



Hockey Ireland Clubmark Resource: Constitution Template

What is this?

- The club constitution is a written document that states the rules and structures that govern the club
- It is important to note that a constitution is not just some paperwork that is left in a drawer, but rather a living, working and dynamic document

Why is it important?

- It outlines the functions of the club and the procedures for membership, meetings and committees.

How can it be used?

- Used to outline the main vision and aims of the club
- Sets out procedures for discipline and appeals
- A club constitution is usually required for funding and if applying for tax relief
- Clarifies roles within the club committee
- It should be constantly consulted and updated for the benefit of its members



1. Name

The Club will be called **NAME OF CLUB** and will be affiliated via **PROVINCIAL BRANCH**

2. Aims and Objectives

The aims and objectives of the club will be:

- To offer an enjoyable experience of hockey to all of our members
- To offer coaching and appropriate competitive opportunities
- To run a successful and vibrant youth section
- To promote the club within the local community
- To manage the **NAME OF FACILITY** (if applicable)
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

3. Membership

To ensure all present and future members receive fair and equal treatment.

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Associate member
- Junior member
- Life member

Other suggestions / notes:

- Examine and decide if parents get a vote on behalf of their child or have a role in voting.
- It is important to have an opportunity for non-playing members to become members e.g. pavilion memberships

4. Membership Fees

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting (AGM).

Fees will be paid: annually **DATE/monthly/by weekly subscription**.

5. Officers of the Club

The officers of the club will be:

- Chair
- Vice Chair
- Honorary Secretary
- Treasurer
- Fixtures Secretary
- Publicity Officer
- Volunteer Coordinator
- Club Welfare/Designated Officer
- Junior Coordinator
- Any other relevant position

Officers will be elected annually at the AGM.

All officers will retire each year but will be eligible for re-appointment.



6. Committee

The club will be managed through the Management Committee consisting of:

- **NAMES OF OFFICER POSTS.** Only these posts will have the right to vote at meetings of the Management Committee.
- The Management Committee will be convened by the Secretary of the club and held no less than **NUMBER OF MEETINGS** per year.
- The quorum required for business to be agreed at Management Committee meetings will be: **NUMBER (ACCORDING TO NUMBER OF OFFICERS IN POST).**
- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

- All club monies will be banked in an account held in the name of the club.
- The Club Treasurer will be responsible for the finances of the club.
- The financial year of the club will end on **DATE.**
- An audited statement of annual accounts will be presented by the Treasurer at the AGM.
- Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

8. Annual General Meetings

- Notice of AGMs will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.
- The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- Elections of officers are to take place at the AGM. All members have the right to vote at the AGM.
- The quorum for AGMs will be **NUMBER (USUALLY 25% OF THE MEMBERSHIP).**
- The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Safeguarding children

This sports club/organisation is fully committed to safeguarding the well being of its members. Every individual in the club/organisation should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the organisation and the guidelines provided by our governing body and contained in the Code of Ethics and Good Practice for Children's Sport.



10. Equity Policy

- This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity: “Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- Please refer to the club’s Equity Policy for more information.

Equity Guide:

1. Policy Objectives

1.1 Hockey Ireland (HI) is fully committed to the principles of equality of opportunity and is responsible for ensuring that no employees, job applicants, office holders, volunteers, consultants, members within its jurisdiction (together "Stakeholders") are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic origin, nationality and colour), religion or belief, sex and sexual orientation (together the "Protected Characteristics").

1.2 HI aims to ensure that there will be open access to all those who wish to participate in any aspects of hockey activities and those stakeholders are treated fairly, equally and with respect.

1.3 In addition HI recognises that we live in a diverse society and will endeavour to ensure that all Stakeholders are given the same opportunities regardless of their socio-economic backgrounds.

1.4 Internally, HI is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation. Equality will also be promoted as part of HI Behaviour and Values.

1.5 HI encourages other Stakeholders, including member clubs, affiliated associations, to adopt and/or demonstrate their commitment to the principles and practice of equality as set out in this Equality Policy.

