



# Isle of Wight Junior Ice Hockey Club

**A Community Amateur Sports Club**

## Constitution

### 1 Name

The Club shall be called the "Isle of Wight Junior Ice Hockey Club".

### 2 Affiliation

The Club is affiliated to the English Ice Hockey Association (EIHA).

### 3 Purpose

The purpose of the Club is to promote and provide facilities for the amateur sport of ice hockey in the Isle of Wight and community participation in the same.

### 4 Club Management

The Club will be managed by a Management Committee to be elected by a majority of the Members at the Annual General Meeting (AGM). Only fully-paid-up Members aged 18 or older are eligible to be elected to the Management Committee. Management Committee Members are the Officers of the Club.

Committee Members must retire at each AGM but may be re-elected.

The number of Officer positions may be adjusted in line with the requirements for the good governance of the Club but must, at a minimum, include a Chairperson, Treasurer and Secretary. These three positions must be held by separate Members.

### 5 Membership

Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

The Club may have different classes of membership and subscription on a non discriminatory and fair basis. The Club will seek to keep subscriptions at levels that will not pose a significant obstacle to people participating

The Membership of the Club shall be comprised of Committee Members, the Players, the Parents or Guardians of the Players and other Adult Members who wish to support the Club.

The Club Committee may refuse membership, or remove it, only for good cause such as non-payment of membership fees or conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

The Committee will have due regard to the law on disability discrimination and child protection.

### 6 Property and Funds

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

The Club may also in connection with the sports purposes of the Club:



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- 6.1 sell and supply food, drink and related sports clothing and equipment;
- 6.2 employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- 6.3 pay for reasonable hospitality for visiting teams and guests;
- 6.4 indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

### 7 Winding Up

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting. The Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- 7.1 to another Club with similar sports purposes which is a registered charity and/or
- 7.2 to another Club with similar sports purposes which is a registered CASC and/or
- 7.3 to the Club's governing body for use by them for related community sports.

### 8 Amendments to the constitution

This constitution may only be changed through agreement by a two thirds majority vote at an Annual General Meeting or Extraordinary General Meeting called by the Committee.

### 9 Priority

Where there is any conflict between any of the above Rules ("key Rules") and any other rule or rules, the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002.)

### 10 Declaration

The Isle of Wight Junior Ice Hockey Club hereby adopts and accepts this Constitution and the following Additional Rules and Policies as the current governing document regulating its operations and the actions of its members.

Signed by:

Chair	Secretary
Name printed in full: _____	Name printed in full: _____
Signature:	Signature:



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## **Additional Club Rules**

### **1. Membership**

All members will be subject to the regulations of the Constitution and Rules of the Club and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted. Players will be asked to sign a Code of Conduct which will govern their behaviour whenever they are involved in Club-organised activities, including travelling to and from Club events and games

#### **1.1. Membership Categories**

Members will be enrolled in one of the following categories:

1.1.1. *Player Member*: aged 17 years or younger on the 31<sup>st</sup> of December in the year of enrolment. Players who turn 18 after the 31<sup>st</sup> of December will continue as Player Members until the 31<sup>st</sup> of July at the end of their final season.

1.1.2. *Supporting Member*: aged 18 years or older on the 31<sup>st</sup> of December in the year of enrolment.

#### **1.2. Voting Rights**

All Members aged 14 and over have the right to vote at the Annual General Meeting and at Extraordinary General Meetings provided they are fully paid-up.

All Player Members, regardless of age, will have the right to submit proposals to the Management Committee via the Player Council (see below).

### **2. Membership Fees**

Membership Fees will be proposed annually by the Management Committee to the Annual General Meeting and determined at that meeting.

Annual Membership Fees are to be paid in 12 monthly instalments by Standing Order unless otherwise agreed with the Treasurer.

The Membership Fee is unlikely to cover all the costs of the Club. Additional fees may be levied by the Management Committee as required for playing in games, tournaments, taking part in extra training opportunities or club trips, for example.

