



# NOTTINGHAM NEMESIS BALL HOCKEY CLUB Constitution

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### Constitution Change Log

Description of Revision	Date	Name	Version #
Apply NNBHC document template building on initial draft.	20 Dec 2023	Mike Lee, Helen Brooks	1.1
Corrected membership criteria. Added Hazel Taylor (Secretary)	5 Mar 2024	Mike Lee	1.2
Changed 'League Cup' to league winners in mission statement. Changed 'objects' to 'assets and monies' in Dissolution statement.	15 Oct 2024	Matt Brooks, Mike Lee	1.3

### Amendments to the Constitution

Upon completion of the first formally approved version of the NNBHC Constitution (approved and signed by the [Management Committee Members](#)), any further recommendation to change the content shall be submitted in writing to the Management Committee, or proposed to other Committee members, by a Committee member, for review and approval prior to updating the document.

Only upon agreement of all Management Committee members shall this document be revised, reviewed and subsequently signed and approved for issue.

The master version will be held securely as an editable MS Word document by the Club Secretary. Only a single version of this document may exist in an editable format. The document template shall not be shared outside of this Club.

A secure PDF version (controlled and signed) may be shared upon request.

Upon updating this document, the author(s) shall complete the [Constitution Change log](#) describing the updates, date the document, print their name and up-stroke the relevant document version number accordingly.

Minor updates shall be classified by a sequential decimal place update (1.1, 1.2, 1.3 etc). Major updates shall be classified by a sequential whole number (1, 2, 3 etc)



### Constitution

#### Name

The name of the club is '**Nottingham Nemesis Ball Hockey Club**' (also referred to in this document as '*NNBHC*', '*Nemesis BHC*' or '*The Club*')

The Club will be affiliated to Ball Hockey UK (BHUK) and retains the power to affiliate to any appropriate national body and other external organisation with similar objectives in full or in part.

#### General Aims & Objectives of the Club

Nemesis BHC is proud to welcome all members regardless of, and not limited to, their age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.

In summary, the Club's aims and objectives are:

- To provide coaching and development opportunities for players within the sport of Ball Hockey.
- The club is committed to encourage all members to learn basic ball hockey skills and rules, so that they may choose to participate in training, friendly competition or formal events organised by governing bodies, such as Ball Hockey UK.
- The club aims to facilitate and support entry to competitive opportunities for club members within organised leagues and events, where numbers, logistics and finances permit.
- Members of NNBHC will actively promote the Club and the sport of Ball Hockey within the local community.
- The club is committed to help improve general fitness and wellbeing of residents of (but not limited to) Nottinghamshire and Derbyshire, and outlying Boroughs & Counties, by encouraging members to participate in physical, team and confidence building activities.
- The Club will promote sports equality in Ball Hockey in an inclusive environment.
- NNBHC is committed to ensuring a duty of care to all members of the club.
- Members will adhere to and support the [Club Rules](#) and Ball Hockey UK policies as listed in appendix I.



### Mission Statement

#### League (Short – medium term)

To seek promotion of a Nemesis team from Division 3 BHUK Central Conference to Division 2 by harnessing and developing talent to win the league for the season (or achieve a runner's up place, where two teams are promoted).

In achieving promotion, the additional benefit will be the option to bubble a limited number of players between two separate Nemesis teams, in different divisions, to help achieve a full roster for every game. (\*where BHUK rules continue to permit)

#### Nationals tournaments (Short – medium term)

To provide a relaxed environment for ball hockey players who are new to the game (or are in the process of developing skills and fitness), to help them learn basic skills and ball hockey rules in a game environment.

The team is expected to be competitive and should strive to achieve qualification to the Nationals Finals.

#### Other tournaments (Short – medium term)

Depending on the format, the aim of the team (such as Fantastic Fours), will be to progress to the latter stages of the competition and be highly competitive.

*\*The mission statement(s) will likely evolve during the lifespan of the club.*



### Club Membership

Club membership will consist of both playing and non-playing membership and will be continuous until cancelled by either the individual member or the Management Committee.

