



Club Constitution

1. NAME

The club will be called Sheffield Ice Hockey Academy (SIHA) and will be affiliated to the English Ice Hockey Association. The club colours are Blue/White/Black, with Silver added as 25th anniversary colour. The club comprises of a Senior NIHL section and a Junior Section.

2. AIMS AND OBJECTIVES

The aims and objectives of the club will be to offer coaching and competitive opportunities in Ice Hockey.

- To promote the club within the local community and in the world of Ice Hockey, in particular to people from Sheffield and its surrounding areas.
- To manage Sheffield Ice Hockey Academy.

The club will ensure a duty of care to all its members and representatives. It will provide all its services in a way that is fair to everyone. The club is a community club that is dedicated to meeting the needs and expectations of its members. The club will endeavour to maintain a first class, affordable, family orientated atmosphere with a friendly environment. The club will do its best to develop the player's skills both on and off the ice for the benefit of all its members and for the ongoing development of the club.

3. INSURANCE

The club will purchase any insurance cover that the EIHA makes mandatory and shall make every effort to comply with the EIHA's procedures and best practice recommendations for the safety and welfare of the players and officers of the club.

The club will ensure that all coaching and volunteer staff are registered with the EIHA. All officers and club representatives will hold a current DBS form. These will be monitored closely and renewed when needed.

The club will provide extra training to its officers whenever the committee deems necessary to assist with the smooth running of the club and its activities.

4. MEMBERSHIP

The club will ensure that all present and future members receive fair and equal treatment. Membership consists of the club representatives (i.e. coaches, managers, committee members) and also all its junior members. Membership is open to anyone interested in the sport of ice hockey, regardless of their sex, age, disability, ethnicity, nationality sexual orientation or any other beliefs. A two week trial will be given to anyone who wishes to be considered for selection.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted. Where a member is a junior (under the age of 18) voting rights will pass to the responsible parent. The membership shall belong to the player once the said player has reached the age of 18. Once accepted for registration the player/guardian will be expected to sign the registration form, to agree to the club terms and commit to the fees as outlined in section seven.

Team members shall be all the registered players and by registering as a club member, players, parents and guardians will agree to abide by the Club's Constitution and Code of Conduct.

Players may transfer to another club during the season until 31st January as defined in the EIHA rules. Any costs of transferring, whether to another club or another team within our club should be met by the player/parent concerned. Only an in-house transfer at the coaches' request will be funded by the club.

5. PLAYER/PARENT RESPONSIBILITIES

All players, regardless of their age are expected to give good commitment, sportsmanship and teamwork to their team players and staff. Players are expected to give respect to all club officials and members. All players must comply with the clubs code of conduct at all times. Disciplinary action may be taken against any player who does not comply. Players are required to wear the appropriate club team wear on games days. The minimum of a club polo should be worn (hoodie if desired), along with black bottoms. Some coaches may ask for shirt and tie for home games. The committee are happy to leave this decision up to the coach in charge of each team.

Parents are also required to comply with the clubs code of conduct at all times. Failure to do so will result in disciplinary action being taken.

6. EQUIPMENT

All junior players are required to wear complete protective equipment, as stated in the rules of the club and the EIHA requirements. All kit items should be worn when in training and in games. A manager or a coach reserves the right to exclude a player should he/she not have the correct protective equipment for any sessions.

The minimum equipment required by the club for junior players (players under the age of 18) is: a black helmet with face guard, neck guard, protective box, body armour with shoulder pads, leg guards, hockey skates, black hockey shorts, stick, hockey gloves, elbow pads.

All players to purchase their own team shirts, and socks for club games. Team shirts and socks will be issued by the managers. These must not be worn for training sessions, just the official games.

Should the club be able to seek sponsorship for any team it may be obliged to fix a temporary label or patch to items of kit or equipment. By registering as a player you are granting your permission to the club for such labels or patches to be affixed (usually to the helmet or the shorts).

7. MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Management Committee. As much notice as possible will be given to members of the costs involved. Any requirements to review membership fees in order to maintain the financial stability of the club during the year will be brought forward to the membership by way of an EGM. Fees will be paid monthly (x10 equal monthly instalments) by standing order to the club's bank account or in full at the start of the season.

The monthly fee will cover the costs of team training sessions and associated Academy running costs. (See Charging and Remissions Policy)

Match fees and away travel are additional costs. Match fees are charged at a rate per game, the rates are set by the committee and should be paid prior to the game to enable a player to participate. For away travel, all players will be required to pay the travel fee regardless of whether they travel on the club transport or not.

Failure to pay any fees will result in a player being suspended from training and/or games and in extreme circumstances may result in the player being asked to leave the club.

Where membership of the club is terminated by the member, membership fees are expected to be paid up to the end of the month in which the written termination request is received.

8. ALCOHOL POLICY

The consumption of alcohol by the club's members and its officials (managers and coaches) is not permitted before any practice session or game sanctioned by the club.

Any club official under the influence of alcohol, will immediately be relieved of his/her responsibilities.

Any player found to be under the influence will be removed from the immediate game or training session.

The consumption of alcohol is strictly prohibited by anyone using the club's transport facilities.

9. OFFICERS OF THE CLUB

The named officers of the club will be the Chair, Secretary, Treasurer and Child Protection Officer. The committee may co-opt other club members onto the committee when deemed necessary, or be brought in to do a specific job i.e. fixtures, registrations, tournaments or away travel. Officers will be eligible for re-appointment bi-annually unless all terms of office are due to expire at the same time, then the management committee can extend their term of office until such time suitable replacement committee members can be appointed.

These officers will be responsible for monitoring the clubs affairs.

