

# Basingstoke Barracudas Ice Hockey Club Constitution



This constitution sets out the purpose of and the rules for Basingstoke Barracudas Ice Hockey Club and its members and is intended to ensure the smooth running of all club affairs. This document details the clubs objectives and purpose of its existence, how the Management Team is formed and operates, the clubs management structure, the purpose and organisation of the clubs membership scheme, member subscriptions, meetings and the club rules.

\*Terms:

'Club' refers to the club as a whole from the chairperson through to the casual volunteer affiliated with the club.

'Team' refers to the coaching staff and playing members of the club only and defines their activities from those involving the rest of the club.

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## 1. Objectives of the club

The club has been formed to offer a fun, safe and structured environment for players of all levels of ability and experience to train and compete in the sport of Ice Hockey at a recreational level.

The club will provide regular training sessions for all members and will provide training and development in all areas of the sport and for all participants. The club will be entered into recreational leagues, cups and challenge matches as the head coach/management deem suitable for the overall ability of the team and players will be selected based on effort and commitment to the club, not solely on ability.

The club will endeavour to deliver a light-hearted, welcoming and inclusive approach to club life while maintaining a structured and disciplined backroom operation.

## 2. Mission Statement

Basingstoke Barracudas Ice Hockey Club will provide training and competition in recreational ice hockey for players over the age of 18 years regardless of gender, ability or experience in a safe, structured and fun environment.

The emphasis will be on teamwork, friendship and the spirit of the game where all participants are treated fairly and equally.

## 3. The Management Team

The Management Team is a group of people who have been given responsibility for the running and organisation of the club as a whole. The Management Team is made up of the following positions each of which have their own areas of responsibility within the club.

- **General Manager (GM)**

The General Manager is responsible for the day to day running of the club. Duties include such tasks as booking ice time, communicating with the players, liaising with the Head Coach to arrange training sessions, player registrations, ensuring player eligibility, travel and other such managerial tasks. The General Manager should be the primary contact for any queries relating to the EIHA (Rec) and any tournaments, Leagues or Cups the club will participate in. The General Manager will act as the chair of club meeting such as AGM's, EGM's and management meetings.

- **Game Co-ordinator (GC)**

The Game co-ordinator is tasked with communicating with other teams, leagues, etc. to arrange both home and away fixtures as directed by the General Manager. This is an administrative role. The Game co-ordinator will also be responsible for arranging sufficient volunteer staffing to successfully facilitate all home fixtures including all off-ice officials, time keeper and score sheet.

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- **Head Coach (HC)**

The Head coach is responsible for all aspects of training and game play within the club. The Head coach is responsible for all on-ice activities including training sessions, warm-ups, match play and warm-down. The Head Coach has responsibility for team selection prior to organised matches. The Head Coach will be responsible for his/her players discipline during games and training alike and will work closely with the GM in the overall running of the team. The HC must conform to EIHA (Rec) regulation for coaching where applicable.

