

Constitution

(Proposed amendments May 2008)

1. The Club shall be called "Cheam Hockey Club" and shall comprise of a Men's Section, a Women's Section and a Colts Section.
2. The categories of membership of the Club and the rights attached thereto are set out in Schedule 1
3. The aims and objectives of the Club shall be:
 - to offer coaching and competitive opportunities in hockey
 - to promote the Club within the local community
 - to provide all its services in a way that is fair to everyone
 - to ensure that all members receive fair and equal treatment
4. The Club shall be a Section of and subject to the rules and byelaws of Cheam Sports Club and shall be affiliated to the Surrey Hockey Association and England Hockey or its successors.
5. By joining the Club all members will be deemed to accept the Club's Constitution, and all Policies, Codes of Conduct and Byelaws that the Club has adopted. (*see Appendix D*).
6. The colours of the club shall be claret and blue shirts, with white shorts [Men & Boy Colts], and navy skirts [Women & Girl Colts] and claret and blue socks.
7. The Club shall have a President who will represent the Club as appropriate. This office shall be elected annually.
8. The Club may elect members and former members from the candidates proposed by the Committee as it's Vice Presidents. This is an Honorary position. There shall be no limit to the number of Vice Presidents.
9. An Executive Committee drawn from all Sections of the Club shall control the affairs of the Club, and in doing so shall act in the interests of its members.
10. The Executive Committee shall consist of a Chairperson, Secretary, Treasurer, Membership Secretary, Chair of the Playing Committee, Chair of the Social Committee and Development Officer (*see Appendix E for Job Descriptions*).
11. The Committee shall have power to appoint or co-opt extra or replacement officers.
12. The Committee may invite up to 4 other non-voting Club members to attend its meetings.
13. No less than two members of the Men's and Women's Sections shall be represented on the Committee.
14. Six members of the Committee shall form a quorum.
15. The Committee shall meet a minimum of four times per year – pre and post trials, pre Christmas and pre AGM.
16. The Committee shall have the right to exclude a member of the Club for whatever reason.

17. The day to day operation of the Club shall be the responsibility of the Executive Officers comprising the Chairperson, Secretary, Treasurer and Membership Secretary. The Executive Officers shall not be eligible for election as Chair of any of the Club's Sub Committees (except for the Secretary who shall Chair the Discipline Committee.)

18. The Committee shall have power to make byelaws.

19. The Committee shall have the power to employ on whatever terms it sees fit such staff to deal with playing or administrative matters as it deems necessary

20. The Committee shall establish Sub-Committees to deal with Playing (Constitution see Appendix A), Discipline (Constitution see Appendix B), and Social (Constitution see Appendix C) and shall have power to establish further Sub-Committees to deal with such other matters as it sees fit.

21. Two members of the Committee shall be nominated to attend the Committee Meetings of Cheam Sports Club.

22. The Financial Year of the Club shall run from 1st May to 30th April each year.

23. An AGM shall be held each year between April and June. Seven days notice is required for the AGM and the Secretary must receive all nominations at least 48 hours before the date of the AGM. The quorum shall be 20 members eligible to vote

24. The following business shall be transacted at the AGM:-

A. Each Member of the Outgoing Committee shall present a report (Chair, Secretary, Membership Secretary, Social Chair, Playing Chair and Development Officer).

B. The Treasurer shall report and present the Accounts for the Year (either Audited or with a Report from an Accountant) for Approval by the members present.

C. The following items for the forthcoming season shall be presented by the Executive Committee for approval:-

i. Annual Subscriptions Rates

ii. Match Fees

iii. Training Fees

The Membership Secretary shall prepare and certify a schedule of the above and circulate to members accordingly.

(Note:- The level of Match Fees (other than Saturday Match Fees) and the Annual Subscription for temporary members shall be left to the discretion of the Committee)

D. Appointment of Accountant/Auditor

E. Election of The Executive Officers of the Club

i. Chair

ii. Secretary

iii. Treasurer

iv. Membership Secretary

F. Election of President and Vice Presidents. (The Committee may propose additional Vice Presidents.)

G. Election of Mens Playing Administrator, Ladies Playing Administrator, Colts Administrator and Development Officer from whom a Chair of the Playing Committee shall be chosen and ratified.

H. Election of Mens Social Secretary, Ladies Social Secretary, Colts Social Secretary and Recruitment Officer from whom a Chair of the Social Committee shall be chosen and ratified.

I. The following appointments shall be ratified:-

- i. Team Captains Mens
- ii. Team Captains Womens
- iii. Mixed Captain
- iv. Managers Boys Age Group Squads
- v. Managers Girls Age Group Squads
- vi. Fixture Secretaries Mens, Ladies, Colts from whom a Fixtures Representative shall be chosen and ratified.
- vii. Child Welfare Officer
- viii. Website Administrator, Newsletter Editor, Press Officer, Kit Officer
- ix. Colts Training Coordinator, Colts Playing Committee Rep

25. A Special General Meeting of the Club may be convened at any time by the Committee, or upon a request in writing being made to the Secretary and signed by 10 members eligible to vote stating the reason for such a meeting. The Secretary shall then send a notice stating the business to be transacted to every member seven clear days before any such Meeting.

