

Constitution (For Approval at AGM 2010)

University of Manchester Men's Hockey Club

1. Objectives

- 1.1. Provide competitive Hockey for the Male Members of the University of Manchester.
- 1.2. Do so in an environment free from discrimination by race or religion.
- 1.3. Make UMMHC a fun environment.

2. Definitions

- 2.1. The Club's name shall be The University of Manchester Men's Hockey Club ("UMMHC").
- 2.2. Brooklands University of Manchester Hockey Club ("BUMHC").
- 2.3. The University of Manchester Athletic Union ("UMAU").
- 2.4. Partnership Agreement ("The Agreement").
- 2.5. Paid up members of UMMHC ("Members")

3. Membership

- 3.1 A full membership fee will be set by the committee each year and reviewed annually. This fee is non-negotiable.
- 3.2 Membership is open to all students at the University of Manchester.
- 3.3 The membership may be made up of 30% non-students.
- 3.4 Members of UMMHC are entitled to the following:

- All training and matches, coaching and equipment for the University
- Membership of the AU
- Transport to all fixtures
- Public Liability and Personal Injury Insurance
- Membership of Brooklands Sports Club
- Post-match teas
- Sponsorship Card for Robinskis in Fallowfield
- Physiotherapy through the AU
- Graduate recruitment opportunities with Deloitte
- The opportunity to purchase UMMHC kit
- The opportunity to be on the UMMHC committee
- Full voting rights at the AGM.

- 3.5 Social membership at a much smaller fee entitles a member to the following:

- Attend 5th team training sessions.
- Be selected for the 5th team in the event of full members being unavailable. (Note: if a social member begins to play regularly for the University, they shall be asked to pay full membership).
- Purchase UMMHC kit and club tie.
- Attend regular Wednesday evening socials and other club events including Club curry and Old Boy's weekend.
- Attend the AGM and have voting rights. (Note: a social member may not be elected onto the UMMHC committee)

4. UMMHC Committee Responsibilities

- 4.1. The UMMHC Committee will be responsible for conducting all the affairs of UMMHC.
- 4.2. The committee shall have the following powers of regulating the conduct of UMMHC and its members.
 - 4.2.1. Enforce any bye-law or regulation for the conduct of UMMHC
 - 4.2.2. Deal with all monies, fees and finance in conjunction with the administration of UMMHC
 - 4.2.3. Report to UMAU for all and any issues arising out of the administration of UMMHC.
 - 4.2.4. Comply with the obligations of UMMHC outlined in the Partnership Agreement signed between BMUHC, UMMHC and UMAU.
 - 4.2.5. Appoint any committee vacancy as it sees fit as and when required.
 - 4.2.6. Provide for the regulation and organisation of its own meetings.
- 4.3. All UMMHC Committee Members must be full time students at The University of Manchester at the time of election and for the whole of the following academic year.
- 4.4. The committee will consist of the following members, who shall be full time students at the University of Manchester in the Year of Election and full time students studying in Manchester for the whole of the following year;
 - 4.4.1. Club Captain
 - 4.4.2. General Secretary
 - 4.4.3. Treasurer
 - 4.4.4. 1st Team Captain
 - 4.4.5. 2nd Team Captain
 - 4.4.6. 3rd Team Captain
 - 4.4.7. 4th Team Captain
 - 4.4.8. 5th Team Captain
 - 4.4.9. Sponsorship Secretary
 - 4.4.10. Kit Secretary
 - 4.4.11. Fixtures, Umpiring and Membership Secretary
 - 4.4.12. Development Secretary
 - 4.4.13. Social Secretary
 - 4.4.14. Webmaster
 - 4.4.15. Tour Secretary
- 4.5. The brief role of each committee member is detailed as an Appendix to this Document. Committee members are directed to handover documents for more specific details.
- 4.6. The Committee will serve for one complete academic year (1 July to 31 June).
- 4.7. Committee elections will be conducted at the AGM.
- 4.8. Committee elections will take place as follows:
 - Committee roles and details are sent out to all club members one month in advance of the AGM.
 - Members wishing to stand for a position on the committee are asked to inform the General Secretary. However, members may stand for positions on the day of the AGM without having informed the General Secretary.
 - Anyone wishing to stand must be nominated and seconded by two different members of the club. Note that the Club Captain and General Secretary may not nominate or second a candidate.

