangement once the team registration deadline has passed (usually in January) and before the new season commences in August recognising that the player will be responsible for their own on-ice insurance.

11. Executive Committee

- (a) The determination of policy and general management of the affairs of the Club shall be vested in an Executive Committee that shall meet regularly (approximately every 3 months under normal circumstances) during the playing season. The Chair of the Executive Committee shall have the authority to adjust meeting dates to suit any situation that may arise as she / he may deem correct.
- (b) The power to impose sanctions as per the **Club Disciplinary Procedure** shall be vested in the Executive Committee and their nominated representatives.
- (c) The Executive Committee shall consist of duly elected officers of the Club, together with co-opted members and will be responsible for the day to day management of the Club.
- (d) The Committee shall draw up descriptions of duties for the Executive Officers and coaches.
- (e) The Executive Committee shall be responsible for the appointment of the Executive Officers of the Club and club level Committee officers.
- (f) The Executive Committee shall be responsible for the appointment of the Coaching Coordinator. The Coaching Coordinator and Executive Committee shall appoint the head coach(s) for each team for the following season, and make any replacement appointments during the current season.
- (g) Assistant coaches will be appointed for the season by the Head Coach of the team for the season, after discussion with the appointed Coaching Coordinator.
- (h) The Executive Committee shall be responsible for the appointment of the Club Manager. The Club Manager and Executive Committee shall appoint the team

manager(s) for each team for the following season, and make any replacement appointments during the current season.

- (i) Assistant managers will be appointed for the season by the Team Manager of the team for the season, after discussion with the appointed Club Manager.
- (j) The Executive Committee shall be responsible for the appointment of the Club Treasurer. The Club Treasurer and Executive Committee shall appoint the team treasurer(s) for each team for the following season, and make any replacement appointments during the current season.
- (k) Assistant treasurers will be appointed for the season by the Team Treasurer of the team for the season, after discussion with the appointed Club Treasurer.
- (l) Any issue put to the vote by the Executive Committee shall be decided by a simple majority of those voting. Each member of the Executive Committee (whether an elected or appointed post) shall have one vote.
- (m) Team Managers or Head Coaches may be invited to attend and speak at Executive Committee meetings, but shall not hold voting rights.
- (n) The quorum of the Executive Committee shall be three.
- (o) If an Executive Committee post is held jointly by two or more people, then each may attend and speak at meetings, but voting will be on the basis of one vote per position.
- (p) Minutes of all meetings of the Executive Committee, Annual General Meetings and other meetings as appropriate shall be kept by the Executive Committee.

12. Elected Executive Officers

- (a) The officers of the Club shall be elected or appointed at the Annual General Meeting. The proposees for elected positions should be a current member of the Club and / or have been associated with the Club for at least one season.
- (b) No member can be nominated to stand for election to the Committee without his or her prior agreement. After all the nominations have been made and seconded, the Playing Members will be asked to vote (one vote per post). The candidate who receives the most votes shall be declared elected, and in the case of two or more candidates receiving an equal number of votes, the Chairperson shall have the casting vote. The Chairperson will be elected first and will then take the Chair and continue voting.
- (c) If any of the posts listed in 9(j) and 9(k) below are not filled at the Annual General Meeting, or become vacant during any Club year, the Executive Committee shall have powers to appoint members at any time during the Club Year to fill vacant posts until the next AGM. Such members will have the same powers as if they had been elected or appointed at the AGM.
- (d) Members shall hold office for a maximum of 3 years, with the end of term dates staggered so that no more than two executive committee members can be changed at an AGM, except in exceptional circumstances.
- (e) No Member shall hold more than one Executive Committee post at a time.
- (f) Final assumption of the post is subject to a successful DBS check.
- (g) Following a period of three years, an Executive Committee member may stand for re-election for further three year terms.