Fundraising activity will also be required to keep Membership Fees affordable.

### **3. Management Committee**

The Management Committee will for the time being be comprised of the following Officer positions: Chair, Vice-Chair, Treasurer, Secretary, Registrations Secretary, Child Protection Officer, Parent Liaison Officer, Fundraising Organiser, Transport Organiser, Fixture Organiser and Managers' Co-ordinator. There must always be a Chair, Treasurer and Secretary and these positions must be held by separate Officers. These positions will be filled at the AGM when the whole Committee stands down and is subject to re-election by the Members.

In addition, the Head of Coaching or an agreed Deputy Head of Coaching will attend Management Committee meetings. The Head of Coaching and any Deputy are subject to appointment by the Committee, not elected at the AGM.

Finally, the Captain of the under-18s squad, or a nominated alternative member of the squad is entitled to attend Committee Meetings as the Players' Representative.

The Management Committee may invite additional people to the Committee meetings and set up sub-groups which report to the Committee but only the Officers may vote at Management Committee meetings.

The Management Committee will be convened by the Club Secretary at least monthly from August to June or more frequently if the business of the Club requires.



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The quorum required for business to be agreed at Management Committee meetings will be two-thirds of the Officers.

The Management Committee will be responsible for enforcing the policy, codes of practice and rules that affect the organisation of the club. It will also be responsible for proposing changes to the policy, codes of practice and rules that govern the club, if required.

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.

### **4. Players' Council**

All Player Members, regardless of age may put forward proposals to their age-group Captains. The Captains will collectively form the Players' Council. The under-18 Captain will be the Chair of the Players' Council and the Player Representative on the Management Committee. It is the responsibility of the Player Representative to hold regular monthly meetings of the Players' Council during the playing season. The Player Representative will be supported by the other Club Officers in facilitating the Players' Council meetings.

### **5. 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 and will provide monthly up-to-date financial reports to the Management Committee.

The financial year of the club will end on the 31st of May.

A statement of annual accounts will be presented by the Treasurer to the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other Officer as advised to the bank.

### **6. Annual General Meetings**

An Annual General Meeting (AGM) will normally be held on the last Friday in June. Notice of AGMs will be given by the Club Secretary to all Members not less than 21 clear days before the date of the AGM. This notice may be made by email, telephone, post or via Players. It is the responsibility of Members to ensure that the Secretary has their correct contact details. The AGM will receive a report from Officers of the Management Committee and a statement of the accounts to the end of the financial year.

Elections of Officers are to take place at the AGM. Nominations for Officers of the Management Committee must be provided to the Secretary prior to the AGM. All Members have the right to vote at the AGM. The quorum for AGMs will be 20% of the fully paid up adult members.

The Management Committee also has the right to call Extraordinary General Meetings (EGMs) to decide on pressing issues of club management. The Secretary must give all Members notice of an EGM at least 14 clear days before the date of the EGM. This notice may be made by email, telephone, post or via Players. It is the responsibility of Members to ensure that the Secretary has their correct contact details.

### **7. Child Protection Policy**

The Club takes child protection very seriously and all Officers as well as any Member in direct contact with Player Members (Coaches and Managers) are CRB-checked according to the rules of the English Ice Hockey Association. The Club's full Child Protection Policy is attached as Appendix 2.

### **8. 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 child protection policy and



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procedures. The club Child Protection Officer is the lead contact for all members in the event of any child protection 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 14 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 7 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 14 days of the Secretary receiving the appeal.

### 9. Training Sessions

Players are expected to attend all training sessions and should inform their Manager or Coach if they are unable to attend a training session. Additional training sessions are offered from time to time (e.g. "playing up", off-ice training, skills development sessions) usually at additional cost. These are voluntary sessions but, once enrolled, Players are expected to show the same level of commitment as for regular training sessions.