26. No alteration or addition to the Rules of the Club shall be made except at a Special General Meeting. The notice convening such a Meeting, which must be given at least 14 days before the aforesaid Meeting shall state the proposed alterations or additions. The quorum for a Special General Meeting shall be 24 of which at least 16 members must approve any rule change.

27. In the event that a resolution to dissolve and wind up the Club is passed by a two-third majority of members present and entitled to vote at a General meeting the remaining assets of the Club, after all outstanding liabilities have been settled shall be handed over to Cheam Sports Club.

Playing Committee Constitution

1. The Playing Committee shall be a sub committee of the Executive Committee and its members shall be drawn from all Sections of the Club. The Playing Committee shall be responsible for the management of all playing affairs of the Club.
2. The Playing Committee shall comprise of the Men's Playing Administrator, the Women's Playing Administrator, the Colt's Playing Administrator, the Fixtures Rep, Child Welfare Officer when required, [Captains](#) and the Development Officer. (see Appendix E for Job Descriptions).
3. Other Club Members and individuals may be invited to attend the Playing Committee meetings at the discretion of the Playing Committee.
4. Four (4) weeks prior to the last fixture of the season for each team it's captain will tell the relevant Administrator whether they wish to stand for re-election. A representative nominated by the Playing Committee will discuss the issue of captaincy within the team, informing players of whether the current captain is willing to stand for re-election and giving the other team members the opportunity to be nominated for election. For the purposes of this rule a team member is not eligible to vote if they have played less than five (5) games in the team that season. Nominations must be submitted to the relevant Administrator within one (1) week of that date. In the event of a captain resigning part way through the season or standing down as a result of a Playing Committee decision, the relevant Playing Administrator shall ask the team for nominations to take over the captaincy. Nominations must be submitted to the relevant Playing Administrator within one week. All nominations must be approved by the Playing Committee before being notified to the team.

In the event that only one approved nomination is received, that person will be invited to stand as captain. If there is more than one nomination the Administrator will issue voting slips to the team concerned. If the team vote is tied the choice of Captain for that team shall be made by the Playing Committee. In the absence of a nomination the Playing Committee will have the power to appoint an appropriate captain or make the necessary arrangements to fill the position. A vice captain will be proposed by the captain of each team within two (2) weeks of the start of the season and be ratified by the Playing Committee at their next meeting.

5. The Playing Committee shall make the necessary arrangements to ensure that there is a Fixtures Secretary in place for each of the Men's, Women's and Colt's Sections to be ratified at the Annual General Meeting.
6. The Chair of the Playing Committee must attend as a committee member, the meetings of the Executive Committee, to present the report of the Playing Committee and to provide the link between the Playing Committee and the main Executive body.
7. The Playing Committee shall meet a minimum of three times per year (if possible in the week prior to the meetings of the Executive Committee) – pre trials, pre Christmas and pre AGM. The minutes of each meeting shall be circulated to it's membership and to the Executive Committee within 7 days.
8. Any complaint or grievance in relation to playing issues which cannot be resolved must be referred to the Executive Committee along with all matters which have a financial implication for the Club.
9. The Playing Committee shall assist the Development Officer with the production, implementation and review of the Club Development Plan, Clubs 1st Accreditation and maintenance of that status, and any other Development matters.
10. The Playing Committee shall establish a Men's Working Group a Women's Working Group and a Colt's Working Group to deal with selection of teams and the day to day running of the playing affairs of each of the Men's, Women's and Colt's Sections of the Club. Each Group shall be chaired by the relevant Administrator and shall meet at least once per month during the playing season.
11. Five members of the Playing Committee shall form a quorum of which no less than two shall be representatives from each of the Men's and Women's Sections and one from the Colt's Section.

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12. Each Working Group shall consist of the Administrator and captains/managers (or nominated representative of the team), together with such further Club members and Coaches, as the Playing Committee and/or Working Group deems appropriate.
13. Each Working Group must follow any Selection Guidelines or other Guidelines produced by the Playing Committee and ratified by the Club membership at the Annual General Meeting.

Cheam Hockey Club Playing Committee Men's and Women's Working Group Guidance

1. The Working Group shall comprise of the appropriate Administrator and the captain of each team, or their nominated representative, together with such further Club Members and Coaches as the Playing Committee or Working Group deems appropriate.
2. All attending members of the Working Group shall be eligible to vote.
3. Three members of the Working Group shall form a Quorum.
4. The Group will meet at least monthly during the season to discuss selection of the teams and the day to day running of the playing affairs of the Section.
5. Selection of teams will include the following criteria:-
 - 1) Ability of player and balance of positions within the team
 - 2) Commitment to training and matches
 - 3) Appropriate development of Colts
 - 4) Higher teams will have priority over the choice of players
6. Any disputes regarding selection will, in the first instance, go to a vote. In the event of the votes being equal the Administrator will make the final decision.
7. Any complaint or grievance in relation to playing issues must firstly be directed to the Playing Committee and if the matter cannot be resolved then directed to the Executive Committee.

