

Rules & Constitution of Kinvara Hockey Club

1. Name

The name of the club shall be "Kinvara Hockey Club" (hereinafter referred to as "the Club").

2. Mission

To provide a safe and fun environment for people of all ages and abilities wishing to play recreational and competitive hockey from Kinvara and surrounding areas in south Galway and north Clare (hereinafter referred to as "the greater Kinvara area"), through the application of best practice coaching standards and management of the club.

3. Affiliation

The club is affiliated with Connacht Hockey and Hockey Ireland.

4. Colours

Club colours to include navy, white and pink.

5. Objectives

5.1 Access

- to provide access to the sport of hockey for those wishing to play at all levels through the provision of coaching and the development of facilities

5.2 Participation, Player Development and Health Promotion

- to increase participation in hockey in the greater Kinvara area for past, current and potential members by providing opportunities to play hockey for recreation and competition
- to enable social inclusion by providing opportunities to participate in sport for people of all ages and abilities

- to provide opportunities for player development through coaching, training and competition and pathways for advancement via Connacht Hockey
- to provide opportunities for team participation through competitive leagues via Connacht Hockey and Hockey Ireland
- to enable health promotion initiatives in the greater Kinvara area through hockey as a sport for all ages and abilities

5.3 Promotion of the sport

- to develop the game of hockey in the greater Kinvara area by promotion of all club activities
- to promote Women in Sport at all levels – player, coach, umpiring, and administration – by providing pathways for each through the club

5.4 Volunteers and community development

- to develop a volunteering base that can sustain and support all necessary aspects of the club including coaching, management and administration
- to enable active citizenship through volunteering with club and by liaison with and support of other local community groups

6.0 Safeguarding

The Club is fully committed to safeguarding the welfare of children and young people engaged in sport. The Club will ensure that it is fully compliant with current legislative requirements and follow current best practice in regard to safeguarding in line with Sports Ireland Safeguarding Guidance for Children and Young People in Sport.

All club members shall at all times show respect and conduct themselves in a way that reflects the principles of the club and abide by the Club's code of conduct.

All coach leaders shall submit details for Garda Vetting.

All coach leaders shall train on Hockey Ireland courses.

All coach leaders shall complete the Sports Ireland approved Safeguarding 1 training.

7. Membership

7.1 Membership Application Process

Membership shall be open to all existing members annually. Membership shall be renewed upon payment of the club's annual membership fee. Fees for membership shall be proposed and agreed at the club's annual general meeting each year.

Applications for new membership shall be via online expression of interest form on the club website. Membership shall be open to new members once renewals of existing membership have closed. Closing date for membership renewal shall be made available on the club website and via email to all existing members using registered email address provided at registration. Capacity for new members shall be dependent on availability of coaches and volunteers and within the constraints of pitch access and space.

All members of the club shall be deemed to accept the terms of this constitution

Membership is non-transferable.

A list of members shall be issued to all coaches upon closing date of annual registration. Names shall be checked by coaches and any training members unpaid shall be highlighted and addressed by the committee.

7.2 Categories of membership

- i. Player membership: Youth Player member
 - Primary School student member
 - 1st, 2nd 3rd Year student member
 - TY/5th & 6th Year student member
- ii. Player membership: Adult Player member
- iii. Non-player membership: coach, assistant, regular volunteers & administrative members (club officers)

The committee may create and agree other membership categories as required to meet the objective of social inclusion on behalf of the club.

7.3 Membership entitlement:

- All membership entitles all members to attend training sessions, club activities and matches
- Members attending club activities, training sessions and matches are covered by club insurance
- Non-player membership & adult player membership entitles vote at AGM
- Parent(s) of junior members are entitled to a single vote at AGM

7.4 Restrictions, exemptions, refusal and termination of membership

Player membership shall only be available where an established or organized training group is in place. No restrictions shall be imposed on any person by virtue of religious or political beliefs, gender, race or age.

The club shall have the right to refuse or terminate membership to any person who does not comply with the Club's Code of Conduct (see Appendix A).

Membership shall cease on non-renewal of annual registration fee.

Membership shall be cancelled by notification to club secretary via email. Notice of resignation is provided to the committee by club secretary at monthly meeting.

8.0 Committee

8.1 Committee Officers and Representatives

The Club Committee shall be responsible for all affairs of the club and shall consist of the following officers:

- Chairperson
- Secretary
- Treasurer
- Public Relations Officer (PRO)
- Children's Club Officer (CCO)
- Designated Liaison Person (DLP)
- Covid-19 Compliance Officer (CVO)
- Club Registrar
- Assistant Chairperson
- Assistant Secretary
- Assistant Treasurer
- Assistant PRO

All officers of the club must be club members. CVO must be registered with Connacht Hockey. Officers elected onto the board must read the Kinvara Hockey Club Constitution prior to taking up their position on the committee.

