



OLD ALEXANDRA HOCKEY CLUB CONSTITUTION

1. NAME OF THE CLUB

- a) The name of the club is Old Alexandra Hockey Club (“the Club”).
- b) The name may be abbreviated to “OAHC” or “Old Alex” as required for internet/web/social media usage.
- c) The Club shall be affiliated to the local and national governing bodies of hockey in Ireland and will conform to the rules and regulations of these bodies, as so required.

2. OBJECT OF THE CLUB

To be a club with a reputation for maximising the potential for all club members to participate, to excel and enjoy the playing of hockey.

3. CLUB COLOURS/UNIFORM

The official colours of the Club are predominantly red with white. The following combinations are permitted:

- a) White tops/red skirts/red socks which may have white tops,
- b) Red/White tracksuits/hoodies and wet weather gear.
- c) Alternative colour strip, as agreed by the Executive Committee may be worn as required
- d) The official colours of the Club shall not be varied or redesigned other than by special resolution, carried by at least a two thirds majority of the members present at an EGM, the notice of which shall contain details of the proposed variation or redesign.

4. CLUB LOGO

- a) The Logo shall not be varied or redesigned other than by special resolution, carried by at least a two thirds majority of the members present at an EGM, the notice of which shall contain details of the proposed variation or redesign.

5. HOME GROUNDS

The Club’s current home ground is located by arrangement in Alexandra College Dublin, Milltown, Dublin 6 and any change of “home” playing grounds for OAHC will require a special resolution carried by at least a two thirds majority of the members present at an EGM.

6. MEMBERSHIP CATEGORIES

6.1 *The membership of the Club shall consist of the following categories:*

- a) Senior Full Member - playing member over 18 years.
- b) Senior Non-earning members-- over 18 years
- c) Senior Veteran members-_- qualifying under local/national rules as a veteran player
- d) Student members - fulltime student over 18 years
- e) Junior Members
 - i) Schoolgirl members – must be 15 years of age and be a fulltime schoolgirl (and not included in ii) below
 - ii) Colt members - ages 5 years to 17 years
- f) Honorary Life Member
- g) Pavilion Members
- h) Special Honorary Club Members-.

6.2 *Membership fees for categories*

- a) Membership fees for categories 6.1.a) - 6.1.d) & 6.1.g)) to be agreed annually at the AGM.



OLD ALEXANDRA HOCKEY CLUB CONSTITUTION

- b) Membership fees for category 6.1e to be agreed annually by the Executive Committee prior to start of the new season.

6.3 *Subscription Fees and Charges*

- a) Every member shall pay an annual subscription which shall be due on the **10th day of October** each year.
- b) The penalty for not paying the subscription by **October 31st** is that the offender **shall not be** eligible for team selection.
- c) After 31st October any subscription outstanding must be reported to the Executive Committee by the Hon. Treasurer who may take whatever appropriate actions are appropriate up to and including termination of membership and will be reported to the Leinster Branch.

6.4 *Playing Members*

All members of categories 6.1.a) – 6.1.d) & 6.1.g)) above shall be female.

6.5 *New members* joining the Club in membership categories 6.1.a) – 6.1.d) above must be made aware of the Club's Constitution, Players Code of Conduct, Parents/Guardians Code of Conduct and all other policies as specified by the Executive Committee- which are published on the club's website.

6.6 *Any person* on ceasing to be a member of the Club, shall forfeit all rights to, or claim upon, the Club, its property or funds

7. MANAGEMENT OF THE CLUB

7.1 *Trustees:*

- a) The overall management of the Club will be overseen by Trustees, three in number **who must be past pupils of Alexandra College** and be a member of one of the membership categories 6.1.a) – 6.1.c) & 6.1.f) – 6.1.g) above.
- b) Licence to use Alexandra College's facilities shall be vested in the Trustees.
- c) Trustees shall be indemnified as part of the Club's annual insurance policies renewal against risk and expense incurred by the Club. Copies of the relevant insurance policies must be sent to the Trustees at the beginning of each new season.
- d) Trustees must act in a prudent and sensible manner consistent with the interests and objects of the Club.
- e) Trustees shall act with majority agreement.
- f) Trustees are ex-officio members of all committees and are entitled to vote at all meetings except for Selection Meetings.
- g) Trustee must be kept apprised by the officers of the Club of any major issues affecting the interests and objects of the Club during the season.