Cheam Hockey Club Playing Committee Colts Working Group Guidance

1. The Working Group shall comprise of the Colts Administrator, Manager of each team, Colts Training Coordinator, Colts Fixture Secretary, Colts Social Secretary together with such further Club Members deemed appropriate.
2. All attending members of the Working Group are eligible to vote.
3. Four members of the Working Group shall form a Quorum
4. The Group will meet at least monthly during the season to discuss the appointment of Team Managers, selection of Squads, day to day running of playing affairs of the Colt's section and the organisation of Stix Awards and End of Season Tournament.

5. Selection of teams will include the following criteria:-
 - 1) Ability of player and balance of positions within the team
 - 2) Commitment to training and matches
 - 3) Appropriate development of Colts
 - 4) Higher teams will have priority over the choice of players

6. Any disputes regarding selection will, in the first instance, go to a vote. In the event of the votes being equal the Administrator will make the final decision.

7. Any complaint or grievance in relation to playing issues must firstly be directed to the Playing Committee and if the matter cannot be resolved then directed to the Executive Committee.

8. The Working Group must nominate a Colt's Representative to attend the Playing Committee (*and a Colt's Representative to attend the Development Committee* – incorrect, an amendment to be proposed at the next EGM) whose appointments shall be ratified at the AGM.

Discipline Committee Constitution

1. The Discipline Committee shall be a Sub Committee of the Executive Committee and shall consist of the Hon. Secretary (who shall Chair the committee) and the Men's, Women's and Colt's Playing Administrators.
2. The scope of the Discipline Committee will be to cover all hockey - outdoor, indoor, junior and mixed and where members of Cheam Hockey Club are representing other clubs/organisations and are subject to an official penalty.
3. The Discipline Committee must meet within four days of any event warranting a disciplinary decision. In the event of a player receiving a red card, details of the incident must first be reported to the Surrey Hockey Association (SHA) in accordance with SHA regulations. The Discipline Committee will then meet once they have received a response from the SHA. The decision of the Discipline Committee will be transferred to the offender by his or her captain as soon as possible.
4. The mandatory minimum penalties prescribed in the regulations for the enforcement of discipline by England Hockey are set out in the Club Code of Conduct. Cheam Hockey Club and/or SHA may impose such additional penalties as they may deem fit.
5. In the event that the offender wishes to appeal against the decision of the Discipline Committee to impose any additional penalty the offender must do so in writing to the Club Chair within 4 days of being notified of such decision.

On receipt of an appeal the Club Chair shall convene a meeting of the Executive Committee as soon as reasonably practicable to consider the appeal. The offender may attend and make representations at the meeting. The decision of the Executive Committee on the matter shall be final and binding on all concerned.

Social Committee Constitution

1. The Social Committee shall be a Sub Committee of the Executive Committee and it's members shall be drawn from all Sections of the Club. The Social Committee shall be responsible for all Club Social Activities.
2. The Social Committee shall comprise of Men's Social Secretary, Women's Social Secretary, Colt's Social Secretary, Mixed Captain, the Recruitment Officer and the Kit Officer together with such further Club Members deemed necessary.
3. The Social Committee shall ensure that a minimum of a Christmas Event and an Awards Event are held each season together with as many further Social Events as possible to appeal to all Sections of the Club.
4. The Social Committee shall also be responsible for arranging any Club Tours.
5. The Social Committee shall assist the Kit Officer and liase with the Publicity Sub Committee in the design, ordering and marketing of Club Kit.
6. The Social Committee shall assist the Mixed Captain in arranging the mixed Hockey fixtures for the Club.
7. The Social Committee shall assist the Recruitment Officer with measures designed to recruit new members for all sections of the Club.
8. The Social Committee shall produce a full account of Income and Expenditure to the Club Treasurer after each event.
9. Any matters with a financial implication must be referred to the Executive Committee.

Club Policies

Child Protection, Coaching Practice, Conduct, Discipline and Equity.

A partnership between coaches, managers, children and their parents.

Cheam Hockey Club is committed to Child Protection to ensure that the child's interests and protection are at the centre of all club policies and procedures.

This guide addresses the following issues associated with coaching and working with children and young people:

- Child protection policies and procedures
- The coaching method, aims and objectives
- Coach conduct and behaviour
- Responsibilities of the coach, child, parent and player
- Players Code of Conduct
- Equity Policy

Cheam Hockey Club does not want to impose unrealistic targets on coaches and managers and wants to promote a friendly and fun attitude to coaching. However in these increasingly litigious times it is felt that all coaches must be aware of the standards expected of them as much for their own protection as the protection of the child. It is also recognised that the role of the parent is crucial within the coaching process and this document sets out some basic do's and don'ts from the coaching perspective.