There is no membership fee to join Nottingham Nemesis Ball Hockey Club, however, membership will be subject to the completion of a Ball Hockey UK registration document (<https://www.ballhockeyuk.com/registration-forms>) and payment of appropriate annual fees to the governing body (BHUK).

Playing Membership shall be open to all players over the age of 14 wishing to participate in Club activities.

Non-Playing Membership shall be open to any Management Committee members and players' Parents/Guardians not wishing to participate in the Sport themselves.

All registered Club members over the age of 18 will be eligible to vote in Club matters at AGM/EGM meetings.

All members of the Club shall be subject to the regulations of the Club Constitution and by joining the Club will be deemed to accept the regulations and codes of practice the Club has adopted.

### Sports Equity

This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equity of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The Club is committed to everyone having the right to enjoy their sports in an environment free from threat of intimidation, harassment and abuse.

All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.



### Management Committee

The affairs of the Club shall be conducted by the Management Committee which shall consist of:

- General Manager
- Secretary
- Treasurer

These members shall be elected at the Annual General Meeting.

The term of office shall be for one year, and members shall be eligible for re-election.

Should the post of any officer or Management Committee member fall vacant after such an election, remaining Management Committee members shall have the power to fill the vacancy until the succeeding Annual General Meeting.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The Management Committee will have powers to appoint advisers and support committee members as necessary to assist the committee fulfil its business.

The Management Committee reserves the right to appoint team Coaching and Management staff as appropriate.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations or constitution and for taking any disciplinary actions following such hearings.

Management Committee meetings will be convened by the General Manager of the Club and shall be held on a quarterly basis as a minimum.

Only Management Committee roles, as listed above, will have the right to vote at committee meetings, with votes being passed in the event of a majority being recorded.



### Support Committee

In addition to the Management Committee, the following members of a support committee may also have a term of office for one year, and members shall be eligible for re-election.

Additional roles may be identified during the season. This list is not exhaustive.

Support Committee members will not have the same powers as the Management Committee and will serve to support and advise the Management Committee only.

- Head Coach(s)
- Assistant Coach
- Player development Mentor
- Social Media secretary
- Web & Graphics Designer
- Fixtures & Events organiser
- Sponsorship & promotion
- Kit & Equipment manager
- Player liaison & disputes





### Club Rules (also covered by 'Code of Conduct')

#### Data provision

In accordance with General Data Protection Regulation (GDPR), which came into force across the EU on 25 May 2018, Nemesis BHC is mindful in how it collects, uses and store member's personal data. Nemesis understands its responsibilities under data protection law and has adequate procedures in place.

#### Collecting and processing personal data

When collecting or using personal data, for example, to manage the club's membership, Nemesis BHC will ensure to get suitable consent to do this.

#### Processing children's data

As Nemesis BHC includes members that are under the age of 18 and will also be collecting and processing their data, the Club has systems in place to verify their age and collect consent from their guardians.

### Code of Conduct

1. Members should not undertake any action which could bring the reputation of the Club into disrepute.
2. A member must not participate in deliberate and malicious action which might cause damage to themselves or others.
3. Members must respect the property of the Club and of other members.
4. Members of the Club should not pressure or coerce any other member into any action with which they feel uncomfortable.
5. Members must conduct themselves in a reasonable manner relating to language, noise and behaviour. Members will respect the rights, dignity and worth of all people involved in the game, regardless of their age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
6. Members shall show respect for teammates, opponents, officials and coaches. They will respect the integrity and judgment of game officials. Members must compete in a manner of fair play with respect for opponents, regardless of the nature of the competition, when representing the club in a sporting fixture or participating in training.
7. Members must treat facilities and staff at all venues and institutions with respect and abide by any rules that may apply.
8. Members must refrain from any form of harassment of others and respect the rights, dignity and values of others. Members must not encourage or pressure others into acting against the Code of Conduct.
9. Members must operate within the rules, including BHUK and ISBHF guidelines, as appropriate, which govern the activity locally or globally.