7.2 *Executive Committee:*

Day to day management of the Club shall be carried out by an **Executive Committee**, comprising of the following members:

- a) **The President**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings except for Selection meetings. The President chairs the Executive Committee/AGM and EGM meetings. In her absence a nominated officer of the Club or the Vice President will act as chairperson.
- b) **The Vice President**, (as required) is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings except for Selection meetings.
- c) **The Honorary Club Secretary**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings except for Selection meetings.
- d) **The Honorary Club Treasurer**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings except for Selection meetings.
- e) **The Club Captain**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings and chairs the Selection meetings



OLD ALEXANDRA HOCKEY CLUB CONSTITUTION

- f) **The Vice-Club Captain**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings and chairs the Selection meetings, as deemed necessary by the Executive Committee.
- g) **Two Senior Club members** representing the 1XI's, 2XI's
- h) **Three-Senior Club members** representing the lower teams, and are entitled to vote at all meetings except for the Selection Committee.
- i) Vets, Pavilion and Honorary members may be voted onto the Executive Committee and are entitled to vote at all meetings except for the Selection Committee.
- j) The meeting quorum must be at least three officers of the Club and two ordinary committee members.
- k) A Club member may have any issue raised/discussed at any Executive Committee meeting but must communicate the matter/s to be raised/discussed in writing to the Honorary Club Secretary at least seven days before the next scheduled meeting. The Club Member may be invited to attend the meeting to discuss the issues raised.
- l) All Executive Committee members must be fully paid-up members of the Club.

7.3 **Role of The Executive Committee:**

- a) The Executive Committee shall have the power to make such regulations and decisions as they deem necessary for the orderly running of the Club.
- b) The Executive Committee may co-opt club members to the Executive Committee to undertake specific Club roles as required,
- c) The Executive Committee shall be the sole authority as to the appointment and if necessary, payment of Coaches, Trainers and other personnel, as required. Such Coaches, Trainers etc., hold their appointment at the discretion of the Executive Committee.
- d) Each Executive Committee member shall have one vote and in the case of equal votes, the Chairperson of the meeting shall have the casting vote.
- e) The Executive Committee shall hold meetings every four to six weeks or as required during the playing season and at least one meeting during the closed season.
- f) The Executive Committee is responsible to ensure that all appropriate Garda vetting of coaches is undertaken and in place for the coming season.
- g) The Executive Committee is responsible to ensure that all Coaches, Trainers etc who have contact with Junior Members have completed the relevant Sport Ireland Safeguarding workshop.
- h) The Executive Committee is responsible for ensuring that properly recorded minutes of Executive, AGM and EGM meetings are taken and stored appropriately.
- i) The Executive Committee is responsible for ensuring that all club related correspondence must go through the Club Secretary.
- j) The Executive Committee must ensure that the club's accounts are reviewed annually by an appropriately qualified **independent Chartered/Certified Accountant**.
- k) The Executive Committee shall be responsible along with the Trustees to ensure that all Insurance, legal and club licence arrangements are up to date and in place at the commencement of each new season and are strictly adhered to.
- l) The Executive Committee is responsible to ensure that a copy of the Club's Public Liability and Employers Liability Insurance Policy is published on the Club website. and is sent to the College on the commencement of the new season. **These insurances must include wording "indemnifying the college"**
- m) **The Executive Committee** is responsible along with the Trustees to ensure that
 - i. Players are adequately insured prior to the commencement of each season.
 - ii. Adequate funds are in place for the smooth running of the Club.