Child Protection Policies and Procedures

Policy

Cheam Hockey Club accepts that its main responsibility is for the well being and safety of those young players who are members of the club. This is done in the belief that by placing their welfare at the centre of our concerns it is providing a solid foundation for the development of its players of the future and for effective Child Protection practice.

Cheam Hockey Club adopts the Child Protection Guidelines for Good Practice issued by England Hockey, together with the guidance given by the National Coaching Foundation. All coaches are expected to adhere to the principles outlined by these documents.

It is also recognised that Child Protection is a mutual commitment between coaches and parents/guardians. Notwithstanding the Child Protection procedures laid out below, coaches will work with parents/guardians to develop a mutually beneficial relationship. As part of their training, all coaches and managers should be given Child Protection Awareness Training.

The Club will appoint a Club Welfare Officer (CWO) who will have the responsibility for ensuring that the Club's procedures below are carried out in the correct manner.

In the event of any incident involving the CWO, the Colts Administrator, or Club Chair will act in his/her place. At the core of all these procedures is the overriding principle that no child(ren) will be put at any further risk.

Procedures

Child Protection issues fall very broadly into the following categories:

- Bullying
- Allegation of abuse/neglect
- Suspicion of abuse/neglect
- Disclosure of abuse/neglect
- Going home procedure

The following are procedures that coaches will follow in the event of any of the above.

Bullying

- Investigate allegations/suspicions fully.
- Inform Child Welfare Officer.
- Talk to bully and victim separately.
- Take appropriate action, such as:
 - Apology from bully.
 - Inform parents.
 - Return of any 'borrowed' items.
 - Support for coach and/or victim.
 - Encourage change in bully's behaviour.
 - Consider sanctions against perpetrators.
 - Inform other coaches about incident and action taken.
 - Keep a record of incident(s) and actions taken.
 - Arrange a follow up meeting with victims family reviewing progress.

Allegation of abuse/neglect

- Listen to allegations.
- Make notes on what has been alleged.
- Inform the Child Welfare Officer of the allegations immediately.
- The CWO will decide on the appropriate action, which may be:
 - ⇒ Inform London Borough of Sutton Social Services
 - ⇒ [Local Safeguarding Children Boards](#)
 - ⇒ Inform Local police
- Maintain confidentiality.
- Do not inform parents if allegation involves them, otherwise inform parents of your actions (this is best done by the CWO).

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Suspicion of abuse/neglect

- A suspicion of abuse or neglect should be discussed with the CWO in the first instance; he/she will then deal with the suspicion in the appropriate manner.
- No information should be given to anyone else, confidentiality is paramount.
- Do not inform parents if suspicion involves them.
- Do not discuss suspicions with child.

Disclosure of abuse/neglect

- Listen to what the child has to say with patience and without comment but try and assess if immediate protection is needed.
- At the earliest opportunity make notes on what has been disclosed.
- Inform the CWO of the disclosure immediately.
- The CWO will decide on the appropriate action, which may be:
 - ⇒ Inform London Borough of Sutton Social Services
 - ⇒ [Local Safeguarding Children Boards](#)
 - ⇒ Inform Local police
 - ⇒ Inform the Chief Executives Office of England Hockey on 01908 544614 (if a coach is implicated).
- If the disclosure involves the child's parents, do not inform them. The CWO should discuss the disclosure with London Borough of Sutton Social Services, who will discuss the matter with parents.
- If the disclosure involves a coach, he or she should not be put in a situation whereby they come into contact with the child until the issue has been investigated and resolved (this is for the safety of the coach as well as the welfare of the child).

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Going home procedure

- In the event of a child not being picked up after a match or training session the coach should make contact with the parents.
- If parents are out of contact the coach must not leave the child at the pitch unsupervised.
- The CWO should be advised of the situation.
- As a rule coaches should not take children in their cars without the permission of parents.
- Lone children should only be taken in the back seat of a car.
- In extreme cases the police should be informed by the CWO
- Parents or nominated responsible adult must collect players (under 14) from the pitch and not allow them to walk to where their cars are parked.
- If a child (under 14) wishes to make his or her own way home this must be confirmed in writing from a parent and arrangements must be considered safe and satisfactory to the Club.

Coaching
A guide for good practice

Aims and Objectives

- To provide a safe, enjoyable, fair, structured, challenging, rewarding and positive experience for all individuals.
- To identify players strengths and weaknesses and work on these to develop and improve the individuals game.
- To develop a team where each player is aware of his/her role and responsibilities to enable the team to play to its full potential.

Coaching Sessions

Coaches must...