13. Appointed Executive and Committee Officers

- a. The appointed officers of the Club shall be appointed at the Annual General Meeting (AGM).
- b. If any of the posts are not filled at the Annual General Meeting, or become vacant during any Club year, the Executive Committee shall have powers to appoint members at any time during the Club Year to fill vacant posts until the next AGM. Such members will have the same powers as if they had been appointed at the AGM.
- c. Members shall hold office for 1 year, with a review scheduled no less than 14 days prior to the AGM. The outcome of this review, as well as the Officer's desire to extend their tenure for another term, will determine whether the role will be open for new applicants for the coming term. At the end of each term, the role will be appointed at the AGM.
- d. Appointed Role Selection
 - i. Appointed roles which are available for applications shall be published to all members no later than 14 days prior to the AGM, or if a post becomes vacant mid-term, no less than 14 days prior to the application closing date.
 - ii. Appointment Role adverts published shall include the description of the role, its responsibilities, and the desirable skills for that role, in line with this Roles and Responsibilities document. They shall also indicate whether an additional skills test and / or interview may also be requested.
 - iii. Applicants for Appointed Committee roles shall be formed of a written response to each responsibility and skill listed in the job role, stating their experience, skills, and/or suitability for each element.
 - iv. Applications for Officer posts should be made to the Club Secretary in writing at least 7 days before the start of the meeting. Submission of a written application shall be deemed confirmation they are prepared to stand for office.
- e. Selection Criteria
 - i. All applications shall be reviewed by the Executive Committee, and Executive Appointed officers as appropriate.
 - ii. Each line item response shall be collectively scored a value of 0-5, with 5 being the highest, and 0 the lowest. Each score will be an average rating across all Executive officers, with the total highest score for all line items indicating the strongest candidate.
 - iii. It may be that the candidate(s) is invited to an interview with the Executive Officers when selecting a particular role, especially when multiple candidates apply. This must be clearly stated in the Appointed Role advert, alongside the judging criteria that will be used.
 - iv. In some circumstances, it may be that an additional skills test is appropriate when selecting a particular role, especially when multiple candidates apply. This must be clearly stated in the Appointed Role advert, alongside the judging criteria that will be used.
 - v. Careful consideration will be taken when considering candidates where there is likely to be a conflict of interest, for example the parent of a junior player wishing to coach their team.
 - vi. For Team Committee appointed roles, careful consideration will be given to the advice of the Executive Appointed officer the appointed role reports to.

- vii. A member cannot hold more than one Executive office at a time whether elected or appointed, but they may hold an Executive role and an Appointed Committee role, e.g. as Club Treasurer and Team Treasurer, but not as Club Treasurer and Club Secretary.
- viii. In the case of an Executive Officer transitioning between roles, it may be that they are elected to a new role, but they will be unable to step into their new role until their previous role has been backfilled.
- ix. Appointment is subject to a successful DBS check.

14. Executive and Committee Officer Reviews

- f. Mid Term Reviews
 - g. During the first half of the 1yr term of all committee roles, a review will be undertaken to establish the following:
 - i. Have they enjoyed the role?
 - ii. Do they wish to continue in the role?
 - iii. Are team members satisfied with their performance in the role?
 - iv. Are the Executive committee satisfied with their performance in the role?
 - h. The outcome of this review will result in either:
 - i. The officer continues in their role, and pertinent feedback is shared with the wider committee to promote continual improvement.
 - ii. The officer continues in their role, and a measurable action plan is agreed to remedy any areas of performance requiring attention, and subsequent reviews scheduled.
 - iii. The officer is relieved of their role and the role is advertised for members to apply for appointment.

Irrespective of the outcome, pertinent feedback will be shared with the wider Executive committee to promote continual improvement.
 - i. Reviews will be undertaken by the senior Officer as per the organisation chart agreed, except in the instance of the Chair, where it shall be undertaken by the Vice Chair.
- j. End of Term Reviews
 - k. At the end of the term for each appointed role officer, a review will be undertaken to establish the following:
 - i. Have they enjoyed the role?
 - ii. Do they wish to continue in the role?
 - iii. Are team members satisfied with their performance in the role?
 - iv. Are the Executive committee satisfied with their performance in the role?
 - l. The outcome of this review will result in either:
 - i. The officer in the role is appointed for another term in the role, and no other applicants are invited to apply.
 - ii. The officer in the role steps down at the end of their term and the role is advertised for members to apply for appointment at the AGM.
 - iii. The officer is relieved of their role at the end of their term and the role is advertised for members to apply for appointment at the AGM.