OLD ALEXANDRA HOCKEY CLUB CONSTITUTION

- iii. No borrowings should be taken out in the name of the club to cover day to day running expenses **without prior consultation with the Trustees.**
- n) **Honorary Life member/s** – The Executive Committee may bestow Honorary Life membership on any club member/s whom they deem has made a significant contribution to the Club over a period of time, have played with the club and are considered to be fully paid-up member/s of the Club. Honorary Life members are therefore entitled to vote upon any motion and to stand for election to any of the Clubs committees.
- o) **Special Club Recognition Awards** - The Executive Committee may bestow a one-off Special Recognition Award on any person/s whom they deem has made a significant contribution to OAHC over a period of time. Special Recognition Awards are issued to persons who are not paid-up members of the club.
- p) **The Executive Committee** is responsible for keeping the Trustees apprised of any-issues affecting the interests and objects of the Club.

8. GENERAL CLUB RULES

8.1 Selection of Teams excluding Veteran & Colts sections:

- a) The selection of teams shall be carried out by a Selection Committee comprising the Club Captain, the Vice Club Captain, Team Coaches, Assistant Team Coaches, Team Captains and in the absence of a Team Captain the Team Vice-Captain. The Registration Secretary may attend these meetings, as required.
- b) The Club Captain shall chair the meetings and in her absence the vice Club Captain or a nominated Team Captain/committee member shall chair the meeting.
- c) Each Selection Committee member shall have one vote and in the case of equal votes, the Chairperson of the meeting shall have the casting vote.
- d) The Selection Committee shall meet as required during the playing season and shall select teams from **fully paid-up members of the Club.**
- e) Members of teams shall be selected on merit and in compliance with the Leinster Branch Registration rules.
- f) After each Selection Committee meeting all Team Captains will contact the individual club member with details of the venue/date and time of their next match/s.
- g) If a registered member of a team is released from the team, the Captain of that team **must inform the registered player within 48 hours.**

8.2 Selection of Team Captains

- a) Until the team Captains have been selected or elected the duties of the Captaincy will be undertaken by the previous seasons Captain or a player nominated by the Executive Committee until such time as the selection process has taken place.
- b) Each team Captain may select a Vice Team Captain, as required.

8.3 Veteran & Colt Sections:

- a) **Veteran Section** - The Executive Committee shall appoint annually at the beginning of each season a Captain for the Veterans section and she in turn shall select a sub-committee if applicable, to administer/run the Section.
- b) **Colts Section** – The Executive Committee shall appoint a Club Colts Representative ~~Coordinator~~ who may be co-opted if required onto the Executive Committee.
- c) **Colts Section** - The Executive Committee shall appoint a Club Colts Coordinator who may or may not be a member of the Club.

9. CONDUCT OF PLAYING MEMBERS/COACHES/MANAGERS/TRAINERS/PHYSIOS ETC.



OLD ALEXANDRA HOCKEY CLUB CONSTITUTION

- a) All club members/coaches/managers/trainers/physios etc., must adhere to the Clubs' Code of Conduct for players and any other club policies, copies of which can be found on the Club's website.
- b) Any red cards received by a player/coach/manager/trainer/physio etc., during a match must be reported to the Club Captain by the relevant team captain as soon as possible. The Club Captain must inform both the Selection and Executive Committees of a player having received a red card.
- c) Any club member/coach//manager/trainer/physio etc., brought before either the Irish Hockey Association Disciplinary Committee or the Leinster Disciplinary Committee and found to be in breach of discipline on/off the pitch may also face sanctions as agreed by the Executive Committee in addition to any sanctions imposed by the Irish Hockey Association or the Leinster Disciplinary Committee.
- d) Any Club member/coach/manager/trainer/physio etc., may if they deem necessary report breaches of discipline by a fellow club member or by a coach/manager/trainer/physio etc., either on or off the pitch to the Club Captain who will in turn must advise the Selection and Executive Committees.

