

# CONSTITUTION FOR SWINDON WILDCATS ICE HOCKEY ACADEMY

## 1 Club Name

The name of the Club shall be Swindon Wildcats Ice Hockey Academy (hereinafter known as SWIHA)

## 2 Location:

SWIHA shall be based at the Link Centre, Swindon, Wiltshire.

## 3 Aim:

The aim of the SWIHA is to provide the facility and give the opportunity to junior players at all levels, both male and female, across the Community to learn and develop their ice hockey skills.

## 4 Objectives:

- 4.1 To organise, develop and promote junior ice hockey consistent with the aims and objectives of the English Ice Hockey Association.
- 4.2 To develop all players to the best of their ability
- 4.3 Identify, where possible, suitable candidates to put forward to trial for the South-West Conference and England teams.
- 4.4 To raise and provide financial support directly and indirectly for the benefit of SWIHA.
- 4.5 To raise the profile of ice hockey across the Community

## 5 Playing Membership

- 5.1 Membership will be open to all, irrespective of their sex, nationality, religion, race or colour to:
  - Persons who qualify by age to participate in each ice hockey age group organised by the E.I.H.A. and /or appropriate national body of the sport.
  - Persons who are duly registered following the payment of the registration fee currently in force.
  - It will be a condition of membership that the yearly subscription fee of £600 shall be split into 12 equal payments and paid on a pro rata basis depending on which month you join during the current year. This monthly subscription fee of £50 is paid by standing order in advance to SWIHA Account.
  - Individuals who will satisfy such entry standards concerning minimum skating and ice hockey skills, as may be specified by the General Manager of SWIHA, or the discretion of the Head Coach.

- 5.2 The membership of the SWIHA shall be organised along the age groups currently in operation within the EIHA.
- 5.3 The SWIHA shall operate a maximum limit on the number of members, with a separate limit set for each age group. The membership limits will be set by the General Manager with consultation of the Executive Committee, taking into account safety and the amount of ice time available.
- 5.4 Once accepted into membership a member has the right to membership until disqualification by age or by other clauses in the constitution.

## **6 Voting Membership**

The voting membership of the SWIHA shall be:

- 6.1 Players aged 16 years or over at the day of voting.
- 6.2 The parents / guardians of playing members under 16 years of age on the basis of one vote per playing member
- 6.3 All members of the Executive Committee and Full Committee that do not otherwise qualify under 6.1 or 6.2.
- 6.4 There shall be no more than one vote per playing member.

## **7 Termination of Membership**

- 7.1. Membership of the SWIHA will be terminated by the Executive Committee, if the monthly subscription fee is not paid within 2 months of due date, following a verbal or written reminder from the Executive Committee. It is the member's responsibility to ensure that monthly subscriptions are made in full and on time. In special cases, an extension may be granted, subject to the approval of the Executive Committee.
- 7.2. The Executive Committee shall have the right to terminate the membership of any member on the basis of misconduct or bad behaviour, provided that the member concerned and his or her parent or guardian has had the right to be heard by the Executive Board, before the final decision is made.

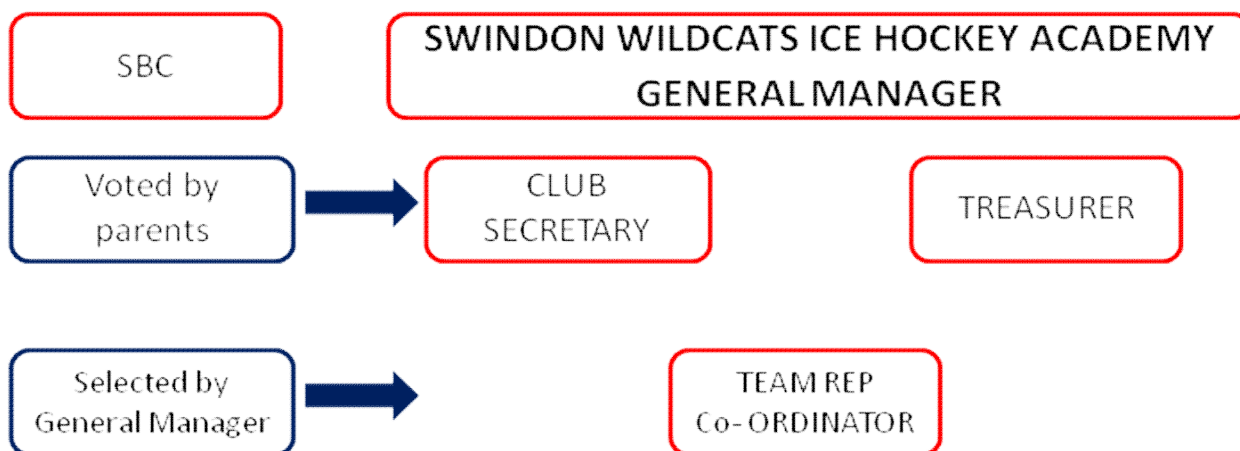
## **8 Subscription**

- 8.1 All members shall pay a monthly subscription, the level of which shall be determined by the Executive Committee and approved at the AGM.
- 8.2 The Executive Committee shall determine the arrangements for paying the monthly subscription, and shall decide in which circumstances any refunds or rebates should be granted.
- 8.3 The membership and financial year shall run from 1<sup>st</sup> July until 30<sup>th</sup> June.
- 8.4 Notice of subscription rate and payment arrangements shall be given to each new member joining SWIHA not less than 4 weeks before the first payment becomes due.
- 8.5 If a member leaves the SWIHA at any time during the year but rejoins within that year, should pay full subscription for the whole duration, although an appeal may be made for exceptional circumstances e.g. injury or illness.