### 10. Team selection

Team selection is the responsibility of the Coach(es) in charge of a team at a given fixture. In selecting a team, each Coach will seek to balance Player safety, team performance, Player behaviour and creating opportunities for each Player to participate in a competitive team game.

During a game, Coaches need to make quick decisions regarding match-ups with the opposition, responding to penalties and power-plays or injuries. This means Players will not all get equal ice time but must at all times remain committed to playing their role in the game when called upon to do so. Coaches are, however, aware of the importance of preventing over-exertion of key Players and the need to keep all Players involved in a team effort.

Where a Player is not selected to play in a fixture, they (and their parents or guardians) are still welcome to accompany the team to the fixture. At "away games", non-playing Players must sit together with their parents/guardians or with another designated responsible adult in the spectator seating area.

### 11. Player Code of Conduct

The Player Code of Conduct must be signed by all Players prior to being accepted as Members and forms part of these Rules. The full Player Code of Conduct is attached as Appendix 1.

### 12. Amendments to these Rules

These rules may be amended, deleted or added to by a two thirds majority vote at an AGM or EGM. No rule may cause a breach of the Constitution.



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## Appendix 1: Player Code of Conduct

The aim of this code is to ensure that the Club is able to run smoothly and that all energies are concentrated on developing and supporting junior ice hockey. The Club's Officers, Committee Members, Coaches and Managers spend many hours of their time and incur quite a few costs to enable you, the Player, to play hockey in a safe and constructive environment. Our reward is your enjoyment and the success of the team.

**Please read the following carefully and, only once you have read each item and understood it, sign where indicated at the bottom and if possible return it with your registration form and payment. A second copy will be provided for you to sign and keep as a reference. If you have any queries please ask your team manager.**

- No use of drugs. Players may not use drugs of any kind while under the jurisdiction of the Club. This includes the use of alcohol, tobacco or illegal drugs of any kind.
- Notification of Medication. Where Players require medication while under the jurisdiction of the Club a parent or guardian should inform the Coach or Manager in writing of the medication requirements and authorise the Coach or Manager to allow the Player access to the specified medication.
- Respect for others. Players must agree to treat fellow and opposition Players, club officers, parents and fans as well as game officials with respect. Unacceptable behaviour includes, but is not limited to, disruptive behaviour, fighting or encouraging fighting, bullying, racial and sexual abuse, bad language, disrespectful behaviour, unsafe actions and acts that could bring the Club into disrepute including damaging equipment and facilities whether at home or away. This includes behaviour on and off the ice, including communications by any means with players of other teams.
- All Players registered with the Club must attend regular training. It is the responsibility of every Player to notify the team manager or coach at least 24 hours before any intended absence. In exceptional circumstances a later notification will be acceptable if it was made at the earliest possible time. The same rule applies to games if a Player is asked to play.
- All monies such as subscriptions, additional fees, EIHA fines, and equipment costs must be paid when required. Any debts overdue by more than two months may automatically lead to suspension from training and games.
- No Player is to go on the ice for training or games without the permission of the coach or when the coach is not present.
- Playing members must wear full protective equipment during training sessions and when playing in Club matches.
- Every Player must provide a suitable drinking container and a suitable drink to ensure adequate hydration during training sessions and games. For health reasons, Players should not share drinks.
- Players are responsible for providing their own food and refreshments for "away games". Do not assume that the coach will be able to stop at a convenient time or place for the purchase of food and refreshments on the way to the game. Food and refreshments should be healthy and suitable for demanding game conditions. Team managers and coaches can provide guidance on nutrition.
- When coach travel has been arranged for away fixtures, always be at the rink in plenty of time. On the coach, behave in an appropriate manner and follow instructions of the Club officials and the driver. Whilst travelling on the Wightlink Ferries all Players must act in a well behaved and responsible manner at all times and follow the instructions of Club officials.
- All Players must report to team officials at the rink one hour before the start of matches, both home and away.
- When game fees are payable, these must be paid by every Player, regardless of how the Player is transported to the game. The Management Committee sets these fees.
- The Club will not be responsible for loss or damage to individual Player's equipment or possessions. Parents are advised to take out their own insurance if so required.