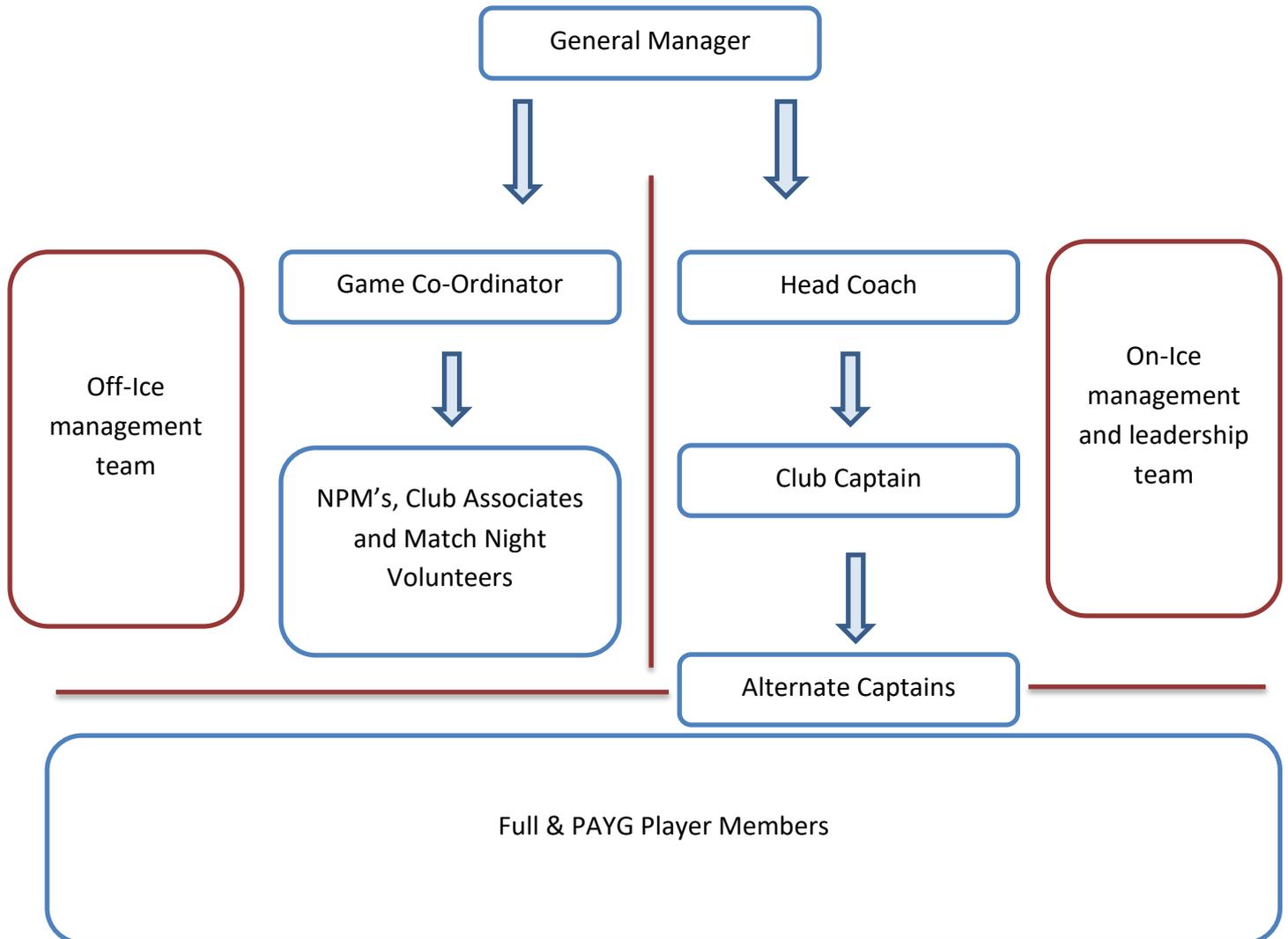
- **Club Captain (C)**

The club captain's responsibility off-ice is to represent the players and their interests at club meetings. The Captains responsibility on-ice is to be a communication gateway between the team and the on-ice match officials during game situations and to provide a strong leadership figure for the team as a whole. The Captain will be selected by the GM, GC & HC prior to the start of each new season or when deemed necessary. Up to two Alternate Captains may also be appointed by the Management team to assist the Club Captain in the execution of his/her duties.

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- **Club Management Team Organisation Diagram**



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## 4. Members and Memberships

All those wishing to be a part of the Club will be invited to train with the team for a two week 'taster' period where they will be covered by the club/EIHA insurance. After this period if they still want to join the club, and the club is willing, they will be invited to apply for membership on one of three levels.