- Be aware of the Child Protection policy of the Club and the procedures to follow in the event of suspected child abuse or bullying.
- Prepare a coaching plan before each session.
- Ensure that planned activities are appropriate for the age, maturity, experience and ability of all individuals in a group.
- Promote fair play in accordance with the rules of the game.
- Ensure they have sufficient equipment to carry out the planned session.
- Keep a register of players who attend each training session. These are to be kept in the file and will be collected at Christmas and the end of season by the Club Development Officer
- Ensure that at the end of each coaching session, no child under 14 is left at the venue unattended.
- Be aware of the Club disciplinary procedures

Coaches should...

- Ensure that a recognised first aider is in attendance and that they have ready access to a telephone in case of emergencies.
- Set targets for individual or group activities that are attainable but challenging.
- Have at least one assistant for each session to maintain an appropriate coach to child ratio.
- Arrive at least fifteen minutes before each session.

Matches

- All players must be given advanced notice of their selection, and precise details of the pitch times and travel arrangements for away games.
- All players picked should play for some of the game.
- Players who are unlikely to take a large part of a match should be informed prior to the game starting.
- All players must be aware of their roles and responsibilities.
- The coach/manager must ensure that there is an umpire. If the coach umpires, then a nominated assistant must be present to arrange substitutions.
- The coach/manager is responsible for the collection and accounting for any match fees.

Coach Behaviour

Coaches must...

- Respect the rights, dignity and worth of every person and treat everyone equally within the context of the game or training session.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Consistently display high standards of behaviour and appearance.
- Never physically or verbally abuse or neglect players and actively stop such behaviour between players.
- Not exert undue influence to obtain personal benefit or reward.
- Be committed to a full training and match programme and arrange for suitable cover when unable to attend.

Coaches should...

- At the outset clarify with players (and where appropriate with their parents) exactly what is expected of them and what players are entitled to expect from the coach.
- Develop a working relationship with players based on mutual trust and respect.
- Promote the positive aspects of the sport and never condone rule violations or the use of prohibited substances.
- Encourage players at all levels to help them improve their standard of play and to continue to participate in the sport.
- Understand the ambition of individual players and seek to help them fulfil their potential.

Safety

Coaches are responsible for the safety of the children whilst under their instruction.

- Any behaviour by the players that is likely to lead to an accident or injury must be stopped.
- Coaches must place the well-being and safety of the players above the development of performance.
- Players must not be allowed to take part in sessions unless they are suitably protected.
- Field players must wear shin guards and (preferably) mouth guards:
- Goalkeepers must wear full protective equipment.
- Coaches are responsible for ensuring that the playing surface is safe and there are no dangerous objects on or around the playing area.
- Coaches must ensure that a first aid kit is present at all coaching sessions and games. Coaches must ensure that there is a means of contacting an ambulance in the event of an emergency.

Accidents

- In the event of an accident, a first aider should determine if the injury requires a hospital visit.
- If a hospital visit is required, an ambulance should be called in preference to transporting the child to hospital in a car.
- The group must never be left unattended. If the coach is called away from the group to administer first aid, then their assistant should take over the session.
- An accident report form must be completed for all injuries, however minor. If any advice is given, it must be noted on the report and if possible signed by the person collecting the child at the end of the session.
- Completed accident report forms must be handed to the Club Secretary for filing.

Administration

Coaches/managers are responsible for administering the training sessions and matches which includes taking to each session:

- A register of names (to be completed)
- Accident forms
- New starter forms
- Publicity materials

Travelling Away

Coaches/Managers must...

- Provide parents and players with precise details of the trip.
- Have parents' written permission for the child's involvement and an agreed communication process. This will be sought on the Consent Form.
- Ensure in advance that there is sufficient transport and that there is a suitable ratio of adults to children.
- Always have mixed gender adults if the children are mixed gender.
- Always be the first at the meeting point and the last to leave.
- Ensure that children are properly restrained in vehicles.

Working with Parents

- Parents should be actively encouraged to watch, provide transport to away games or otherwise take part in the coaching sessions where appropriate.
- Parents should be encouraged to offer positive comments to their children and actively discouraged from shouting abusive or negative comments.
- Coaches should talk to parents to make sure they are aware of the duty of care, to determine other sporting commitments and to advise on clothing and equipment.
- Parents are responsible for bringing their child to and from the pitch, for notifying the coach of injuries, for providing food and drink and ensuring that their child has adequate protection from sun, rain and cold.
- Coaches are responsible for the welfare and safety of the child whilst on the pitch.

Parents

Working with the coach

“Remember that your child takes part for his/her enjoyment, not yours.”

Parents: Do's and Don'ts

DO...

- get to know your child's coach as the coach will play an important role in your child's development.
- respect the coach's opinion as they are likely to be more knowledgeable than you.
- establish clear lines of communication and find out when it is convenient and appropriate to contact the coach.
- encourage your child to improve their skills through coaching sessions.
- teach your child that winning is not everything and it is important to recognise and reward effort.
- encourage your child to play by the rules.
- set a good example and applaud players from both teams.
- offer to help with transport for away games and provide lifts to others for training if required.
- remember that your child takes part for his/her enjoyment, not yours.