## 9 Executive Committee

- 9.1 The determination of policy, strategy and general management of the affairs of the SWIHA shall be vested in the General Manager in consultation with the Executive Committee that shall meet not less than once a month under normal circumstances during the playing season. The Executive Committee shall also have the total responsibility for the management of SWIHA finances, communication and registrations with EIHA.
- 9.2 The Executive Committee shall consist of the General Manager and the duly elected officers who will be responsible for the day to day running of the SWIHA with support from members of the Full Committee.
- 9.3 The Executive Committee shall comprise of the General Manager plus two elected officers or two officers appointed by the General Manager if no candidates come forward, these posts will be; the Secretary, and the Treasurer and may also include two Non-Executive members; one to represent the Swindon Link Centre and one to represent the Swindon Wildcats, as shown in the diagram below. An additional post of Team Rep Co-coordinator will be appointed by the General Manager to act as liaison between the Executive Committee and the Full Committee.
- 9.4 The Executive Committee shall be responsible for negotiating an annual Service Level Agreement (SLA) with the Swindon Wildcats In The Community (SWITC). The purpose of this SLA is to define the services that SWITC will provide SWIHA. The SLA sets out, in particular, the details of the service that will be provided, by SWITC, the costs, performance standards, who will provide it and how it will be monitored.
- 9.5 The Full Committee will consist of the Executive Committee members plus elected representatives from each team, the CRB officer, the team rep co-ordinator and the representative from the learn to play section.  
  
The Full Committee will sanction the appointment of the role of, the Child Protection officer, and the team managers, whilst team coaches will be sanctioned and selected by the General Manager or Head Coach. The Appointment of the Head Coach will be the responsibility of the General Manager after consultation with the Executive Committee.
- 9.6 Minutes of all meetings of the Executive and Full Committee, the Annual General Meetings and other meetings as appropriate shall be produced and filled by the Executive Committee and shall be available to all members.
- 9.7 The term of office for elected post within the Executive Committee officers shall be for one year.
- 9.8 All persons standing for the Executive Committee office shall declare any personal financial interests in the running of the SWIHA so that members may take such interests into account when voting. Elected Executive Committee officers and Full Committee members, may hold other non executive posts within the SWIHA as long as these posts do not compromise their ability to act in the best interests of the SWIHA.
- 9.9 Partners/Spouses of the Executive Committee officers or Full Committee members , may not hold any other executive posts within the SWIHA.

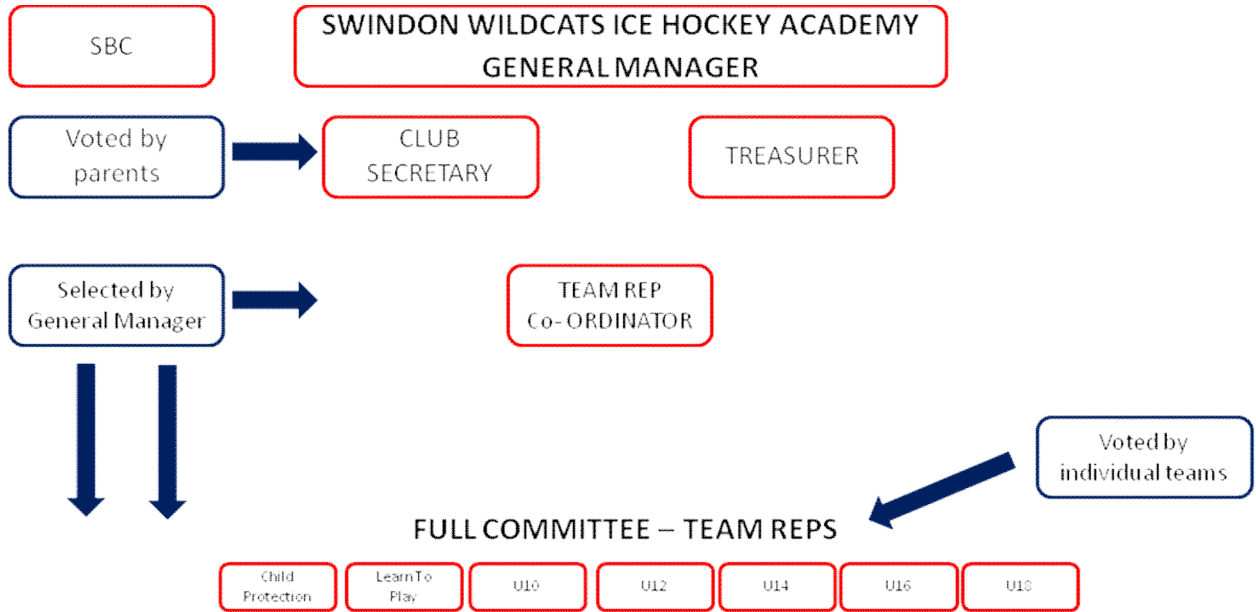
The Swindon Wildcats Ice Hockey Academy  
Executive Committee Organisational Diagram



