



Rules of the Folkestone Optimist Hockey Club

1. Name

The name of the club shall be the Folkestone Optimist Hockey Club.

2. Object of the club

The object of the club is to promote sporting and social activities to its members, and work in accordance with the rules and regulations as laid down by the England Hockey Board.

3. Club Colours

The colours shall be blue and white.

4. Membership

The Membership shall consist of:

Patron, President, Chairperson, Life Members, Vice Presidents, Senior Members, Young Adults, Juniors, Associate Members and Social Members

5. Visiting clubs

Members of visiting Hockey Clubs will be granted Associate Membership of the Club on the day of participation in club activities.

6. Election of Members

The Folkestone Optimist Hockey Club is responsible for the election of its members. Membership shall be available to the whole community.

All applications for playing or Social Membership must be made to the Club Secretary and be proposed and seconded by senior members of the club who have been members themselves for at least twelve months. All applications will be considered by the Club Committee with election by a simple majority of members present.

New members must pay their subscription within twenty eight days of election.

Life Members can only be elected by Members eligible to vote at an AGM on a simple majority of those attending. Life Members are not liable for any subscriptions

Vice Presidents - proposed and seconded by Senior Members, Vice Presidents and Life Members of the Club to the Club Secretary. All applications will be considered by the Club Committee with election by a simple majority of members present. Vice Presidents come under social membership for subscriptions.

7. Cessation of Membership

All annual subscriptions are due by the 1st November.

Failure to pay will be dealt with by the Committee. This may result in an increase in fees or non-selection, and also the withdrawal of the use of club facilities.

Should the subscription not be paid by the end of the season then the membership will cease and the Member will have to re-apply for Membership. The membership will not be granted until all previous debts have been cleared and the following season's subscription paid prior to participation.

The Committee is allowed through its Members to increase subscriptions when late payment is due after the 1st June. Such increases will be agreed at an AGM.



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8. Guests

The Patron, President, Officers of the Club, Senior Members, Life Members and Vice Presidents may bring in four guests per day in addition to their partner. Young Adults may bring in one guest per day. Junior Members are not permitted to bring in guests. The "Host" Member is responsible for their guests. Guests must comply with the Club Rules. The Club has the right to restrict guest admittance.

The partners of the Patron, President, Senior Playing Members, Officers of the Club, Vice Presidents and Life Members will be granted Associate Membership but have no voting rights or authority to introduce guests to the club.

The parents of Junior Members will be granted Associate Membership but have no authority to introduce guests to the club.

Parents of Junior Members have no voting rights.

9. Supply of Intoxicating Liquor

The bar facilities will open to sell intoxicating liquor in accordance with *national opening and closing regulations* subject to *local variation rules*.

10. The Purchase and Consumption of Intoxicating Liquor

Only Members can purchase intoxicating liquor. Members under 18 cannot buy or consume intoxicating liquor.

11. Members Behaviour

All members must conduct themselves with dignity at all times whilst in the club and when representing the Club, and uphold the Club's good name.

The FOHC Management Committee has the authority to discipline any member whose behaviour is unbecoming to the good name of the Club.

All members are required to obey the codes of conduct as laid down by the English Hockey Board, Kent and other affiliated Hockey Associations.

All adult playing members are expected to undertake a non-playing role to assist with Club Administration.

The nature and extent of the role should be mutually agreed between the individual and the Appointed Committee.

12. Players Given Red Card Discipline Procedure

At least three members of the FOHC Management Committee should convene to discuss any red card incidents within 48 hours of it being given

13. Subscriptions and other fees

These will be set annually at the Club AGM.