DON'T...

- yell at your child or other children for making a mistake as they are all trying their hardest.
- ignore bad behaviour, cheating or bad manners by your child. Reasonable prompt action is appropriate.
- coach from the sidelines. If you want to get involved, talk to the coach after the competition.
- abuse the officials as they are volunteers and your child cannot play without them
- forget that your child is still growing so training which may be appropriate for an adult can have adverse effects on the development of a young child.
- attend throughout every session and every match (if advised by the coach) as it is important for your child's development in sport that they are trusted to make the correct decisions during training or competition.
- force your child to participate if he/she does not want to.

Players Code of Conduct

Fair Play Statement

It is the policy of Cheam Hockey Club to ensure that all participants, volunteers, coaches and parents promote fair play at all times. Players are encouraged to be 'good sports' and co-operate with and respect their team mates, coaches and officials at all times. The aim is for all players to enjoy the game, improve their skills and have fun.

Colts Code of Conduct (anyone Under 16)

All colts members are asked to abide by the following rules at all times:

- Play for the fun of it not just to please parents
- Play within and learn the laws of the game.
- No swearing, time wasting, retaliation, fighting, racism or bullying.
- Co-operate fully, respecting all requests and decisions made by the coaches, helpers, officials and administrators.
- Be on time for training sessions, matches and competitions.
- Players must control their tempers and avoid behaviour which may inconvenience or upset others.
- Treat opponents and team mates with respect at all times (on and off the field).
- Be considerate to others and work as a team.
- Accept success and failure in a noble/ selfless way.
- Do not purchase or consume alcohol, tobacco products, solvents, illegal drugs of any kind or purchase or carry dangerous articles e.g. knives whilst representing the Club or on Club premises.
- Do not participate in any Club activity whilst under the influence of alcohol or drugs. Members shall not promote, give or sell any drugs to another member whilst participating on the Club premises or participating in any Club activity.
- Take care of all property belonging to the Club or any Club member.
- Do not leave sessions without permission of the person in charge.
- Be responsible for caring for your own equipment, clothing and property.
- No jewellery or unsuitable clothing or footwear should be worn during any practical Club sessions.
- Shin guards and preferably a mouth guard should be worn at all sessions and matches.

Senior Code of Conduct (any member 16 or over)

All Senior members are asked to abide by the following rules at all times:

- Play within and learn the laws of the game.
- No swearing, time wasting, retaliation, fighting, racism or bullying.
- Co-operate fully, respecting all requests and decisions made by the coaches, helpers, officials and administrators.
- Be on time for training sessions, matches and competitions.
- Players must control their tempers and avoid behaviour which may inconvenience or upset others.
- Treat opponents and team mates with respect at all times (on and off the field).
- Be considerate to others and work as a team.
- Accept success and failure in a noble/ selfless way.
- Do not purchase or consume solvents, illegal drugs of any kind or purchase or carry dangerous articles e.g. knives whilst representing the Club or on Club premises.
- Do not participate in any match or training session whilst under the influence of alcohol or drugs. Members shall not promote, give or sell any drugs whilst on the Club premises or participating in any Club activity.
- Take care of all property belonging to the Club or any Club member.
- Be responsible for caring for your own equipment, clothing and property.
- No jewellery or unsuitable clothing or footwear should be worn during any practical Club sessions.
- Shin guards and preferably a mouth guard should be worn at all sessions and matches.

All members must also adhere to the rules of Cheam Sports Club.

Disciplinary Penalties

The following are the mandatory minimum penalties prescribed in the regulations for the enforcement of discipline by England Hockey. Cheam Hockey Club and/or the SHA may impose additional penalties as they may deem fit.

- **Red card offences - where physical violence is used:**
 - a) an umpire - 180 days b) a player - 60 days c) any other person - 60 days
- **Red card offences - where physical violence is offered or threatened against:**
 - a) an umpire - 90 days b) a player - 30 days c) any other person - 30 days
- **Red card offences where physical violence is not used, offered or threatened:** 16 days

Appeals

There is no right of appeal other than against that part of the penalty in excess of 16 days.

For a second and subsequent red card offence in a period of 12 months, the maximum penalty imposed shall be doubled that prescribed.

Yellow card offences

Yellow card offences must be notified to the relevant Playing Administrator who will forward the details to the Chair of the Club Discipline Committee to be recorded. A disciplinary hearing may be called.

Equity Policy

Cheam Hockey Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

Cheam Hockey Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

Cheam Hockey Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment or abuse.

All Cheam Hockey Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

Cheam Hockey Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Job Descriptions

All Cheam Hockey Club Officers and Committee Members must be CRB checked.