- m. Irrespective of the outcome, pertinent feedback will be shared with the wider Executive committee to promote continual improvement.
- n. Reviews will be undertaken by the senior Officer as per the organisation chart, except in the instance of the Chair, where it shall be undertaken by the Vice Chair.

15. Committee functioning

- (h) Each Executive Role shall fulfil the responsibilities as per the duties described in the [Committee Roles and Responsibilities](#) document, to the best of their ability.
- (i) No Member shall hold more than one Executive Committee post at a time.
- (j) The Executive Committee shall be responsible for the appointment of the following Executive Committee roles: Club Manager, Coaching Coordinator, Club Treasurer, and Designated Safeguarding Officer for the season.
- (k) The Executive Committee shall be responsible for the appointment of the following appointed Executive Committee roles: Club Manager, Coaching Coordinator, Club Treasurer, and Designated Safeguarding Officer for the season.
- (l) The Executive Committee shall be responsible for the appointment of the following appointed Committee roles: Media Secretary, Sponsorship Secretary, and Social Secretary for the season.
- (m) The Coaching Coordinator shall be allowed to send a deputy, preferably a Head Coach, to a meeting should they not be able to attend.
- (n) The Club Treasurer shall be allowed to send a deputy, preferably a Team Treasurer, to a meeting should they not be able to attend.
- (o) The Club Manager shall be allowed to send a deputy, preferably a Team Manager, to a meeting should they not be able to attend.

16. Committee functioning

- (p) The Committee may form sub-committees as required and appropriate.
- (q) The Executive officers of the Club who are entitled to vote (on Executive Committee matters) shall be:
 - i. The Chairperson (elected)
 - ii. Vice Chairperson (elected)
 - iii. Secretary (elected)
 - iv. Club Treasurer (appointed)
 - v. Club Manager (appointed)
 - vi. Coaching Coordinator (appointed)
 - vii. Designated Safeguarding Lead (appointed)
- (r) The co-opted officers of the Club who are not entitled to vote (on Executive Committee matters) shall be:
 - i. The Head Coach(s) & Assistant Coaches
 - ii. Team Manager(s) & Assistant Manager(s)
 - iii. Social Secretary
 - iv. Media Secretary
 - v. Sponsorship Secretary

- vi. Assistant positions to elected officers (see 9j)
- (s) When the Executive Committee votes, in the event of a tied vote, the Chairperson shall have a casting vote.

17. Annual General Meeting

The Annual General Meeting of the Club shall be convened by the Executive Officers, ideally during the period mid-July - early August.

- (a) The AGM shall receive the Executive Committee's Annual Report on the management of the Club and the accounts for the financial year ended 31st July in time for the AGM.
- (b) At this AGM the officers of the Club will be elected or appointed and notice of motions should be decided.
- (c) Voting members of the Club shall be given at least 21 days' notice of the AGM and of any motions to be resolved by the AGM via the appropriate SWIHC closed communication platform, including motions proposing changes to this Constitution.
- (d) Motions for resolution by the AGM must be proposed either by the Executive Committee or by any voting member provided that in the latter case the motion must be seconded by an additional voting member and notice of the motion must be received by the Club Secretary no later than the 7 days before the AGM.
- (e) The Executive Committee may change the time and date of the AGM to suit the attendance of the elected members but by no more than 21 days from the date previously published. Under such circumstances, due notice will be given to the membership via the appropriate SWIHC' closed communication platform.
- (f) The quorum of the AGM shall be 25% of the voting members. 75% of those voting members present must be in agreement for any changes to the Club Constitution to take effect. Resolution of any other motion shall be by simple majority of those voting.