Representatives can be appointed by the committee to support the club's work. These roles include, but are not limited to:

- Lead and assistant coaches to deliver training for members
- Youth and Senior Player representatives to support communication between players and committee.
- Coach Development Officer to support development of coaching skills within the club
- Youth and Senior Fixtures Secretary to assist with scheduling
- Youth Umpire Representative to co-ordinate training of young umpires within the club
- Branch Representative to attend Connacht Hockey meetings on behalf of the club
- Grant Applications Representative
- Club Equipment Representative – to liaise with coaches and treasurer regarding equipment levels and complete annual stocktake of same.

Sub-committees may be appointed by the committee (e.g., Facilities Development Group) to carry out specific tasks as required. The chairperson shall oversee all such committees.

8.2 Election of Officers

Officers shall be elected to the club committee at the AGM.

Nominations for officers can be made by any member with voting rights (see 6.3 above) in advance of the AGM. The person nominated must have agreed to the nomination. Nominees shall be proposed and seconded at AGM with details recorded in the minutes.

In a situation where more than one nominee is proposed, election by show of hands shall take place. Where the decision is not finalized by show of hands, the Chairperson shall have the casting vote.

In a situation where all Club Officer positions are not filled at the AGM, the remaining elected committee may subsequently nominate and elect persons into vacant Club Officer positions via an ordinary (committee) meeting. A quorum of 3 Club Officers are required for this process to take place. The person shall be nominated by one Club Officer and seconded by two other Club Officers. All members will be notified of the details of this process.

Upon election, each committee member shall hold office until the next AGM. Each member of the board shall be eligible for re-election.

8.3 Duties of Club Officers

Chairperson

- Shall outline the roles of each club officer, club representative and subcommittee upon taking up position
- Shall chair all meetings
- In the event of a tied vote on any matter the Chairperson shall have a casting vote
- Shall rule on the constitutional validity of all proposals and actions

Secretary

- Shall be required to give notice of meetings to members and club officers
- Shall be required to keep an accurate record of all meetings
- Shall receive and acknowledge receipt of all mail, referring onto club officers as necessary
- Shall prepare and submit a report of the Club's activities to the Annual General Meeting

Treasurer

- Shall account for all club income and expenditure and provide an annual financial statement for the preceding year for the AGM
- Shall manage all online payments and ensure all financial online portals relevant to the Club are maintained and updated (e.g., ROS, Clubforce, GoFundMe)
- Shall deposit all cash income into approved club account(s) in bank or credit union
- Shall ensure all pitch rental fees and other invoices are paid in a timely manner
- Shall ensure Club's annual insurance is renewed each year
- Shall approve and account for all cash withdrawals for club purposes where cash payment is required (e.g., provision of floats at fundraising event)
- Shall approve and account for all cheque payments
- Shall ensure signatories on accounts are updated when required
- Shall oversee all grant applications
- Shall ensure that an annual stocktake of equipment is completed and liaise with the club equipment representative and coaches on equipment requirements

Public Relations Officer (PRO)

- Shall update club activities on social media
- Shall maintain and update club website including access to up-to-date versions of Safeguarding Statement, Codes of Conduct and the Club Constitution
- Shall correspond with newspapers
- Shall ensure code of ethics maintained with posting of photographs

Covid-19 Officer (CVO)

- Shall be over 18 and may not fulfil a second role (e.g., coach/player/manager) while acting as the CVO.
- Shall be responsible for checklists for their individual club networks to ensure consistent compliance with government and Sport Ireland protocols.
- Shall ensure names and times of club members accessing club facilities/training are recorded for contact tracing. This should be kept for a period of 6 weeks.
- Shall be registered with the club's provincial branch as the central contact for Covid-19 related matters.
- Shall provide updated Hockey Ireland/Government guidelines for safe play.