- **Full member**- Full membership is deemed as full commitment to the club by paying a subscription fee at the current rate by standing order from their bank on a monthly basis. This fee will cover all training sessions during the month (typically once per week) and one home fixture per month (during league seasons). Full members are each entitled to one full vote in all club matters passed down to be voted on by the members at AGMs, etc.
- **Pay As You Go (PAYG) member**- While the club places an emphasis of recruiting FULL MEMBERS and taking up this option is strongly encouraged PAYG membership is deemed a casual commitment. Rather than a monthly subscription they pay for each training session and game they play in on a session by session basis and incur a premium for the privilege. Each PAYG member is entitled to a half vote in all club matters passed down to be voted on by the members. PAYG Membership may only be awarded in respect of mitigating circumstances (long term illness, work commitments, times of hardship, etc.) which prevent an applicant from taking up Full Membership and must be presented to a member of the Management Team. Each case will be judged in its own merits and once PAYG status has been granted there is an expectation that continuous dialog be sought between the member and the club to reinstate Full Member status as quickly as possible.
- **Non-Playing Member (NPM)** - This membership is by invitation only and is intended purely to provide those who assist and support the club in other ways (administratively, match night support, coaching, etc.) with an affiliation to the club. NPM's will be subject to the same rules as all other members of the club but are not subject to any subscription fees. The time they give up to assist the club is payment enough. NPM's are not entitled to vote in club matters; however, it is often preferable to have NPM's hold some positions of responsibility within a club. In this situation a NPM who finds is elevated to a position of responsibility may be awarded a vote on matter at the AGM in light of their efforts in support of the club. In the event that the NPM should leave their position they will once again be ineligible to vote.

All Full and PAYG members will be required to formally register with the club and the Club will then process your registration with the EIHA (Rec) for which a fee is payable. Members will not be eligible to play in sanctioned matches until their club and EIHA (Rec) registrations are both completed and confirmation is returned to the Club by the EIHA (Rec). Players registering with BBIHC as their second or third clubs must comply with EIHA (Rec) rules for signing with multiple teams. EIHA registration is renewable annually in the autumn prior to the start of the new season.

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## 5. Membership Fees/Subscriptions

Subscription fees are levied by the club against its members to fund the costs of running the club and fulfilling its objectives and obligations. The costs of running the club comprise of ice hire charges for both training sessions and home fixtures, referee fees for home fixtures, insurance, team equipment and occasionally travel to away fixtures; they also include competition entry fees and administrative costs.

Full members are charged Subs at the current rate of £40 per calendar month. This includes regular training session costs. There is no fee payable for away fixtures although your individual travel costs need to be considered. In some cases it may be possible for the club to contribute towards travel costs in the form of coach hire, etc. where funds allow.

Where there is a two hour training session scheduled, Full Members will be required to pay an additional £10 on the day for the extra ice time but members will be made aware of these sessions in advance.

PAYG members do not pay a monthly subscription but do pay on the day for each and every session they attend. For a one hour training session the cost to a PAYG player is £15 and £25 for a two hour session. Home fixtures are charged at £25 for PAYG members. Away fixtures carry no charge but your individual travel costs need to be considered as above.

Monthly subs are to be paid into the club account via standing order from your bank account to clear no later than the 1st of every month. PAYG member's fees are to be paid in cash to the GM or by electronic bank transfer before you enter the dressing rooms. Subs and fees are non-refundable except under extenuating circumstance and then only at the discretion of the GM. Failure to pay subs on time will incur a warning in the first instance. For repeat offences a suspension from all on-ice activities will be issued until the arrears are brought up to date. Continued infractions will result in further suspension from on and off-ice activities and a fine of 10% of the outstanding balance will be added to the debt each month until it is cleared in full (this applies to both Full and PAYG members). If an outstanding debt to the club is still in place without a working solution having been agreed between the club and the debtor 3 months after the first warning is issued, the player will be struck off the roster and their membership cancelled. The debtor will not be considered for re-enrolment into the club for a minimum period of 12 months from the date of being struck off.

Members pay a subscription to be a member of the club; paying subs does not automatically entitle any member to a place on a game roster as the club generally holds numbers above the maximum quota for any game roster. Team selection is made by the coaching staff and is based on effort and commitment to the club through training and attitude.