- Each candidate for the role is invited to speak briefly on their own behalf about their plans and motivations for the position.
- The candidates are asked to leave the room.
- Those members who nominated and seconded are now able to speak on behalf of their candidate. A discussion may follow.
- A vote is held. Note the Club Captain and General Secretary may not vote.
- The candidate with the largest number of votes is elected onto the committee.
- In the event of a tie, Club Captain has the casting vote.
- If there are a large number of candidates for the role, the two candidates who received the largest number of votes will move forward and there will be a second vote.
- In the event that a committee position is not filled, an appropriate candidate will be found at a later date.

4.9. At least one meeting of the income and outgoing committees will be held before the Summer Exams to promote the efficient 'hand-over' of UMMHC and to provide guidance and information to the new committee.

4.10 In the event of an underperforming committee member, the following process will take place:

- An underperforming committee member is recognised by Club Captain or General Secretary.
- They are confronted and given an opportunity to improve under the supervision of Club Captain or General Secretary.
- If their performance does not improve a vote to remove the member is held by the committee with majority ruling.
- Club captain has casting vote.
- New candidates can then apply for the position by submitting a proposal to the club captain, which will be considered by the committee and voted upon, majority rules with club captain casting vote.
- In the case of Club captain underperforming, the General Secretary must propose a vote of no-confidence.
- Committee votes and majority rules to remove club captain.
- General Secretary takes on Club captain's role with duties delegated within committee.

5. UMMHC Subscriptions and UMMHC Finance.

5.1. A membership fee is required from all members.

5.2. The Committee will determine this fee well in advance of the new academic year, in agreement with the UMAU. This fee will be reviewed annually.

5.3. The UMMHC treasurer is responsible for the collection of monies owed by its members (and any late payment penalties accrued).

5.4. Student members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with club business. These expenses should be in line with the policy provided by the UMAU.

6. Duties of UMMHC Committee

6.1. To run UMMHC so as to make competitive university hockey matches and coaching available to as many of its members as possible.

6.2. Produce the highest standard of first team hockey possible.

- 6.3. The UMMHC officials should look to maximise BUCS points.
- 6.4. Create a positive social environment for as many members as possible.
- 6.5. Carry out their roles (as detailed in the Appendix).

7. Meetings (AGM and EGM)

- 7.1. Annual General Meeting (“AGM”).
- 7.2. Extra General Meeting (“EGM”).
- 7.3. An AGM shall take place as early as possible after the completion of all competitive fixtures (in particular the main competitions of the year BUCS and Christie Cup) and prior to the Summer Exam Period. In any event no later than 1 June.
- 7.4. This will take place for the election of incoming committee officials and any major issues within UMMHC (e.g. amendments to the constitution).
- 7.5. A minimum of one weeks’ notice must be given of the AGM or any EGM’s and members must be informed where ever possible by Email, Website and any other means.
- 7.6. A quorum of at least 40% of UMMHC members must be present at the AGM or EGM will be chaired by the UMMHC Club Captain or such nominated representative of his.
- 7.7. Votes shall be carried out by raised hands and counted by both the Club Captain and General Secretary (who do not have a vote) or their nominated officials; if their counts do not match a re-count will be carried out. If there is a tied vote between 2 or more candidates with a greater number standing a re-vote will be carried out between only the tied candidates. If this does not produce a result the General Secretary and Club Captain or their representatives at the time shall decide between them.
- 7.8. Both full and social UMMHC members will be entitled to vote.
- 7.9. The UMAU must be informed immediately, by way of a copy of the meeting minutes, of the results of all elections or voting at the UMMHC AGM or EGM, these minutes should be taken by the General Secretary.
- 7.10. EGM’s can be called at the request of at least 20 members by written request.

