KIRKCALDY ICE HOCKEY CLUB JUNIOR DEVELOPMENT

1. NAME

The name of the Society will be **“Kirkcaldy Ice Hockey Club Junior Development ”** (“the Club”).

1. OBJECTIVES

The Club is a non-profit distributing organisation whose principal objective is to advance public participation in the sport of Ice Hockey, through the development of and the provision of opportunities for individuals.

To further these objectives, the Club seeks;

a. To provide recreational facilities and organise recreational activities within the Fife area, with such facilities/activities being made available to members of the public at large with the object of improving their conditions of life and providing opportunity;

b. To organise suitable social, educational and personal development activities for its members as deemed desirable by the Management Committee; and

c. To advance education and health in particular with relation to sports, active recreation and physical activity and the impact of these on their lives.

1. POWERS

In pursuit of the objectives, the group shall have the power to:

* + 1. Facilitate access to a range of services for people and encourage their involvement in planning and developing services relevant to the needs of its members;
    2. Open and operate a bank account in the name of the group, and make or receive payments using this account;
    3. To receive contributions by ways of subscriptions or donations and to raise funds, to further the aims, including the power to make application for and secure grants from public bodies, charitable institutions, voluntary organisations and Lottery Commission and other means to fund the Club’s purposes;
    4. To make such rules and procedures as necessary for the day to day management and to appoint and convene advisory committees or sub-groups to undertake part of this responsibility;
    5. Lease, hire or own premises to undertake the objects of the group, entering into the necessary agreements in which to do so, and undertake the management of such property thereafter.
    6. Enter into partnership and affiliation agreements with other organisations with similar objectives including, but not limited to, other Ice Hockey Clubs;
    7. Engage volunteers to carry out the work of the group, and reimburse volunteers’ out-of-pocket expenses;
    8. Engage and pay fees to professional and technical advisors, coaches and consultants, where appropriate;
    9. Organise and run (or assist in arranging and holding) exhibitions, meetings, seminars and other events with an sporting, fitness or Ice Hockey focus;
    10. Write, print or otherwise reproduce and circulate, free of charge or for payment such papers, books, pamphlets, periodicals or other documents which shall raise awareness and further the objects; and
    11. Do all other things that are legal and necessary for the attainment of the objectives.

1. EQUALITIES

In pursuit of its objectives, the group shall:

* + 1. Strive to avoid intentional and unintentional discrimination by virtue of the protected characteristics as determined in the Equality Act 2010.
    2. Undertake whatever changes in organisation or facilities may be necessary to implement this.

1. PROTECTION OF CHILDREN AND VULNERABLE ADULTS
   1. In compliance with national legislation, the company will have policies in place for the protection of children and vulnerable adults. The Club will ensure all committee members and staff, who work with children and vulnerable adults, have sound knowledge of these policies.
   2. The Club will follow all policies, procedures and protocols in the interest of the health and safety of children and vulnerable adults during all programmes, projects and initiatives managed or delivered by Kirkcaldy Ice Hockey Junior Development Club.
2. AFFILIATION

* 1. The Club is an independent organisation with its own identity. It may enter into formal links with suitable sport and community organisations and form partnerships with local businesses and the community at large which further the objects and to improve the facilities and resources available for Ice Hockey participation in the area.
  2. A partnership link will be maintained with Fife Flyers Ltd as the Senior Ice Hockey Group in the local area, and any successors. **This partnership will allow Kirkcaldy Ice Hockey Club Junior Development to adopt/use the ‘Wings’ emblem within their Club/Team logos.**

1. MEMBERSHIP
   1. Full membership of the group shall be open to individuals, aged over 18 years, who are interested in the furtherance of the objectives and agree to be governed by the rules of the Club. After payment of the annual subscription rate, **currently £15pa (2020),** these members will have full voting rights at the AGM and any other member’s meeting. After **2 years** of continuous membership they will have the right to be voted on to serve on the management committee.
   2. Junior Membership of the group shall be open to any individual, up to the age of (and including) 17 years, who are interested in the sport of Ice Hockey and agree to be governed by the rules of the Club. These members may attend AGM and members’ meetings but they have no voting rights. They may form a forum and have a representative which will report back to the management committee and offer recommendations.