Children's Club Officer (CCO)

- Shall be responsible for maintaining a child-centered ethos within the club
- Shall undertake Sports Ireland approved Safeguarding 2 training
- Shall be the link between children and adults in the club
- Shall be responsible for updating the Safeguarding Statement
- Shall carry out a risk assessment to identify whether a child or young person could be harmed while using the service
- Shall coordinate the vetting of coaches and leaders for the club and maintain up to date records
- Shall take responsibility for monitoring and report to the committee on how club policy impacts on young people and sports leaders

Designated Liaison Person (DLP)

- Shall undertake Sports Ireland approved Safeguarding 3 training
- Shall be responsible for dealing with any concerns about the protection of children
- Shall be responsible for reporting allegations or suspicions of child abuse to the Health Service Executive and/or An Garda Siochana
- This person may or may not also fulfill the role of Children's Club Officer

Club Registrar

- Liaise with online membership portal on current membership and report to Hockey Ireland membership details
- Report to Treasurer monies due to Hockey Ireland for registration

Assistant Chairperson

- Shall support the Chairperson in his/her role and deputize in his/her absence

Assistant Treasurer

- Shall support the Treasurer in his/her role and deputize in his/her absence

Assistant Secretary

- Shall support the Secretary in his/her role and deputize in his/her absence

Assistant PRO

- Shall support the PRO in his/her role and deputize in his/her absence

8.4 Resignation and vacancies

Any club officer wishing to resign for his/her position must do so in writing to club committee in advance of an ordinary meeting.

Vacancies shall be filled by appointment of an officer from an assistant role at an ordinary meeting until a replacement is appointed by means of annual general meeting or extraordinary general meeting.

9.0 Meetings

9.1 Ordinary meetings

Regular monthly meetings (ordinary meetings) of the committee should take place from 1 month prior to start of season until AGM. All club officers should attend. Quorum for ordinary meetings is 5 club officers including any two of the chairperson, secretary or treasurer officers.

Chairperson shall set agenda and chair meetings. Secretary shall record minutes of meeting and circulate to all committee members and club representatives. Decisions of club committee shall be made by simple majority of club officers attending the club meeting and recorded in the minutes.

Representatives may be required to attend ordinary meetings from time to time and will be notified by club secretary in advance. Representatives can request to attend ordinary meetings by contacting the club secretary in advance. Representatives shall receive a copy of the minutes of each committee meeting throughout the year.

9.2 AGM

AGM shall be held each year within four months of the end of season. Date, time and venue shall be determined by committee. Notification of AGM to members shall be sent via email.

Motions for AGM can be made by members with voting rights (see 6.3 above) via email to club secretary up to 10 days in advance of meeting.

Business of AGM will include (but not be limited to):

- Minutes of last AGM
- Chairperson's Report
- Secretary's Report
- Treasurer's Report
- Election of Officers
- Notice of Motions
- Club Constitution Review
- AOB

9.3 Extraordinary General Meetings

All general meetings, other than annual general meeting, shall be deemed extraordinary general meetings (EGM).

The committee may convene an EGM as required. The quorum for an EGM is 7 club officers and must include the chairperson, treasurer and secretary or the assistant officer acting in capacity of chairperson, treasurer or secretary at that time. If at any time there are not sufficient club officers capable of acting to form a quorum, any club officer may convene an extraordinary general meeting.

5 days' notice of an extraordinary general meeting shall be given to all members via email through email address provided up registration for annual membership

10.0 Finance and Accounts

10.1 Financial Year

The financial year for the club will run from 1st Jun – 31st May annually

10.2 Financial Records

The following records shall be kept:

- Income – a record of all money that comes into the club with break down by category e.g., subscriptions, donations, other income
- Expenditure – a record of every payment made with break it down by category e.g., pitch rental, stationery, equipment, travel, miscellaneous
- Budget plan to estimate income and anticipated expenditure to ensure club's income will cover running costs and to inform membership subscription fees annually
- Profit and Loss – a summary of income on a monthly and year to date basis against all outgoings
- Asset's register – an asset is defined as an item purchased by the club with an expected lifespan of greater than one year. A record of assets with corresponding purchase details (including purchase date, cost, anticipated replacement date) to be maintained to assist inventory audits and budgeting for replacements
- Debtors – a record of money owed to the club
- Creditors – a record of money owed by the club to inform cash flow.

10.3 Banking Information

- All outgoing club officers with bank and credit union account signatory privileges shall ensure that their names are removed from club accounts when leaving these club officer positions.
- Incoming Treasurers shall ensure correct and up to date signatory privileges are in place and liaise with the current Chairperson and Secretary to ensure same.
- A current account for day to day running of the club shall be kept with a savings account kept for fundraising monies earned.

