

**1. TITLE**

The Club shall be called "Loughborough Students' Women's Hockey Club".

**2. AIMS AND OBJECTIVES**

To foster and promote the game of hockey at all levels, providing opportunities for representative matches and recreation.

**3. AFFILIATION**

The Club shall form part of Loughborough Students' Athletic Union and as such, shall adhere to all guidelines and policies as approved by its members at Loughborough Students' Athletic Union General Meetings.

The Club shall also be affiliated to the Midland Counties' Hockey Association and the English Hockey Association.

**4. MEMBERSHIP**

Membership of the Club shall be open to all students of those institutions in membership of Loughborough Students' Union (namely Loughborough University, Loughborough College and the RNIB Vocational College). At the discretion of the Club, members of staff at the above institutions and alumni may join the Club.

**Associate Membership**

The Club may apply to the Athletic Union to have a maximum of FIVE associate members per academic year. These non - student individuals would be expected to be high-class performers, who could contribute to the club in the following ways:

- (a) As a short term measure for the Club to enter a new league/competition which, with the current level of student players could not be sustained.
- (b) As part of a Regional or National Academy
- (c) To enhance the Club's activities

**Maximum numbers**

The Club's Committee must be aware of maximum membership level as indicated in its annual development plan and not permit over-subscription.

**The subscription fee** shall be determined annually by Loughborough Students' Athletic Union and must be paid to the Club Treasurer before any participation in club activities.

## 5. CLUB COMMITTEE

The Club's Committee is responsible for the day to day running of the Club and posts must include Chairman, Secretary and Treasurer; Committee positions must be held by current students. There must be at least three Committee Meetings per term.

## 6. DUTIES OF COMMITTEE MEMBERS

**Chairman** Shall oversee the running of the Club, preside at all meetings and ensure that they are properly conducted. In his/her absence, a member of the Club's Committee shall take the chair.

**Secretary** Shall give notice of all Committee and General Meetings and take the minutes of each. Shall be responsible for the dissemination of information to members and any correspondence thereto. In conjunction with the Treasurer, shall be responsible for the upkeep of membership records.

**Treasurer** Shall be responsible for the upkeep of the Club's accounts in accordance with Loughborough Students' Athletic Union policies. Shall also be the Club's signatory for any cheques issued from the Club's private account (these cheques also to be countersigned by either the Athletic Union President or Athletic Union Sports Administrator).

**Club Captain** The Club Captain shall be jointly responsible with the Club Chairman for the day to day running of the club. Be responsible for organising coaching groups to run Thursday night circuit and on-pitch training sessions. To make all members of the Committee aware of their roles and expected duties at the beginning of the season and ensure they fulfil these roles thereafter.

Shall act as the main point of contact between club members and club committee/coaches and shall report back to the Chairman on any matters arising

Shall take the Chair at Committee meetings if the Chairman is absent.

<b>Fixtures/Match Secretary</b>	<p>Shall arrange friendly and pre season matches for the coming season. Be responsible for the booking of pitches each week (via the Athletic Union office).</p> <p>Shall be responsible for booking mini-buses/coaches for every team for away fixtures and liaising with teams to ensure they need buses and they are cancelled if necessary. Be responsible for ordering meals for home games.</p> <p>Shall ensure that all eligible club members take minibus tests and all drivers are registered with the Athletic Union.</p>
<b>Social Secretary</b>	<p>Shall be responsible for organising at least one social event for the whole club during the first half of the season. Be responsible for organising the Club's Christmas event. Be responsible, in conjunction with the Club Chairman and Club Captain, for organising the Club's end of year dinner.</p>
<b>Indoor/Intramural Representative</b>	<p>Shall assess interest in the indoor programme early on in the season. Deal with entry to tournaments and fixtures. Generally co-ordinate the indoor activities of the Club. Ensure that all Club members are allocated intramural games, which they must umpire. Ensure that these games are umpired by providing a list on the hockey club noticeboard and implementing fines to those who do not attend.</p>
<b>Communications Officer (Internal)</b>	<p>Shall be responsible for the maintenance of an up to date web page, including updating fixtures and results, player details and contact information. Be responsible, in conjunction with the Chairman for producing a twice termly newsletter for club members and alumni.</p>
<b>Communications Officer (External)</b>	<p>Shall ensure that a member of each team writes a match report after each game and returns it to the Athletic Union office by the required time. Ensure that the Club receives as much publicity as possible by writing reports for magazines and newspapers, both nationally and locally. Be responsible for advertising club fixtures on and off campus.</p>

**Ordinary Members** x 4 Shall be made up of each team captain or representative and shall attend Committee meetings and represent the views of their respective team members.

Shall be responsible for confirming/cancelling their teams' fixtures, providing directions for visiting teams, liaising with the Fixtures/Match Secretary

## 7. MEETINGS

### **General Meetings**

A General Meeting shall be called by the Committee or by written request, signed by not less than one quarter of the membership. Two weeks' notice of such meetings must be given by the Secretary to the membership and at least one such meeting should take place each term.

### **Annual General Meeting/Election of Club Committee**

The election of Officers of the Club Committee shall take place at the Annual General Meeting of the Club, which shall take place the week either side of the first day of March each year.

## 8. QUORACY

Quoracy at General Meetings and the Annual General Meeting shall be no less than 40% of the membership.

Should such meetings be inquorate, then a further General Meeting shall be held within 15 days and will be automatically quorate.

## 9. VOTING

All Club members shall have speaking rights at all meetings, BUT only current, registered student members of those institutions affiliated to Loughborough Students' Union are entitled to vote.

## 10. AMENDMENTS TO CONSTITUTION

Amendments to the constitution must be passed by two thirds of those present at a General Meeting or by 51% of the membership.

All amendments must be ratified by Loughborough Students' Athletic Union Executive Committee, who will then forward the same on to the Procedures Committee of Loughborough Students' Union for approval.

## 11. DISSOLUTION

In the event that the club is no longer able to carry out its activities, and thus folds, all assets will revert back to Loughborough Students' Athletic Union.