8. Meetings (Committee)

- 8.1. Committee members should be invited to meetings by the General Secretary at least a week in advance of the meeting.
- 8.2. A quorum of at least 50% of UMMHC Committee members must be present for the meeting.
- 8.3. They should be chaired by the Club Captain and minutes should be taken by the General Secretary.
- 8.4. Voting shall be carried out by raised hands.
- 8.5. Equal voting power is held by all the committee except;
 - 8.5.1. UMMHC Club Captain’s vote will carry any vote which would otherwise have been equal.
- 8.6. Committee meetings should be held when deemed necessary.

9. Meetings (Other)

- 9.1. For example meetings between Coaches and Captains meetings (“coaching meetings”)
- 9.2. Coaching meetings should be held between all the Team Captains, General Secretary, Club Captain, Coaches and UMAU twice a year.
- 9.3. Shall be held as above.

10. UMMHC Complaints Procedure

- 10.1. All UMMHC members should be made aware of UMMHC Complaints Procedure annually by such means as the committee decide.
- 10.2. Complaints on any area of UMMHC should be originally addressed to the team captain for whom they play or the committee member who is initially responsible for that area of UMMHC. All areas which UMMHC members wish to see discussed at committee meetings should be passed through the same channels.
- 10.3. If this does not produce a satisfactory result the complaint should be passed to both UMMHC President and UMMHC Chairman.
- 10.4. If this does not prove to be satisfactory the complaint should be made to the UMAU.
- 10.5. All complaints should be made in writing where necessary and confirmation of receipt should be made within 3 days. A response should then be sent within a further 7 days.

11. Change to UMMHC Constitution

- 11.3. Changes can be implemented if approved by a two-thirds majority at an AGM or EGM of UMMHC.
- 11.4. Temporary changes can be made in an emergency by the committee but must be ratified within 2 months at an AGM and must have the full approval of both the UMAU Sabbatical Officer and UMAU Administrator.

12. UMAU Commitments

- 12.3. Three representatives from UMMHC are required to Attend UMAU Sport Forums.
- 12.4. Three representatives are required to attend the UMAU AGM.

13. General Conduct of UMMHC Members

- 13.3. All UMMHC members must be made aware that they are, at all times, representing the University of Manchester and that they are expected to conform to reasonable standards of behaviour.
- 13.4. The Committee will be responsible for ensuring the good conduct of its members to the best of its ability, taking action against members who infringe the UMMHC or UMAU constitution.
- 13.5. The UMMHC Committee should try to maintain the highest standards of safety for its members at all times.
- 13.6. The UMMHC committee has the right in conjunction with the UMAU to expel members from UMMHC and take any other disciplinary action as necessary.
- 13.7. Members are directed to UMMHC code of conducts found on the website, www.mumhc.co.uk.

14. Declaration

As a UMMHC official I agree to abide by and enforce the rules of UMMHC Constitution and office to which I hold. Agree to carry out my duties (and any others which fall to me) to the best of my ability and to act in the best interests of UMMHC at all relevant times.

Position (09/10)	Name	Signed	Date
Club Captain			
General Secretary			
Treasurer			

1 st Team Captain			
2 nd Team Captain			
3 rd Team Captain			
4 th Team Captain			
5 th Team Captain			
Sponsorship Secretary			
Kit Secretary			
Fixtures, Umpiring and Membership Secretary			
Development Secretary			
Webmaster			
Tour Secretary			
Social Secretary			

Witness to Election: Club Captain 2009/10: _____

And signature of official: General Secretary 2009/10: _____

Roles and Duties (Appendix 1)