**ADOPTED AUG 2020**: Each Junior member will be entitled to have 1 parent/guardian attend and participate in the AGM of the club, this parent/guardian will be entitled to vote, on behalf of their child, on the resolutions that require a vote at the AGM.

* 1. Associate membership of the group shall be open to any organisation that supports the objectives of the group. Associate members shall not be permitted to serve on the management committee, and shall have no right to vote at any meetings of the group.
  2. Any group or individual wishing to become a member must sign a written application for membership and pay the annual subscription. Membership shall not take effect until the subscription has been paid, and the proposed member has received notification from the Secretary that membership is to be granted. The Secretary must provide such notification as soon as is practicable.
  3. The decision to confer or deny membership shall rest solely with the Committee, who shall not withhold membership unreasonably.

1. SUBSCRIPTION CHARGES

a. The group may charge a membership subscription, and this charge will be decided at each AGM. Subscriptions shall fall due on the date announced at the Annual General Meeting.

b. Any individual who has failed to pay the subscription, if any, after 6 months of being due shall be deemed to have resigned from the group and shall not be entitled to participate in the group’s activities until the subscription has been paid.

c. Additional charges that will fall upon playing members will include SIH Membership Fee, KIHC Weekly Fees any fees falling 1 month in arrears will result in a playing member being suspended from all activities until the arrears are cleared.

d. The KIHC Committee may alter Membership Fees and Weekly Fees as they deem necessary.

1. MANAGEMENT COMMITTEE
   1. The day-to-day affairs of the group shall be administered by a management committee drawn from the representatives of applicable Full Members of the group, which shall comprise the following:

* **The Chair**, who shall:
* Chair all meetings of the group and of the management committee.
* Assisting with the managerial direction of the organisation
* Be aware of what is happening at SIH-UK and Hockey UK levels. They should ensure that the Club is following guidelines set out in the SIH-Uk Handbook
* Trust/allow other committee members to carry out the tasks for their role, however they should be there to assist if there are any issues or help required. They should get a regular update from each member at Committee Meetings
* Act as a figurehead for the group, and represent the group at any official functions or events.
* **The Secretary**, who shall:

Register the Club at the start of the season with SIH-UK

* + - * Maintain a record of each member, stating their name, nominated representatives, e-mail address and the date on which that member joined the group.
      * Keep proper minutes of every meeting of the group, the management committee and any sub-committees, and circulate these minutes no later than four weeks after the date on which the meeting was held. When the Secretary is unable to attend a meeting, those members present at the meeting shall appoint someone from their number to take the minutes.
      * Conduct all correspondence of the group in a timeous fashion, including booking venues, arranging meetings, and the like.
* **The Treasurer**, who shall:
  + - * Ensure that proper, up-to-date accounting records are kept.
      * As soon as is practicable after the group’s financial year has ended, submit the accounts for independent financial examination by a qualified individual appointed at the preceding AGM, and present the examined accounts at the next AGM.
      * Provide a financial report at each committee meeting outlining the income, expenditure and balances for the financial year to date.
      * Inform the bank promptly of any changes to the list of individuals authorised to operate the group’s bank account.
* **The Fixture Secretary**, who shall:

* Be responsible for all aspects of Fixtures: including Results, Player Disciplinary Status and Match Officials
* Responsible for all Ice Time and ensure that ice is fully booked at al times
* KEY CONTACTS:
* Fixture Secretaries at other clubs
* SIHA Fixture Secretary
* SIHA Statistician/Discipline
* SIHA Officials Coordinator
* Rink Management
* Team Managers
* **The Child Protection Officer**, who shall:
* Ensure all persons working with children, young people and protected adults at the club are fully aware of what is required of them within the guidelines of SIH-UK’s Code of Practice
* Ensure all those working with children and protected adults are recruited in accordance with SIH-UK’s Safe Recruitment procedures
* Be the first point of contact for players, coaches, officials, volunteers and parents on any issues concerning the well-being of the club members (poor practice or potential alleged abuse)
* Conduct the administrative work associated with the safe recruitment of coaches, volunteers and officials, including Protecting Vulnerable Group (PVG) checks (verify ID documentation)

Any other office bearers that is deemed necessary by the management committee.