18. Extra-ordinary General Meetings

- (a) An Extra-ordinary General Meeting of the voting membership shall be convened:
 - i. by the Chairperson or Secretary, or
 - ii. within 21 days of a request in writing to the Club Secretary for an EGM, signed (with each name printed) by 10% of the voting membership giving reasons for the Meeting and notice of any motions to be resolved by the Meeting.
- (b) Voting members of the Club shall be given at least 14 days' notice of the EGM and of any motions to be resolved by the Meeting.
- (c) The quorum of the EGM shall be 25% of the voting members. 75% of those voting members present have to be in agreement for any proposed changes to this Constitution to take effect. Resolution of any other motion shall be by simple majority of those voting. Proposals by the Executive Committee for any additional Executive Officers shall be deemed to be approved unless rejected by a quorate meeting.

19. Committee Meeting Procedures

- (a) Voting
All issues raised at any committee meeting shall be resolved by a simple majority of those present and entitled to vote. No person shall have more than one vote other than the Chairperson who can if necessary exercise a second or casting vote.
- (b) Minutes
Minutes shall be held by the Club of proceedings of Executive Committees, Annual General Meetings and other meetings of any appointed sub-committees or working parties.
- (c) Attendance
All meetings of the Club, except Executive Committee meetings and those of any sub-committees, shall be open to all members
- (d) Nominations / Notices
 - i. Nominations for Officer posts and notices of motion for the AGM should be made to the Club Secretary in writing at least 7 days before the commencement of the meeting.
 - ii. All nominations and motions shall have a proposer and seconder. The proposed member must give notice in writing that she / he is prepared to stand for election as an officer.

Note: Any notice of proposed changes / amendments to this Constitution must be given in writing to the Club Secretary at least 7 clear days prior to the meeting.

20. Finance

- (a) All monies raised by, or on behalf of the Club shall be applied to further the objectives of the Club and for no other purpose.
- (b) The Treasurer shall keep proper records of the finances of the Club.
- (c) The Treasurer shall provide a mid-season financial update and forecast for remainder of the season
- (d) The Treasurer shall open such accounts as she or he deems necessary at recognised banks and other financial institutions approved by the Executive Committee, in the name of the SWIHC.
- (e) The Treasurer shall make all details of all accounts held on behalf of the Club available to the Executive Committee on request at any time.
- (f) A Financial Statement shall be presented by the Executive Committee to the Annual General Meeting.
- (g) A Finance sub-committee, comprising the elected members of the executive committee, shall be empowered to pay authorised out of pocket expenses to any members of the Executive Committee, Coaching staff or other duly authorised persons by way of actual payment or by an agreed allowance. Any allowances agreed must however be authorised and approved by the Executive Committee.

21. Affiliation

The Club shall have the power to affiliate to any appropriate National body and to any other external organisations with similar objectives in full or in part.

22.Standing Orders

- (a) The Executive Committee shall be empowered to form sub committees / working groups to assist in achieving the aims of the Club as denoted in this Constitution. All such sub committees / working groups are responsible to the Executive Committee.
- (b) The Executive Committee shall be empowered to add, change or modify the rules of the Club. Such rules shall come into operation immediately, provided they are not contrary to the aims and objectives of the Club whether written or implied.

23.Club Year

- (a) The Club will generally remain in operation for the twelve months of the year, i.e. the full playing season and for the summer training period, when all playing members must endeavour to participate fully in team training and preparation for the coming season to accord with the objectives of this Constitution. However, a short "shut down" period during the summer training period may from time to time be arranged, as subscriptions are for full year, this shutdown still incurs fees.
- (b) The Executive Committee may at their discretion give due consideration to a written request from any player for leave of absence for any period of the Club Year.

24.Exclusion of the Club from Liability

Neither the Club nor any official thereof shall be liable to any member or guest for any loss or damage to any personal property occurring on premises in use by the Club, nor any injury sustained by any member or non-member whilst on the premises in use by the Club.

25.Changes to the Constitution of the Club

These rules may be amended in accordance with the terms of a resolution carried at a general meeting, at which at least 10 members are present and entitled to vote.

26.Dissolution

If the Executive Committee is of the opinion that the Club is no longer viable, it shall request an Extra-ordinary Meeting to vote on a motion to dissolve the Club. If passed, the Committee shall arrange for the closure of the Club and the settlement of any debts. Any remaining funds should be dispensed in furtherance of the general aims of the Club.