1. UMMHC Club Captain

1.1. Requirements;

1.1.1. Must have already served one year on UMMHC Committee (or more).

1.2. Role;

1.2.1. The main role is Chairing Circle on a Wednesday night.

1.2.2. Has the deciding vote on split committee decisions.

1.2.3. Manages the social side of UMMHC; oversee and support;

1.2.3.1. Social Secretary

1.2.3.2. Tour Secretary

1.2.3.3. Team Captains

1.2.4. Work very closely with the General Secretary as the overall managers of UMMHC.

1.3. Any other duties that fall under the role of Club Captain.

2. UMMHC General Secretary.

2.1. Requirements;

2.1.1. Must have already served one year on UMMHC Committee (or more).

2.2. Role;

2.2.1. Chairing committee meetings.

2.2.2. Be the first point of contact for non-club members. i.e. will receive emails directed to the club email address menshockey@manchester.ac.uk.

2.2.3. Oversee UMMHC admin.

2.2.4. Management of operations side of UMMHC; oversee and support;

2.2.4.1. Treasurer.

2.2.4.2. Development Secretary.

2.2.4.3. Sponsorship Secretary.

2.2.4.4. Kit Secretary.

2.2.4.5. Fixtures, Umpiring and Membership Secretary.

2.2.4.6. Team Captains.

2.2.4.7. Website Officer.

2.2.5. Make sure UMMHC has enough funding.

2.2.6. Make sure the coaching produces the best in the teams.

2.2.7. Maintain the relationship with Brooklands and Sponsors.

2.2.8. Should be an authoritative figure for the rest of UMMHC.

2.3. Any other duties that fall under the role of General Secretary.

3. Treasurer

3.1. Requirements

3.1.1. 2nd year of UMMHC Membership (or more).

3.2. Advised

3.2.1. Some accounting / treasurer experience.

3.3. Role

3.3.1. Manage UMMHC finances.

3.3.2. Work with the Chairman and General Secretary to produce a budget.

3.3.3. Collect money from UMMHC members and the UMAU.

3.3.4. Pay for pitches, kit, the UMAU etc

3.4. Any other duties that fall under the role of Treasurer.

4. 1st Team Captain

4.1. Requirements

4.1.1. 2nd year of UMMHC Membership (or more).

4.1.2. A regular / key 1st team player.

4.1.3. Approachable.

4.1.4. Good team leader.

4.2. Role

4.2.1. Captain the first team

4.2.2. Manage the first team

4.2.3. Be the team's link to the committee.

4.3. Any other duties that fall under the role of Team Captain.

5. 2nd Team Captain

5.1. Requirements

5.1.1. 2nd year of UMMHC Membership (or more).

5.1.2. A regular / key 2nd team player.

5.1.3. Approachable.

5.1.4. Good team leader.

5.2. Role

5.2.1. Captain the second team

5.2.2. Manage the second team

5.2.3. Be the team's link to the committee.

5.3. Any other duties that fall under the role of Team Captain.

6. 3rd Team Captain

6.1. Requirements

6.1.1. 2nd year of UMMHC Membership (or more).

6.1.2. A regular / key 3rd team player.

6.1.3. Approachable.

6.1.4. Good team leader.

6.2. Role

6.2.1. Captain the third team

6.2.2. Manage the third team

6.2.3. Be the team's link to the committee.

6.3. Any other duties that fall under the role of Team Captain.

7. 4th Team Captain

7.1. Requirements

7.1.1. 2nd year of UMMHC Membership (or more).

7.1.2. A regular / key 4th team player.

7.1.3. Approachable.

7.1.4. Good team leader.

7.2. Role

7.2.1. Captain the fourth team

7.2.2. Manage the fourth team

7.2.3. Be the team's link to the committee.

7.3. Any other duties that fall under the role of Team Captain.

8. 5th Team Captain

8.1. Requirements

- 8.1.1.2nd year of UMMHC Membership (or more).
- 8.1.2. A regular / key 5th team player.
- 8.1.3. Approachable.
- 8.1.4. Good team leader.