10. CLUB OFFICIALS

The head coaches, team coaches, players and managers shall be bound by the rules of the IIHF and the EIHA. All the above will agree to abide by the club rules and code of conduct. Committee members, coaches and managers will have up to date CRB checks and will be registered by the club in accordance with the EIHA guidelines for their specific roles within the club.

11. COMMITTEE

The club will be managed through the management committee consisting of, Chair, Secretary, Treasurer, Child Protection Officer, two NIHL Representatives and any other named posts agreed by the management committee at its first meeting following the AGM. Only these posts will have the right to vote at meetings of the management committee. Decisions affecting the club shall be taken on the basis of a majority vote of those officers present at a committee meeting.

The Head Coach will be responsible for managing the Coaching Staff and will attend management committee meetings. All coaching positions recommended by the Head Coach need to be approved and ratified by the management committee.

The management committee meetings will be called by the Secretary of the club and held no less than 6 times a year.

The quorum required for business to be agreed at Management Committee meetings will be 5.

The Management Committee will be responsible for adopting new policies, codes of practice and rules in general that affect the organisation of the club including the appointment of the Director of Hockey/Head Coach.

The management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business. Members of such sub-committees do not have voting rights at the meetings of the committee. Abridged copies of the minutes will be made available on request to any current SIHA member.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations or the constitution. Following such hearings, the Management Committee will be responsible for taking any action of suspension or discipline.

All committee members will be required to sign a code of conduct form on taking up their role and consent to an up to date DBS check being done.

In the event of an officer resigning from their post during their term of office, the duties will be taken on by one of the other elected officers until the end of the season.

12. FINANCE

All club monies will be banked in an account held in the name of Sheffield Ice Hockey Academy (SIHA). The club Treasurer will be responsible for monitoring the finances of the club. The financial year of the club will run from 1st July to 30th June. An audited statement of general accounts will be presented by the Treasurer at the Annual General Meeting.

Club accounts will be subjected annually for examination by an independent auditor. Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.

The income and assets of SIHA can be applied solely and exclusively towards promoting the aims, functions and purposes of the SIHA as set out in this constitution.

13. ANNUAL GENERAL MEETINGS

Notice of Annual General Meetings (AGM) will be given by the Club Secretary to all members, no less than 21 days before the meeting is due to take place. An AGM will take place around June every year.

Any items for the agenda must be submitted to the club Secretary no later than 14 days prior to the meeting taking place.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the management committee will be sent to the Secretary 14 days prior to the AGM. Elections of officers are to take place at the AGM. Nominations for election must be counter signed by two other members.

All members have the right to vote at the AGM on any agenda items. The quorum for the AGMs will be 30% of the members from the previous season. Where a member is unable to attend an AGM or an EGM a postal vote may be registered in writing to the club secretary, no less than 24 hours prior to a meeting. Postal votes will not be anonymous

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

14. HEALTH AND SAFETY

Parents/Guardians of all players are required to complete an emergency medical form for the player upon joining the club. This form will be filed in confidence with the membership secretary. A copy of this will be carried to game days by team managers. Parents are responsible for making sure these are kept up to date, should any information need to be changed.

Unless the club has been notified in writing to the contrary the club will assume that in the unlikely event of a player requiring emergency first aid or medical treatment that no objection or recrimination will be made to the administrators of said first aid. The club and its officials cannot be held responsible for any liable injury or repercussion that may result from any injury or first aid treatment.

It is the responsibility of the parent or guardian to ensure that a player participating in training or games is fit to do so. Any ailments should be reported to the team manager, who can then inform the team coaches accordingly.

It is the responsibility of all players to maintain strict hygiene and cover any existing cuts or abrasions with an appropriate dressing before taking part in any club session (training or games). Open wounds should be reported immediately and treated without delay. Bleeding players must be removed immediately from the ice and treated accordingly.

Whilst we recognise that Ice Hockey is a sport involving physical contact, SIHA will take reasonable steps to manage the risk of injury to players. However, SIHA will not accept responsibility for injury, disability or death.

15. DISCIPLINE AND APPEALS

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's Child Protection Policy and procedures. The club Child Protection Officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will aim to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 28 days of the hearing.

There will be the right to appeal to the Management Committee following disciplinary action being announced. The Committee should consider the appeal within 28 days of the Secretary receiving the appeal.

16. PHOTOGRAPHY AND MEDIA

The club may from time to time, use images and recordings to promote the sport within the community, in programmes and on the website. Unless objection in writing is received, the club will presume that members give their consent and are happy to support the promotion of the club and its activities.

17. DISSOLUTION

The Committee may decide to wind up the SIHA, subject to ratification by the membership at a properly convened general meeting. For such a decision to take effect, then not less than three quarters of those members present and voting must support the motion to wind up the operations of the SIHA.

The Committee shall have responsibility for the orderly winding up of the affairs of the SIHA, once the general meeting has formally approved such a decision. The general meeting will determine the date on which the Academy dissolved.

In the event of any dissolution, any assets of the club that remain will:

- A. become be placed in a trust fund for the future development of Ice Hockey in Sheffield. OR

B. become the property of the EIHA.

18. ACCOUNTABILITY

The officers of the SIHA are accountable for their actions to the membership. The membership may hold the officers to account solely through the means that are set out in this Constitution. The membership (either as a whole or as individual members) is excluded from instituting legal proceedings against the officers as a consequence of the actions taken by the Committee, including actions by the coaching staff and/or game day officials operating under the oversight of the Committee.

19. AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by a majority vote at a management committee meeting.

20. DECLARATION

Sheffield Ice Hockey Academy hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.