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14. Management of the Club

- a) The Members will elect a FOHC Management Committee to manage the club in the pursuance of its objectives. The FOHC Management Committee will consist of the following;-The Chairperson, Committee & Volunteer Coordinator, Communication Coordinator, Secretary, Finance Manager, Head of Coaching, Men's Hockey Coordinator, Ladies Hockey Coordinator, Juniors Coordinator and Social Manager.
- b) The Officers of the club shall be the Chairperson, Secretary and Finance Manager.
- c) The FOHC Management Committee will nominate three Trustees to the Cheriton Road Sports Ground Trust. (Folkestone Cricket Club will also appoint three). The Trustees are responsible for running the Trust ensuring that the Charitable Aims are being delivered and the Sinking Fund is being appropriately managed.
- d) The FOHC Management Committee will appoint two Custodians (Folkestone Cricket Club will also appoint two). They will enter into a lease with the Cheriton Road Sports Ground Trust as "Tenants of the facility" known as the Three Hills Sports Park. In their capacity as Custodians of FOHC they will only be liable under the Lease to the extent that they are entitled and are actually able to be so indemnified from the assets of FOHC from time to time i.e. they can only be personally liable to the value that the Club could reimburse them.
- e) The FOHC Management Committee will appoint three persons to the Management Company Liaison Committee (FCC will also appoint three). They are responsible for appointing a Management Company to run the facility and liaison between FOHC, FCC and the Management Company.
- f) The Club is responsible for appointing one or more Welfare Officers who must be suitably qualified for the role in accordance with the guidelines given by the English Hockey Board. The Club is responsible for the production, maintenance and adherence to the Folkestone Optimist Child Protection Policy and Procedures Document.
- g) The election of Officers and FOHC Management Committee Members takes place at the club AGM each year.

15. Committee Management

The FOHC Management Committee shall meet a minimum of four times a year to ensure the Club's responsibilities and objectives are being met.

16. Quorum for Meetings

Five shall be a quorum for meetings

17. Committee Voting

The Chairperson is granted a casting vote. In the event of a tie the chairperson shall vote **against** the motion. All motions shall be carried by a simple majority except where rule changes are involved (see Rule 29)

18. Appointment of Sub-Committees

The FOHC Management Committee shall have the power invested in them through election to appoint sub-committees to enable the Club to meet its objectives. The FOHC Management Committee has the power to co-opt non-committee members on to committees. All sub-committees are accountable to the FOHC Management Committee.



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19. Club Finances

The property (assets and monies) of the Folkestone Optimist Hockey Club belong to its Members. The Club Property must only be used in the pursuance of the Club Objectives. The FOHC Management Committee must approve all expenditure. The FOHC Management Committee is responsible for the pursuance of the objectives and has the power invested in them through election to manage the finance in pursuance of the objectives of the club.

20. Financial Liabilities

The FOHC Management Committee will be responsible through its members for meeting the Financial Liabilities of the Folkestone Optimist Hockey Club. Should the Club not meet its financial obligations this must be reported to the Custodians of the Club, the Trustees and all Club Members.

21. Club Accounts

The Finance Manager is responsible for keeping up to date accounts and reporting the financial position of the Club to the FOHC Management Committee and Club Members

22. Club Banking

The Club shall bank at an approved bank as agreed by the FOHC Management Committee

23. Annual Accounts

The FOHC Management Committee shall provide its Members with annual accounts. These accounts shall be audited by an independent auditor or be subject to an Assurance Report. The accounts will be published at the AGM

24. Financial Year End

The Financial Year End is 30th April

25. Annual General Meetings

The Annual General Meeting will take place by the 30th September following the end of the previous season. Members will be given at least fourteen days' notice.

26. Emergency General Meetings

The FOHC Management Committee has the power to call an EGM by giving all Members a minimum notice of fourteen days. Members of the Club can also call for an EGM. A minimum of twenty Members (not including Junior Members) must submit a written application to the Secretary. The Secretary must ensure the EGM is held within twenty eight days of receipt of the application.

27. Quorums for AGMs and EGMs

The quorum shall be twenty one Members (not including Junior Members)



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28. AGM and EGM Voting Principles

All Members will be entitled to vote with the exception that Junior Members cannot vote on matters involving Club Finances. Associate Members and Social Members have no voting rights. Postal voting is allowed when a Member is unable to attend a meeting. Postal votes must be received by the Secretary prior to the AGM/EGM

29. Rule Changes

The Club Rules may be changed, revoked or added to only at an AGM or EGM by a two thirds majority of Members present who are entitled to vote. Members must be given fourteen days' notice of proposed rule changes. A minimum of twenty one votes must be cast with at least fourteen in favour of the motion. If the vote does not reach the required two thirds majority then the motion fails. The Chairperson may vote


30. Dissolution of the Club

If the Club amalgamates with another club its funds will pass to the new club provided it is a Community Amateur Sports Club. Should dissolution of the club take place for any other reason the FOHC Management Committee will appropriate any remaining funds to another Community Amateur Sports Club, the Hockey Governing Body or another registered charity.

Signed (Chair) _____


Print Name _____
S. SHAW

Date _____
16 - JUL - 2013

Signed (Secretary) _____


Print Name _____
LEIGH MARSHALL

Date _____
16th July 2013