8.2. Role

- 8.2.1. Captain the fifth team
- 8.2.2. Manage the fifth team
- 8.2.3. Be the team's link to the committee.

8.3. Any other duties that fall under the role of Team Captain.

9. Fixtures, Umpiring and membership Secretary

9.1. Requirements

- 9.1.1.2nd year of UMMHC Membership (or more).

9.2. Advised

- 9.2.1. Good contacts at other University Hockey Teams.
- 9.2.2. Qualified umpire

9.3. Role

- 9.3.1. Arrange Pre-season games.
- 9.3.2. Manage the clubs fixtures schedule.
- 9.3.3. Arrange umpires for UMMHC home games
- 9.3.4. Support the Women's Club and BUMHC in finding umpires for their games.
- 9.3.5. Compile and maintain the membership database.
- 9.3.6. Support the treasurer in collecting subscriptions.

9.4. Any other duties that fall under the role of Umpires, Fixtures and Membership Secretary.

10. Sponsorship Secretary

10.1. Requirements

- 10.1.1. 2nd year of UMMHC membership.

10.2. Role

- 10.2.1. Keep the sponsors happy.
- 10.2.2. Try and increase funding through new sponsors or innovative ideas to increase funding from current sponsors.
- 10.2.3. Make sure the kit order is complete and get it in as early as possible.
- 10.2.4. Decide on new pieces of kit.
- 10.2.5. Decide on a new kit supplier where needed.
- 10.2.6. Make sure all kit is paid for on time with the treasurer.
- 10.2.7. Match shirt management – making sure they don't go missing and order new ones.

10.3. Any other duties that fall under the role of Sponsorship Secretary.

11. Kit Secretary

11.1. Requirements

- 11.1.1. 2nd year of UMMHC membership (or more).

11.2. Role

- 11.2.1. Make sure the kit order is complete and get it in as early as possible.
- 11.2.2. Decide on new pieces of kit.
- 11.2.3. Decide on a new kit supplier where needed.

- 11.2.4. Make sure all kit is paid for on time with the treasurer.
- 11.2.5. Match shirt management – making sure they don't go missing and order new ones.
- 11.3. Any other duties that fall under the role of Kit Secretary.

12. Development Secretary

- 12.1. Requirements
 - 12.1.1. 2nd Year of UMMHC membership (or more).
- 12.2. Role
 - 12.2.1. Work on all aspects of club development.
 - 12.2.2. Produce Club development portfolio.
- 12.3. Any other duties that fall under the role of Development Secretary.

13. Website Officer

- 13.1. Requirements
 - 13.1.1. 2nd year UMMHC (or more).
 - 13.1.2. Some website management experience.
- 13.2. Role
 - 13.2.1. Manage the website.
 - 13.2.2. Perform weekly updates (minimum).
- 13.3. Any other duties that fall under the role of Website Officer

14. Tour Secretary

- 14.1. Requirements
 - 14.1.1. 2nd year of UMMHC membership (or more)
 - 14.1.2. Must have been on tour.
- 14.2. Role
 - 14.2.1. Arrange and manage;
 - 14.2.1.1. Tour.
 - 14.2.2. Support the Social Secretary.
- 14.3. Any other duties that fall under the role of Tour Secretary.

15. Social Secretary

- 15.1. Requirements
 - 15.1.1. 2nd year of UMMHC membership (or more).
 - 15.1.2. Good social attendance.
 - 15.1.3. Good networking throughout AU Clubs.
- 15.2. Role
 - 15.2.1. Arrange circle and casual weekly socials.
 - 15.2.2. Arrange interclub socials.
 - 15.2.3. Arrange club curries.
 - 15.2.4. Arrange end of season dinner.
 - 15.2.5. Get AU tickets for UMMHC.
 - 15.2.6. Manage selling AU tickets on our AU weeks.
- 15.3. Any other duties that fall under the role of Social Secretary.