## 10 Full Committee

- 10.1 The Full committee shall consist of a selected representative from the parents of each playing team, the representative of the learn-to-play, the team representative coordinator, the secretary, the treasurer, the child protection officer and the General Manager, as shown in the diagram below.
- 10.2 Parents' representative should act as a link between the parents and both committee's, representing the parents' views and provide communication channels.
- 10.3 Full committee members shall also be responsible for supporting the Executive Committee officers with the day to day running of the SWIHA, including being available on a rota basis to assist on training days, game days and learn-to-play sessions as required or requested.
- 10.4 Each member of the Full Committee shall be responsible for one of the following duties:
- Merchandise
  - Newsletter
  - Fund Raising
  - Organisation of Tournaments
  - Co-ordination with team managers
  - Child Protection
  - Day-to-day finances (provide monthly statement to the Treasurer)
- 10.3. The Full committee shall be responsible for the sanctioning of managers for the season. Managers are required to attend Managers meetings at the start and end of the season and more frequently if required or requested by the head coach, the Executive Committee or any of the managers by making a request to the team rep coordinator, the frequency of which should not be more than once a month.
- 10.4. The term of office of the Team Representatives of the Full Committee shall be one year. Extra members may be co-opted to the Full Committee on an annual basis.

The Swindon Wildcats Ice Hockey Academy  
Full Committee Organisational Diagram



## **11 Annual General Meeting**

11.1. The purpose of the A.G.M. shall be:

- To receive the annual report from the General Manager
- To receive the annual audited statement of accounts from the Treasurer
- The election of the two Executive Committee officers
- To resolve notice of motions.

11.1 The Annual General Meeting of the SWIHA shall be convened by the Executive Committee officers within the month of July.

11.2 The AGM shall receive the General Manager's annual report on the management of the Club and the accounts for the financial year ended 30<sup>th</sup> of June.

11.3 It shall vote on motions to approve the appointment of the new Treasurer and Secretary officers as appropriate.

11.4 Voting members of the SWIHA shall be given at least 2 weeks notice of the AGM and of any motions to be resolved by the AGM, including motions proposing changes to this Constitution.

11.5 Motions for resolution by the AGM may be proposed either by the Executive Committee officers or by any voting member, provided that in the latter case the motion must be seconded by an additional voting member and notice of the motion must be received by the Secretary no later than the 1 week before the date of AGM.

11.6 51% of those voting members present at the AGM have to be in agreement for any proposed changes to this Constitution to take effect.

11.7 Resolution of any other motion shall be by simple majority of those voting at the AGM.

## **12 Extra-ordinary General Meetings**

12.1 An Extra-ordinary General Meeting of the voting membership shall be convened by the Executive Committee:-

- at the request of the Executive Committee, or
- Within 21 days of the receipt of a request for an EGM signed by 33% of the voting membership giving reasons for the meeting and notice of any motions to be voted on. No other subject shall be discussed at the E.G.M.
- If the Executive Committee resigns or is dismissed by a vote at the EGM then the General Manager in conjunction with the Swindon Borough Council Non Executive member shall take over the running of the club until a new AGM can be organised.

12.2 Voting members shall be given at least 14 days notice of the EGM and of any motions to be resolved by the Meeting,

12.3 75% of those voting members present at the EGM have to be in agreement for any proposed changes to this Constitution to take effect.

## **13 Meeting Procedure**

- 13.1 Voting: All issues raised at any meeting shall be resolved by a simple majority of those present and entitled to vote. No person shall have more than one vote other than the General Manager who, if necessary, can exercise a second casting vote. The Voting system will be decided on by a simple show of hands or by secret ballot with the majority vote deciding the voting method.
- 13.2 Minutes will be kept by an appointed person.

## **14 Finance:**

- 14.1 All monies raised by or on behalf of the SWIHA, shall be applied to further the objectives of the SWIHA.
- 14.2 The Treasurer shall keep proper accounts of the finances of the SWIHA.
- 14.3 The Treasurer shall open accounts he/she deems necessary at a recognised Bank or other financial institution in the name of Swindon Wildcats Ice Hockey Academy (SWIHA).
- 14.4 An independent person shall audit these accounts at least once a year.
- 14.5 An audited Financial Statement shall be presented to the A.G.M.
- 14.6 All financial transactions on the SWIHA accounts must be signed by two of three signatories from the Full Committee.

## **15 Dissolution:**

If the Executive Committee is of the opinion that the SWIHA is no longer viable, it shall request an Extraordinary General Meeting to vote on a motion to dissolve the SWIHA. If passed, the Executive Committee shall arrange for the closure of the SWIHA and the settlement of any debts. Any remaining funds should be dispensed in furtherance of the general aims of the SWIHA.