10.4 Income Received

- Membership fees are collected via online registration portal, adhering to GDPR requirements, and lodged directly to club current account.
- Donations to the club shall be receipted with funds lodged to the club's savings account.
- Cash income (e.g., through fundraising events) shall be counted by 2 people and a tally sheet dated and co-signed to verify the cash amount. Cash shall be passed to Treasurer as soon as possible for lodgment.
- Cash collections (e.g., pitch lights collections, bus money contributions) shall be counted and recorded along with a list of payees. The final amount shall be verified by a second person who will co-sign and date this record.

10.5 Purchases & Payments

- All purchases must be pre-approved by the committee and the treasurer notified of upcoming invoices.
- Valid receipts must be obtained and must include the following details:
 - Date of purchase
 - Amount
 - Seller / Company Name
 - Invoice number
 - Description (to advise what receipt is in reference to)
 - Tax details (VAT etc.)
- All receipts should be presented for payment within 30 days and must be signed by the purchaser, the purpose of the item documented for inclusion in petty cash and receipt co-signed by the Treasurer. Unauthorized purchases will not be paid.
- All payments shall be made by cheque where possible. The cheque number shall be written on the invoice along with the date of payment. Cheques should never be pre-signed as this could be extremely dangerous if a cheque book is stolen
- Payments made using the credit card shall be approved at the preceding ordinary committee meeting and used for specified invoice. A receipt must be received.
- Where cash is paid for items, receipts must be obtained and the purchase details including item, date and purpose documented in Petty Cash (see below).
- Bank statements must be reconciled monthly and all payments should be itemized on the bank statement.
- All invoices must be paid within 30 days.

10.6 Withdrawals

- Cash withdrawals from club current account shall be made using a withdrawal slip. The amount shall be pre-approved at the preceding ordinary committee meeting and recorded in the minutes
- A maximum cash withdrawal from club's current account with 1 signature is €1000.
- All withdrawals from savings account shall require 2 signatures.

10.7 Lodgements

- All cash lodgements shall be made using lodgments slips with a narrative detailing where the monies originated from.
- Lodgements shall be made immediately and large amounts of cash shall not be held by an individual at any time.

10.8 Petty Cash

- Petty Cash balance of €200 shall be maintained. Details of the agreed use of petty cash shall be agreed by the committee at beginning of each year and documented in minutes.
- A petty cash book detailing expenses shall be maintained and shall be checked regularly by the chairperson or secretary
- All cash floats provided at events must be counted by a second person to ensure accuracy.

10.9 Credit Accounts

- There are no credit accounts and credit accounts should not be opened with any businesses without pre- approval by the committee and written approval from the Chairperson and Treasurer.

10.10 Updating of financial records and accounts on change of Treasurer

- All paperwork and electronic files shall be handed over to the incoming treasurer.
- Bank and credit union balances must be agreed and signed over.
- Signatories on all club accounts must be changed and updated
- Petty Cash balance must be checked and signed over
- All electronic account logins and passwords must be handed
- Training shall be provided by outgoing Treasurer

10.11 Keeping of Accounts

Annual Accounts shall be kept and made available to the Revenue Commissioners on request. Where the gross annual income exceeds €250,000 the accounts will be audited.

10.12 Income and Property

The income and property of the Club shall be applied solely towards the promotion of the Club as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club. No officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of:

- a. reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club;
- b. interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club;
- c. reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club;
- d. reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club;
- e. fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company;

10.13 Winding Up

If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Income and Property clause hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. Final accounts will be prepared and

submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

10.13 Additions, alterations or amendments

No addition, alteration or amendment shall be made to the provisions of the object's clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

11. Constitution Amendments

Amendments to the constitution can only be made at the AGM or an EGM. A quota of two club officers is needed to propose an amendment and three members are required to pass an amendment. Once an amendment has been passed, the amended constitution comes into effect.

The constitution will be dated and signed by the chairperson and the three members who have passed amendments to update its contents.

12. Data protection

Data shall be kept for club purposes only and used for effective management of club subject to the provision in the Data Protection Act 2018 to include relevant online portals (e.g., ROS, Clubforce, Hockey Ireland).

APPENDIX A

The following documents are available from the KHC website:

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- Safeguarding Statement
 - Code of Conduct
 - Code of Conduct for Players
 - Code of Conduct for Leaders
 - Code of Conduct for Parents
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Kinvara Hockey Club Constitution

Revision number 3

Proposed by Fiona Rodgers (Chairperson) and Anne Marie O'Shaughnessy (Treasurer)

Passed by Sharon Tannian, Aileen O'Grady & Aileen Cullinane on 17.08.2021

Signed by:

Fiona Rodgers

Anne Marie O'Shaughnessy

Ruth Kelly

Kevin Keane

Deirdre Mongan