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## 6. Meetings

### i) Annual General Meetings (AGM)

The main reasons for holding an Annual General Meeting are to consider the club's annual report, to discuss and vote on amendments to the constitution or club rules, to produce the annual accounts and to produce the chairman's annual report. The AGM should be well publicised and welcomes all members of the club. Full attendance should be encouraged. The members take an active role in ensuring the decision making process is fair and representative of the club as a whole. It is also an opportunity to recruit 'new blood' onto the committee.

The Secretary of the meeting will be responsible for making all of the arrangements for the meeting. A minimum of 21 days' notice shall be given to all members of the time, date and venue of the meeting

Minutes shall be taken of the meeting and recorded. Where possible an agenda shall be circulated far enough in advance (usually with the notice) of the meeting so that any member who cannot attend the meeting in person has the ability to ask questions of the committee and cast their vote by proxy for any proposed changes.

### ii) Extraordinary General Meetings (EGM)

Extraordinary General Meetings are called upon if at least a third of the club's members wish to amend a club rule, amend the constitution or discuss any other important, urgent matters which cannot wait until the next AGM. The Secretary of the meeting will make all of the arrangements and endeavour to inform all members of the time, date and venue of the meeting. The meeting will be held in the same manner as an AGM but only the urgent or important matter for which the meeting was called will be discussed. Minutes will be taken and recorded.

### iii) Management Team Meetings (MTM)

Management Team meetings are organised to manage the day to day running of the club. Regular meetings ensure that the club is successfully planning, communicating and monitoring progress. It is vital to make sure that these meetings are kept short, to the point and are completely necessary. Only the Management Team members will be involved in this meeting and they will make decisions on behalf of the club and members regarding the day to day running of the club. Management Team meetings should be held no less than once per month but may be called by the Management Team members as often as they feel necessary to accomplish their duties. From time to time it may be necessary for a member of the management team to delegate some or all of his/her duties to another member of the club i.e. in the instance of prolonged absence from the club through illness, workload, holiday, etc. In these events it may be preferable to have the extra member attend the Management Team meetings to fulfil their assumed duties; however if there are more sensitive issues to be discussed, for example the discipline of a fellow member, they should be adjourned before the meeting continues.

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## **7. Club Captain and Alternate Captains**

The Club will appoint, from its Full Members, a Club Captain to represent the team as a whole. The Captain should be a person of good moral standing, disciplined, hardworking, a good communicator, positive thinking, approachable and encouraging of others. The Captain will be selected by the GM, GC & HC. The Captain, once appointed, will take a place on the Management Team to act as the voice of the players and other members off of the ice while being a representative of the club on the ice.

The Club may also appoint up to two Alternate Captains to assist the Club Captain in his/her duties. Whilst the Alternate Captains will not hold a position on the Management Team they will be a source of inspiration and leadership among the team and also act as representatives of the club.

The Captain and Alternates shall be chosen and appointed no later than one calendar month after the AGM. This gives any new members to the Management Team time to make an informed decision on any changes to the captaincy of the club.

Members who have concerns over club matters who either don't know who is the correct person to speak to for addressing their concerns or who doesn't feel comfortable speaking to that person should approach the Club Captain who will either point to the appropriate person or will address the Management Team on their behalf at the next MTM and return a response in a prompt and timely fashion.

## **8. Uniforms**

The Club currently operate with two match uniforms (one light [white] and one dark [teal]). The light/dark or home/away designation is often stipulated by the league/cup organisers and not by the club itself. All players must wear matching uniforms during games therefore the club requires that all members of the team must be in possession of their uniforms before they will be eligible for game selection. Members are required to purchase their own uniforms through the club by contacting the GM. In some cases there may be spare uniforms which the club are able to lend out on a short term basis but all players will be encourage to purchase their own uniforms at their earliest convenience.

Squad numbers are free for selection by individual players entering the club but availability is on a first come, first served basis. If the number you want is already taken when joining the club but becomes available at a later date, it may be possible for a player to change their squad number but they should consider that when doing so they will need to replace their game jerseys at the same time with no concession on price.