10. SPONSORSHIP

- a) All sponsorship requests must be submitted to the Trustees and Executive Committee for approval.
- b) Club Sponsorship must comply with the *Irish Hockey Association's Marketing and Communications Guide* and must also comply with the *ethos of Alexandra College*.

11. ANNUAL GENERAL MEETINGS (AGM)

11.1 Annual General Meeting

- a) **An Annual General Meeting** shall be held at the end of each playing season, upon a date and time to be fixed by the Executive Committee (no later than 31st May)
- b) **Only in the exceptional circumstances** of a pandemic flu virus etc., being declared may AGM video web meetings be held provided always that normal advance notice and AGM meeting procedures are adhered to as per **Items c) and d) below**. AGMs on the day are to be conducted as per **Items e)–g)**. The facility to join the meeting shall be 15 minutes before the scheduled time to start the meeting
- c) **Every paid-up Senior club member** excluding Colts and Junior members shall receive twenty-one days' notice in writing of an AGM being held. Along with the notice, copies of the previous AGM/EGM's minutes, Financial Reports and related documentation etc. must be circulated.
- d) **Proposals for the AGM** must be put in writing and sent to the Honorary Club Secretary 14 days prior to the AGM taking place.
- e) **The quorum for an AGM** shall be ten percent of paid-up Senior Club members (excluding Colts and Junior members) and must include three officers of the Club.
- f) **Every paid-up Senior club member** shall have one vote upon any motion and in the case of equal votes, the Chairperson of the meeting shall have the casting vote.
- g) **At the AGM the following business shall be conducted:**
 - i. Presentation of the Minutes of the previous AGM and EGM for adoption and acceptance.
 - ii. Presentation of the Hon Secretary's report for adoption and acceptance.
 - iii. Presentation of the Club accounts, duly reviewed annually by an appropriately qualified **independent Chartered/Certified Accountant** for adoption and acceptance.
 - iv. Presentation of the Club's subscription report for adoption and acceptance.
 - v. Presentation of the Colts Report/s for adoption and acceptance.



OLD ALEXANDRA HOCKEY CLUB CONSTITUTION

- vi. Presentation of *Veteran, Pavilion, Social Secretaries, Umpires, PR and Media and Club Golf Society (Richmond Golf) Reports* and any other related Club activities as reported, for adoption and acceptance.
- vii. Agree and approve fees for above membership categories 6.1.a) - 6.1.d) & 6.1.g)) for the incoming season.
- viii. All Officers and elected committee members shall take up office following the AGM.

11.2 Election of Officers/Executive Committee:

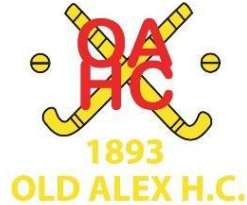
- a) **The President** shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the next AGM for a maximum period of 3 consecutive years.
- b) **Vice President** (if required) shall be proposed, seconded and elected at each Annual General Meeting and shall be eligible for re-election from year to year.
- c) **Honorary Club Secretary** shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the following year's AGM and shall be eligible for re-election from year to year.
- d) **Honorary Club Treasurer** shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the following year's AGM and shall be eligible for re-election from year to year.
- e) **Club Captain** shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the following year's AGM and shall be eligible for re-election from year to year.
- f) **Vice Club Captain** shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the following year's AGM and shall be eligible for re-election from year to year.
- g) **Two Senior Club members** representing the 1XI's, 2XI's shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the following year's AGM and shall be eligible for re-election from year to year.
- h) **Three Senior Club members** representing the lower teams shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the following year's AGM and shall be eligible for re-election from year to year.