Club Chairperson (Exec Committee)

1. Chairs Exec Committee (Holding Casting Vote)
2. Ensures the Club is run in accordance with the Club Constitution
3. Attends Sub Committee meetings as necessary to ensure he/she has a full grasp of Club issues.
4. Signatory to Club Bank Account
5. Drafts any Constitutional Amendments
6. Represents the Club as necessary
7. Arranges and Chairs Appeal Hearings on Disciplinary matters

Secretary (Exec Committee and Discipline Committee)

1. Receives and distributes correspondence on behalf of the Club
2. Arranges and notifies appropriate members of Exec meetings, AGM's, and EGM's.
3. Takes and distributes the minutes of the above meetings and receives and distributes minutes of sub committee meetings
4. Maintains Club records including approved minutes of meetings and correspondence etc.
5. Liaises with Cheam Sports Club to ensure representation at their AGM and other meetings as necessary
6. Signatory to Club Bank Account
7. Maintains contact with Vice Presidents (minimum of Annually)
8. Chairs the Discipline Committee and maintains the Discipline records of the Club

Membership Secretary (Exec Committee)

1. Collects up to date details through a registration form for both old and new members from Colts to Vets
2. Maintains a secure Database of all information collected
3. Liaises with Treasurer re the payment of Subs and sends reminders as necessary
4. Returns membership details to Cheam Sports Club for payment of Levy
5. Distributes all info to players. Pre season, Training, Player Packs as necessary
6. Point of contact for potential new members
7. Liaises with Playing Committee to ensure production of Fixture Cards

Treasurer (Exec Committee)

1. Prepares Annual Budget pre season for presentation to Exec
2. Deals with all Club income and expenditure in a timely manner and in accordance with Tax Rules etc.
3. Produces a report of the Club's Financial position for each Exec meeting.
4. Keeper of all Financial Documentation (Bank Statements, Cheque Books, Invoices, Correspondence etc)
5. Produces Income and Expenditure Account and Balance Sheet to be presented at the AGM and to Cheam Sports Club as necessary
6. Recommends the level of Match Fees and Subscriptions to the AGM
7. Signatory to Club Bank Account

Social Secretary (Social Committee)

The Chair elected from the three secretaries at the AGM will Chair the Social Committee and attend as a member of the Executive Committee.

1. Arranges the Club Social Programme as appropriate (A minimum of Christmas Dinner and End of Season Dinner)
2. Books, publicises, collects monies and produces a full account of income and expenditure to the Treasurer after each event
3. Arrangement of Club Tour

Chair of Social Committee's Additional Responsibilities

4. Chairs Social Committee meetings and ensures committee is run in accordance with the sub committee constitution.
5. Prepares and circulates an Agenda and takes and distributes minutes of the above meetings
6. Attends and reports to Executive committee meetings regarding Social matters

Playing Administrator (Playing Committee, Working Group and Discipline Committee)

1. Organises club day and training timetable
2. Responsible for creating a clear development pathway for junior players to progress to Senior Hockey
3. Chairs working group meetings of relevant section and reports to Playing Committee
4. Point of contact for any players with selection problems that are unable to be dealt with by the relevant captain
5. Responsible for ensuring that all players are aware of the club selection policy and that these policies are adhered to during selection meetings
6. Reviews teams performances
7. Liaises with Captains etc regarding selection changes
8. Liaising role with coaches
9. Sits on the discipline committee

Chair of Playing Committee's Additional Responsibilities

10. Chairs Playing Committee meetings and ensures committee is run in accordance with the sub committee constitution.
11. Prepares and circulates an Agenda and takes and distributes minutes of the above meetings
12. Attends and reports to Executive committee meetings regarding playing matters

Fixtures Secretary (Fixtures Working Group)

1. Attends League Fixtures meetings to obtain full details of league fixtures
2. Contacts other clubs to arrange friendly fixtures to fill gaps in the league Programme
3. Contacts opposition Fixtures Secretaries to confirm fixture details in accordance with relevant league rules
4. Liaises with captains re cancellations and rearrangements

Chair of Fixtures Committee's Additional Responsibilities

5. Chairs the Fixtures Committee
6. Attends and reports to Playing Committee regarding Fixtures matters
7. Collates fixtures for each Section
8. Allocates time slots for home games endeavouring to do so on a basis that is fair to all teams
9. Prepares a full programme of fixtures for transfer to Membership Secretary for inclusion in the Fixture Card and posting to the Club Website

10. Checks availability of pitches and books for home games.
11. Liaises with Treasurer to confirm pitch usage.

Captain ([Playing Committee](#) and [Working Group](#))

1. Sits on [Playing Committee](#) and [Working Group](#)
2. Responsible for the selection of their team on a weekly basis and ensuring all squad members notified of match details at least 48 hours before each game
3. Responsible for the team on the pitch ensuring that appearance (e.g required numbered shirts for league games), performance, and behaviour is upheld when representing the club.
4. Delegates to squad members responsibility for collection of match fees and subs, arrangement of teas for home matches, match reports for each game, umpires, balls incl. match balls, first aid, Loadsastik Newsletter contributions and match drinks. Notifies Playing Committee of those appointed.
5. Responsible for ensuring results are reported to the league on a timely basis and the necessary league rules are followed at all times.
6. To report any offences that result in a card being issued to a member of the Discipline Committee as soon as the game has finished
7. Responsible for liaising with the coach in terms of selection, content of training sessions and at match days.
8. Responsible for keeping team informed of relevant club news and events
9. Responsible for liaising with other captains as necessary when players drop out, making sure there are always enough players for a game
10. Responsible for collecting votes at the end of the season for various Club awards

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Vice Captain

1. Attends working group meetings
2. Assists the captain and coach in terms of selection and managing the side on a week by week basis.
3. Works with the captain to ensure that performance and behaviour of teams and players is upheld at all times.
4. Takes responsibility for the team in the absence of the captain.