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- Stealing of equipment, valuables etc. will be treated as a very serious offence and could mean instant dismissal. Stealing includes borrowing or using items not belonging to you without obtaining prior permission from the owner.
- Players are required to adhere to any Club or team dress code, on and off ice, when representing the Club.
- Players must always remember that they are part of a team (whether playing or not) and must always aim to help improve the team as well as themselves. Actions detrimental to the team, which include actions detrimental to team mates and their development, may make you liable to disciplinary action.
- All Players must accept that misbehaviour at training or games may lead to disciplinary action which could include being sent off the ice, being sent to the changing room or being benched for one or more games. There will be no refund of training fees or game fees if training sessions or games are missed because of disciplinary actions.
- The Club has a Child Protection Officer (CPO) whom Players can always approach, in confidence, if they have any problems. These can include problems with team mates, coaches, Club officials, other Club members (and their parents) or anything else causing concern. Players are urged to use this facility at an early stage to enable the CPO to advise them or take any necessary action. This does not preclude Players from raising issues with the team manager, team coach or any other Club official if they so wish.
- Any Player who offends under this code of conduct or Club disciplinary rules when under the jurisdiction of the Club will be liable to disciplinary action by the Club. Serious or repeated offences could result in suspension or dismissal from the Club.
- On ice offences will be dealt with by on ice officials and the EIHA in the first instance. Whilst offences on-ice during a game will normally be dealt with by the on ice officials appointed by the EIHA, the Club may also take separate disciplinary action (e.g. where the on-ice officials did not see an incident or where the repeated offences of a member are bringing the Club into disrepute). The responsible member(s) will be liable to pay any fine imposed upon the Club as a result of on ice offences. Any penalty points incurred by a Player leading to an EIHA fine will also be paid pro rata by the responsible member(s) at the prevailing rate.
- Players who feel that they have been unfairly disciplined by the Club will be entitled to a hearing by the Club Committee in the presence of parents/guardians.

I have read the whole Code of Conduct or had it explained to me in full, understand the standard of behaviour expected from me and accept that the club can take disciplinary action against me for failing to follow this code.

Player Name (printed): .....

Player signature ..... Date .....

I have read and understood this Code of Conduct, understand the standard of behaviour expected from myself and my child/children/dependents and agree to support and co-operate in the implementation of this code of conduct to ensure that the Club preserves and enhances its sporting and friendly reputation.

Parent/guardian name (printed): .....

Parent/guardian signature ..... Date .....



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## Appendix 2: CHILD PROTECTION POLICY STATEMENT

The Isle of Wight Junior Ice Hockey Club is committed to creating and maintaining the safest possible environment for children and young people to play Ice Hockey.

We do this by:

- Recognising that all children have the right to freedom from abuse.
- Ensuring that all our staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.
- Responding swiftly and appropriately to all suspicions or allegations of abuse, by providing parents and children with the opportunity to voice any concerns they may have.
- Appointing a Club Child Protection Officer who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies.
- Ensuring access to confidential information is restricted to the Club Child Protection Officer or the appropriate external authorities.
- Reviewing the effectiveness of the EIHA Child Protection Policy and activities each year at the Annual General Meeting.

Child Protection Officer:	Mrs Susan Beale
Address:	63 Solent View Road, Seaview, PO34 5HH
Tel No:	07594 928633
Club Secretary:	Mrs Suzanne Wright
Address:	11 York Road, Ventnor, PO38 1AX
Tel No:	07966 909820
Chairperson:	Mr Geoff Doughty
Address:	47 Colenutts Road, Ryde, PO33 3HT
Tel No:	07896 087651