1.6 The policy sits alongside all other HI policies and regulations including but not limited to the ‘Respect’ Code of Ethics and Behaviour and adherence will be managed through the “Respect” Code of Ethics and Behaviour.

2. Purpose of the Policy

2.1. This Policy has been produced to try to address and prevent any unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against Stakeholders that may preclude them from participating fully in any aspect of hockey.

2.2. Equality is about respecting people’ individuality. In doing so HI recognises that this Policy must provide flexibility in order to ensure a service, which is adaptive to



individuals' needs, thus enabling all in our society to participate without prejudice or unnecessary barriers.

3. Legal Requirements

3.1. HI is required by law not to unlawfully discriminate against its Stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislation that may be relevant to HI.

3.2. HI will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

4. Discrimination, Harassment and Victimisation

4.1 HI recognises the following as being unacceptable:

4.1.1 Unlawful discrimination which can take the following forms:

Direct Discrimination: treating someone less favourably than you would treat others because of a Protected Characteristic.

Indirect Discrimination: applying a provision, criterion or practice which, on the face of it, applies equally to all but which, in practice can disadvantage individuals with a particular Protected Characteristic. Such requirements or conditions are lawful only if they can be objectively justified.

4.1.2 Harassment: engaging in unwanted conduct relating to a relevant Protected Characteristic or unwanted conduct of a sexual nature where the conduct has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient, or any other individual affected by such conduct. HI is committed to ensuring that its Stakeholders are able to conduct their activities free from harassment.

4.1.3 Bullying: the misuse of power or position to criticise persistently or to humiliate and undermine an individual's confidence.

4.1.4 Victimisation: subjecting someone to a detriment because he or she has in good faith taken action under the Equality Act 2010 (or equivalent legislation) by bringing proceedings, giving evidence or information in relation to proceedings, making an allegation that a person has contravened the Equality Act 2010 (or equivalent legislation) or doing any other thing for the purpose of or in connection with the Equality Act 2010 (or any equivalent legislation).

4.1.5 HI regards discrimination, harassment, bullying or victimisation, as described above, as serious misconduct. All complaints against Stakeholders will be taken seriously and appropriate measures, which may include disciplinary action being brought against any Stakeholder who unlawfully discriminates against, harasses, bullies or victimises any other person.

5. Reasonable Adjustments

5.1. When any decision regarding reasonable adjustments is made about an individual, the only personal characteristics that may be taken into account are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made.

5.2. HI recognises that it has a duty to make reasonable adjustments for disabled persons. HI will consider all requests for adjustments and where possible will accommodate reasonable requests and will work with disabled Stakeholders to implement any adjustments that will enable them to participate more fully in hockey related activities. In addition, when acting as a service provider, HI has an obligation to think ahead and address any barriers that may impede disabled people from accessing its services.



6. Transgender Athletes

6.1 HI considers that hockey is a gender affected sport under the Equality Act 2010 and refers any transgender athletes to its policy relating to participation by transgender persons.

7. Responsibility, Implementation and Communication

7.1. The following responsibilities will apply:

7.1.1. The Board of HI is responsible for ensuring that this Equality Policy is implemented, followed and reviewed when appropriate. The HI board is also responsible for ensuring that this Equality Policy is enforced and any breaches are dealt with appropriately. The Chief Executive has the overall responsibility for the implementation of the Equality Policy although this will be managed by the Finance and Administration Director.

7.1.2. A member of the Board will be appointed as the "Equality Champion" and will ensure that equality is included as an agenda item at Board meetings when appropriate and that the Board takes equality issues into consideration when making decisions.

7.1.4. The Ethics and Compliance Manager, reporting to the Finance and Administration Director, will have the overall day-to-day responsibility for the implementation of this Equality Policy and for achieving any equality related actions resulting from it. The Ethics and Compliance Manager's work programme will reflect this. If required, an internal and/or external equality group will be created to provide additional support.

7.1.5. All Stakeholders have responsibilities to respect, follow and promote the spirit and intentions of this Equality Policy. Individual work programmes for HI employees will be amended to include equality related tasks where appropriate.