* 1. In addition of these office bearers, a maximum of 6 ordinary members, who shall support, as necessary, the activities of the Chair, Secretary, Treasurer, Fixture Secretary, and Child Protection Officer and of the management committee as a whole.
  2. Additionally, there will be a permanent seat on the management committee, for a representative nominated by:
* the Fife Flyers Ltd, and
* Kirkcaldy Ice Rink Ltd.

These committee members have full management rights and can attend and vote at all Committee meetings. The nomination of these representatives are the responsibility of the respective company and who will advise in writing to the Secretary, the name of their nominated representative at the earliest opportunity after the AGM.

* 1. Nominations shall be made 14 days prior to the AGM for the election of Office bearers. If more nominations for Office Bearers are proposed than there are places, the members shall elect the Office Bearers at the AGM.
  2. Any committee member wishing to resign office must do so in writing to the Secretary or, when it is the Secretary who wishes to resign, to the Chair.
  3. Any committee member who misses three consecutive committee meetings without providing a good reason shall be deemed to have resigned from the management committee.
  4. The committee shall have the power to co-opt members to fill vacancies- provided that co-option will not cause the management committee to exceed its maximum size- and to appoint advisors who may attend committee meetings in an advisory, non-voting capacity.
  5. If at any time the number of committee members in office falls below three (3), the remaining committee members shall have the power to fill the vacancies or call an Extraordinary General Meeting, but will not be able to take any other valid decisions. These members must have the endorsement of the members at the next AGM or SGM to remain in position.
  6. Committee members shall relinquish office each year, but shall be eligible for re-election at the Annual General Meeting.

1. MANAGEMENT COMMITTEE MEETINGS
   1. The management committee shall hold a minimum of four (4) meetings per year.
   2. Any committee member may call a meeting of the committee, or direct the Secretary to do so.
   3. A minimum of 14 days’ notice must be given of each committee meeting unless, in the opinion of the person calling the meeting, there is a degree of urgency about the matter to be discussed which makes that inappropriate.
   4. If the Chair of the Club is not present within 15 minutes after the time at which the meeting was due to start, or is unwilling to act as chair of the meeting, the committee members present at the meeting shall elect from among themselves the person who shall act as chair of the meeting.
   5. The quorum for management committee meetings **shall be 6 committee members or 50% whichever is the greater.**
   6. Voting on all issues at committee meetings shall be by simple majority, and by a show of hands, and each committee member shall be entitled to one vote. Where there is an equality of votes, the chair of the meeting shall be entitled to a second, casting vote.
2. ANNUAL GENERAL MEETING
   1. An Annual General Meeting (“AGM”) shall be convened by the management committee **before the start of the next playing season at a time to be determined by the committee.**
   2. Notice of the AGM shall be circulated by the Secretary to members at least 28 days prior to the meeting.
   3. The AGM shall consider the following business:
      1. The minutes of the previous AGM and of any Extraordinary General Meetings held since then;
      2. A report on the activities of the group since the previous AGM, prepared by the management committee.
      3. The independently examined accounts of the group.
      4. The subscription levels for the following year.
      5. The election of the Management Committee and Office Bearers.
      6. Any motions proposed by the management committee or by any member.
   4. Any member may propose a motion to be considered at the AGM provided that they give a minimum of 21 days’ notice to the Secretary, such notice to contain the precise wording of the motion.
   5. The Secretary shall circulate to members a full agenda, containing copies of the annual report, the independently examined accounts, and the precise wording of any motions to be considered, no later than 14 days prior to the date of the AGM.
   6. If the Chair of the Club is not present within 15 minutes after the time at which the meeting was due to start, or is unwilling to act as chair of the meeting, the committee members present at the meeting shall elect from among themselves the person who shall act as chair of the meeting.
   7. The quorum for the AGM shall be ten (10) full members or ten percent (10%) of full members, whichever is the greater.