At times the club may see fit to change or introduce additional uniforms either to accommodate changes in competition, re-branding in respect of sponsorship deals or in support of other 'Special Activities' that the club may be engaged in. Should this be the case, the club will make every effort to keep costs to a minimum and if there is a need for players to contribute towards their 'Special Uniforms' then discussion will be held accordingly.

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Team apparel will also be available to purchase periodically and notice of these opportunities will be made public as and when the club sees fit. Tracksuits, hoodies, t-shirts, hats, stickers, etc. are not obligatory purchases but are very popular among the team. Team apparel and replica jerseys are also available to friends and family who may wish to purchase them.

## **9. Finance**

BBIHC is an unincorporated members club and as such is owned in its entirety by its members. The club is open to all and is not intended or operated as a money making enterprise. Any profit that the club does make in the course of its activities belongs to the club as a whole and not to any individual members or third parties. All proceeds of the club will be reinvested into the club.

There is a requirement from the EIHA Rec. Section that all Rec teams demonstrate a strong and maintained financial footing in order to preserve our affiliation with the league and to participate in competition. This means that there is a need to maintain a minimum level of funding in the club accounts in order to play games. Any profits made by the club through the year will be reported to the members at the AGM in the Treasurers Report and the club will be able to choose how this money is used.

## **10. Material, Intellectual and Electronic Assets**

All websites, social media accounts, creative designs, artwork (digital and otherwise), copyrights, training aids and equipment created by the members for use by the club will be considered assets of the club and are thereby owned by the club in their entirety.

All assets created for the club by its members will remain the property of the club should the creator cease to be a member of the club regardless of the originators reason for departure.

## **11. Social Media**

The club operates a number of social media pages on a variety of platforms for the purpose of communication and sharing. Some pages are open to the public where carefully selected information is freely available to players, friends, families, fans and other interested parties whereas others are private and purely for the use of current members. These private pages are used to communicate information effectively among the group ensuring that everyone receives the same information at the same time. They also provide a platform for discussion and consultation. All members should remain vigilant that although some of these pages are considered private, they should still adhere to the club's ethos of being welcoming and accepting of everyone and the use of derogatory or inflammatory language and graphics is frowned upon. This extends to the members own personal social media activities outside of the club and anything that is deemed to bring the club into disrepute will be dealt with accordingly.

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## **12. Safeguarding**

Recreational ice hockey is an inclusive sport and the club makes every effort to welcome all comers regardless of their ability and training is tailored to match the experience of the group. While the club does not currently operate a Junior or youth section and provides activities for those over 18 years of age only, it does recognise the need for safeguarding measures to be in place. Our facilities provide separate changing facilities for men and women in private areas of the arena where children are not permitted when in use by the club. The club does not appoint a safeguarding officer at this time but there is a reporting process in place through which any person may contact an appropriate person within the management team to voice their concerns. This process can be found in the Club Rule, Disciplinary and Grievance procedures document.

## **13. Club Rules, Code of Conduct, Discipline and Grievance**

The Club has produced a document detailing its rules which apply **to all members regardless of position or stature within the club** (BBIHC Club Rules v1.2). All members are required to abide by these rules at all times. The rules are largely common sense and are in place to protect the club and its members. Consequences and punishments for breaching these rules are laid out in the Disciplinary Procedure section of the Club Rules document. The club has also produced a Code of Conduct (BBIHC Code of Conduct v1.2) to sit alongside the Club Rules.

The Club has produced a disciplinary procedure which is to be followed in the event of a breach of the club rules. We hope never to need to use this procedure but it is in place to deal with incidents that harm the club and /or its members. The club also has a grievance process for those who wish to use it. A copy of the club rules/disciplinary procedures and the grievance process are available on request from the GM. You should also have seen a copy along with this constitution when registering with the club. The Club also reserves the right to take internal disciplinary action in conjunction with EIHA Disciplinary investigations/rulings where it sees fit.