7.2. This Equality Policy will be implemented as follows:

7.2.1. HI will regularly review its employment practices to ensure continuing compliance with relevant legislation, and where possible good practice. All job packs sent out by HI will contain a statement regarding equal opportunities.

7.2.2. No applicant for any post (including job applicants, consultant advisers and suppliers) will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unlawful discrimination.

7.2.3. All Stakeholders will be required to adhere to this policy. Partner organisations to HI will be required to abide by the principles of this Equality Policy and it will be referred to in any service level agreements or contracts issued by HI.

7.3. This Equality Policy will be communicated in the following ways:

7.3.1. The Policy will be included in any employee handbook (or equivalent paper or electronic document). Reference will be made to this Equality Policy in any 'Respect' Code of Ethics and Behaviour.

7.3.2. The Policy will be highlighted in all staff and volunteer inductions carried out by HI;

7.3.3. A copy of this Equality Policy will be publicly available on the HI website and copies in other formats will also be available from HI Head Office. All Stakeholders will be made aware of the Policy and will be responsible for disseminating to their members when they join;



7.3.4. HI will promote continuing professional development for all employees and volunteers to support equal opportunities within the organisation and, where appropriate, provide specialist facilities, adapted conditions, equipment or training.

8. Commitment to Action

8.1. HI will review, maintain and monitor an Equality Action Plan to ensure the objectives of this Equality policy are consistently delivered throughout all areas of the organisation.

8.2. HI recognises that, in some cases, to further the principle of equality, an unequal distribution of resource is required. If appropriate, and proportionate, HI may take positive action or introduce special measures to assist any group with a Protected Characteristic which is currently underrepresented within any group of Stakeholders.

8.3. HI is committed to providing appropriate training opportunities as detailed within the Equality Action Plan.

9. Monitoring and Evaluation

9.1. This policy will be reviewed every three years, unless any proposal to the Board, or legislation change, requires an interim review and/or amendment.

9.2. This Equality Policy will remain in force until it is amended, replaced or withdrawn.

9.3. The Equality Action Plan, created to ensure the objectives of this Equality Policy are delivered, will be reviewed by the Finance and Administration Director and the Ethics and Compliance Manager regularly, but in any event not less than once every 12 months.

9.4. On an annual basis, statistical and, if appropriate qualitative, information will be collected and a report will be produced by the Finance and Administration Director for the Board. Once approved by the Board the report will be published internally and externally (with due regard to the sensitivity of the information), to show the impact of this Equality Policy, implementation of the Equality Action Plan and progress towards achieving the Equality Standards.

10. Disciplinary and Grievance Procedures

10.1. To safeguard individual rights under this Equality Policy, any Stakeholder who believes they have suffered inequitable treatment within the scope of this Equality Policy may raise the matter through the appropriate procedure, either the employee Grievance Procedure or the Disrepute Regulations as part of the 'Respect' Code of Ethics and Behaviour.

10.2. Appropriate disciplinary action will be taken against any HI Stakeholder who violates this Equality Policy under the employee Disciplinary Procedure or the HI Disrepute Regulations as part of the 'Respect' Code of Ethics and Behaviour.

10.3. An individual raising an employee grievance will not be penalised for doing so unless it is untrue and not made in good faith.

10.4. As with all disciplinary and grievance procedures, the final point of appeal relating to this policy is the Board appeals committee.

11. Discipline and Appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's safeguarding children and young people policy and procedures. The club welfare/designated officer is the lead contact for all members in the event of any safeguarding concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.



The Management Committee will meet to hear complaints within **NUMBER** days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within **NUMBER** days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within **NUMBER** days of the Secretary receiving the appeal.

12. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

All aspects of the club, having discharged debts and liabilities, shall be distributed to a charity, charities or other non-profit making organization having an agenda similar to those of the club or Hockey Ireland.

13. Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

Thanks go to the following for permission to reproduce and adapt original Clubmark documents to which Hockey Ireland is very grateful:

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- *Sport NI*