Voting on all matters, except amendments to this Constitution or a motion to dissolve the group, shall be by a simple majority. Where there is a tied vote, the chair of the meeting shall have a second, casting vote.

* 1. Each representative of a full member is entitled to one vote, which must be given in person. Voting shall be by a show of hands unless any member, prior to a vote being taken, requests a secret ballot. The process for any secret ballot shall be determined by the chair of the meeting, but the result of the ballot must be declared immediately.

1. EXTRAORDINARY GENERAL MEETING
   1. An Extraordinary General Meeting shall be convened at the request of the Management Committee or upon receipt by the Secretary of a written request from five (5) members.
   2. The Secretary shall circulate, by e-mail, the notice that an EGM is to be held, together with an agenda stating the business to be heard, no later than 28 days prior to the date of the meeting.
   3. The business of an Extraordinary General Meeting shall be restricted solely to the business stated on the request for the meeting to be convened. No other business shall be competent.
   4. The quorum for an EGM shall be ten (10) members, or ten percent (10%) of members, whichever is the greater.
   5. Voting on all matters, except amendments to this Constitution or a motion to dissolve the group, shall be by a simple majority. Where there is a tied vote, the chair of the meeting shall have a second, casting vote.
   6. Members in attendance are entitled to a vote on all matters, which will be a show of hands unless a secret ballot is requested by 10% of the meeting, which will be undertaken under the direction of the chair.
2. SUB-COMMITTEES
   1. The management committee may delegate any of their tasks to sub-committees.
   2. Each sub-committee must be chaired by a member of the Management Committee, but the remaining members of the sub-committee need not be Management Committee members.
   3. When delegating tasks to a sub-committee, the Management Committee must set out the following in a written remit:
      1. The nature of the business that the sub-committee is entitled to consider;
      2. The composition of the sub-committee, and the process for the appointment or election of the sub-committee members;
      3. The full extent of, and restrictions on, the powers that have been delegated, including, where appropriate, the maximum level of expenditure that the sub-committee is permitted to incur; and
      4. The period for which any powers are delegated, and the process for the rescission of powers.
   4. Sub-committees can only make recommendation to the full committee and the final decision and responsibility for action must be taken by the management committee.
3. FINANCE
   1. A bank account shall be opened in the name of the Club and all monies received must be deposited timeously in this account.
   2. The Chair, Secretary and Treasurer shall be authorised by the management committee, in writing, to operate the bank account and to make payments on behalf of the Club.
      1. Payments by cheque shall only be valid if the cheque is signed by two out of three unrelated members of the management committee who are authorised to operate the bank account, one of whom must normally be the Treasurer. Where a payment is being made to the Treasurer the Chair and any other unrelated signatory should sign the cheque.
   3. The group’s financial year **shall run from 1st June to 31st May**.
   4. No part of the income or property of the Club may be paid or transferred (directly or indirectly) to the members – either, in the course of its existence, or on dissolution- except for the reimbursement of reasonable expenses that may be incurred from time to time.
4. ALERATIONS TO THE CONSTITUTION

This constitution may be amended only by a competent motion passed by a two-thirds majority of those members present and entitled to vote at a quorate AGM or at a quorate EGM convened specifically for that purpose.

1. DISSOLUTION
   1. In the event of the group ceasing to exist any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members but shall be given or transferred to a local body or bodies with similar charitable objectives.
   2. In special circumstances where the Club have been awarded monies from funding bodies, then the money remaining and which was ring-fenced for a particular project, will be disposed of in the manner set out by each independent funding body in line with their funding policies and criteria.