Colts Team Manager (Colts Working Group)

1. Attends Colts Working Group meetings (providing a report of teams activities and issues)
2. Works with team coach to select squads for matches and distributes the information to players
3. Collects training and match fees. Forwards these to Club Treasurer at regular intervals
4. Takes a register at all matches
5. Ensure a match report is submitted to the Press Officer and Website Administrator
6. Ensures the Club First Aid Kit is present at all matches and training sessions
7. Ensures the Pitch Pack is at all matches and training sessions
8. Distributes any Club info to all players in their squad as requested.

Colts Training Coordinator (Colts Working Group)

1. Must attend a Good Practice and Child Protection Course
2. Ensures that sufficient coaching resources are allocated to each of the squads at each Colts training session and match.
3. Liaises with Colts' coaches to ensure that training times are communicated to relevant parties in the event of a Colts' team fixture
4. Ensures that each coach has the equipment required to lead a successful training session (e.g. balls, bibs, cones, etc).
5. Organises the Stix Awards and ensures that sufficient resource is available for the management of each drill on Stix Awards test day.

Colts Head Coach (Colts Working Group and Coaching Committees)

1. Must be a minimum of Level 1 (working towards Level 2)
2. Must have own Coaching Insurance
3. Must attend a Good Practice and Child Protection Course

4. Oversees the Colts Coaching Programme
5. Encourages the sharing of best practices amongst the coaching staff
6. Promotes the Stix Awards and liaises with coaches to ensure that adequate time is allocated to preparing for the awards prior to the test date
7. Attends the Colts Working Group
8. Chairs the Colts Coaching Committee
9. Attends the Mens and Ladies Coaching Committee

Colts Coach (Colts Working Group and Coaching Committees)

1. Must be a minimum of Level 1
2. Must have own Coaching Insurance
3. Attends Mens or Ladies Coaching Committee as appropriate
4. Works alongside Colts Head Coach to deliver the Colts Coaching Programme
5. Takes a session register and collect training fees at all training sessions
6. Works with the Team Manager to select teams for matches
7. Attends matches or finds a replacement as necessary

Club Welfare Officer (Playing Committee)

1. Assists the Club to fulfil its responsibilities to safeguard children and young people.
2. Assists the Club to implement its child welfare implementation plan.
3. Is the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.
4. Is the first point of contact with the England Hockey Child Welfare Officer.
5. Implements the Club's reporting and recording procedures.
6. Maintains contact details for local social services, police and the Area Child Protection Committee.
7. Promotes the Club's best practice guidance/code of conduct within the Club.
8. Sits on the Playing Committee
9. Ensures adherence to the Club's child welfare training.
10. Ensures confidentiality is maintained.
11. Promotes anti-discriminatory practice.

Press Officer (Publicity Sub Committee)

1. Attends Publicity Sub Committee
2. Collects information each week on teams results, including scorers names and any news-worthy facts
3. Summarises results and write brief (250 words max) report on the Clubs performances
4. Sends report and results to newspapers (Sutton Guardian and Post) by the given deadline each week
5. Works with Website Administrator to ensure results are accurately posted on the Club web site.

Newsletter Editor (Publicity Sub Committee)

1. Attends Publicity Sub Committee
2. Collates contributions to the Club Newsletter from all Sections of the Club
3. Produces, edits and publishes the Club Newsletter a minimum of 4 times per season.

Website Administrator (Publicity Sub Committee)

1. Attends Publicity Sub Committee
2. Ensures the Club Website is as up to date as possible at all times with results, events, news, links etc.
3. Responsible for the maintenance and layout of the site

Kit Officer (Social Committee)

1. Attends Social Committee
2. Ensures Club Kit is available to all members
3. Ensures Club Kit is advertised on Website
4. Orders Club Kit and collects payment in liaison with Treasurer
5. Recommends new styles and changes to be approved by the Exec Committee

Recruitment Officer (Social Committee)

1. Attends the Social Committee
2. Oversees the creation and implementation of the Clubs Recruitment Strategy

Development Officer (Playing and Executive Committee)

1. Attends and reports to Playing and Executive Committee meetings regarding development matters
2. Produces the Club Development Plan in conjunction with Executive Committee, Playing Committee and Working Groups.
3. Oversees the Development Targets and the Review of the Development Plan