11.3 Election of Trustees:

- a) **Trustees**, three in number **who must be past pupils of Alexandra College**, shall be proposed, seconded and elected annually for a three-year term.
- b) The maximum number of consecutive terms a Trustee member may serve is three, each term comprising of not more than three years.
- c) Where a Trustee has served three consecutive terms including where one of those terms has not been a complete term of three years, that Trustee shall not be eligible for re-election or co-option as a Trustee for a period of three years from the date they have ceased to be Trustee. For the purposes of this Constitution, a year means a period starting from the conclusion of one Annual General Meeting and ending on the day prior to the next subsequent Annual General Meeting.

11.4 Election of other Club positions

- a) **Registration, Fixture, Social Secretaries, Colts Administrator/s and other club posts**, as required, shall be proposed, seconded and elected at Annual General Meetings and shall hold office until the following year's AGM and shall be eligible for re-election from year to year.
- b) **Children's Protection Officer and Designated Liaison Person** shall be proposed, seconded and elected at Annual General Meetings and shall hold office until the following year's AGM and shall be eligible for re-election from year to year
- c) **Awarding of Honorary Life Members and Special Club Recognition Awards**
Honorary Life Membership and Special Club Recognition Awards shall be announced at the Annual General Meeting.



OLD ALEXANDRA HOCKEY CLUB CONSTITUTION

12. EXTRAORDINARY GENERAL MEETING (EGM)

- i. **Pandemics** - Only in the exceptional circumstances of a pandemic flu virus etc., being declared may EGM video web meetings be held provided always that normal advance notice and EGM meeting procedures are adhered to as per **Items I) above d) below**. AGMs on the day are to be conducted as per **Items ii) -iii) below**. The facility to join the meeting shall be 15 minutes before the scheduled time to start the meeting
- ii. **Twenty-one days' notice** in writing convening an EGM must be given to the membership.
- iii. **An Extraordinary General Meeting may be called at any time by:**
 - a) Any fully paid-up Senior Club member stating the reason for requesting an EGM. A written requisition signed by ten fully paid-up Club members (including the requester) must be sent to the Club Secretary. Upon receipt of a valid request the Executive Committee will be obliged to call an EGM within two months of receipt of the signed requisition; **or**
 - b) The Trustees and or The Executive Committee, stating the purpose for which the meeting is required.
 - c) The quorum for an EGM shall be ten percent of paid-up Senior Club members=must include three officers of the Club.
 - d) **Every paid-up Senior club member**, shall have one vote upon any motion and in the case of equal votes, the Chairperson of the meeting shall have the casting vote.

13. MODIFICATION OF THE CONSTITUTION

- a) No alteration or addition of the Constitution shall be made other than by resolution, carried by a majority of at least two thirds of the members present at an EGM, the notice of which shall contain details of the proposed alterations.
- b) The Constitution of the Club shall be reviewed annually.

14. CHILD PROTECTION

- a) The Club must adhere to the Code of Ethics and Good Practice for Children's Sport issued by the Irish Sports Council and to codes of practice issued by the national sporting organisation appropriate to each sport.
- b) The Club should appoint its own Children's Officer(s) and Designated Liaison Person.
- c) The Club is responsible to ensure that those involved in the organisation of sport for young people should have attended relevant and recognised training courses relative to child protection.
- d) The Club will ensure that anybody working with children or vulnerable adults are garda vetted.

15. DATA PROTECTION

In compliance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), and in line with the Data Protection Act 1988-2003, the Club will seek the consent of its members for the purposes of obtaining, recording, and holding their personal data, which will be solely for Club purposes. Consent will be affirmed on the use of all such data, including disclosure to third parties, for the proper and effective management of the Club.

16. OTHER POLICIES & GUIDELINES

The Club recognises the following policies:



OLD ALEXANDRA HOCKEY CLUB CONSTITUTION

- a. ***Policies & Guidelines*** - A full list of both Club and Hockey Ireland Policies and Guideline are available on the Club's website.
- b. ***Club Procedures***: The day-to-day management of the Club is carried out by the Executive Committee who will maintain documentation of the Club Procedures for the management of the Club. These should be reviewed annually by the Executive and kept as an Appendix to the Old Alexandra Hockey Club Constitution