10. Members must not be intoxicated or under the influence of illegal substances at any sports fixture, training session or activity, as such behaviour will be deemed unacceptable and dangerous.
11. During social events, especially those involving the consumption of alcohol, members are to be aware of behaviour and the impact on others, particularly members of the local community.
12. Members must not consume alcohol or use illegal substances whilst being transported to or from any activity organised under the umbrella of the Club.
13. Members take responsibility for their own understanding of this Code of Conduct and accept repercussions of any breaches, as imposed by the Club and/or BHUK or wider legal entities (Refer to Discipline & Appeals)
14. Members are also bound to and responsible for adhering to the policies outlined by Ball Hockey UK set out in the BHUK website – See [Appendix I](#)

### Finances, Income & Property

The income and property of the Club shall be applied solely towards the promotion of the object(s) 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.

### Annual General Meetings and Extraordinary General Meetings

AGMs will normally be held prior to the end-of-year presentation night. A suitable venue will be arranged and announced in advance.

As well as compulsory attendance by the General Manager, Secretary and Treasurer (The Management Committee), all members are welcome and encouraged to participate in person (or in the event of Government ruling regarding proximity interactions (i.e. Covid), via Zoom or equivalent software). Only Management Committee members have the right to vote as described in the [Management Committee](#) section. The same principles will be applied to Extraordinary General Meetings, albeit the event may be scheduled at short notice.



### Discipline and Appeals

In the event of a member contravening one or more of the Club rules, a tiered system will be applied in order to categorise the disciplinary route.

Severity	Occurrence	Risk Priority Number (RPN)
<p><b>10 = A severe contravention of Club rules has occurred.</b></p> <p>Examples may include:</p> <ul style="list-style-type: none"> <li>the use of illegal substances at or during a Nemesis event</li> <li>Grievous violence toward another NNBHC member</li> </ul>	<p><b>10 = Frequently occurring</b></p> <p>(In the instance of grievous violence or use of illegal substances or an action of similar severity, 'Occurrence' will automatically be scored a '10'.)</p>	<p><b>50-100 = High risk.</b></p> <p>Written warning. Is likely to warrant disciplinary action such as game(s) suspension or exclusion from training.</p> <p>May also result in ejection from the Club and, in extreme cases, the intervention of Police.</p>
<p><b>5 = Moderate contravention</b></p> <p>Examples may include threatening behaviour or actions that reflect poorly on the Club</p>	<p><b>5 = Occurs more than once.</b></p> <p>(In the instance of grievous violence or use of illegal substances or an action of similar severity, 'Occurrence' will automatically be scored a '10'.)</p>	<p><b>25-50 = Medium risk.</b></p> <p>Verbal and written warning. May warrant some disciplinary action such as game(s) suspension or exclusion from training.</p>
<p><b>1 = Minor contravention</b></p> <p>Examples may include behaviour that is unacceptable, but does not pose an immediate risk to the Club or other members</p>	<p><b>1 = Occurs only once</b></p> <p>(In the instance of grievous violence or use of illegal substances or an action of similar severity, 'Occurrence' will automatically be scored a '10'.)</p>	<p><b>1-5 = Low risk.</b></p> <p>Generally a verbal warning only. However, RPN may increase (be cumulative) if the issue continues to occur or escalate.</p>

The above risk management system is for guidance only. The Management Committee reserve the right to apply specific measures based on individual cases. **The decision of the Management Committee is final.** Members have the right to appeal unless the RPN is '100' and the circumstance is deemed irreputable. Any disciplinary action may also be supplemented or surpassed by further action by the governing body (e.g. BHUK).



### Keeping of Accounts

Annual accounts shall be kept and made available to Revenue on request by the Management Committee. The management of accounts is the responsibility of the Treasurer.

All monies associated with the club will be held exclusively in the account:

#### **NOTTINGHAM NEMESIS**

**Sort Code: 20:63:28**

**Account number: 23848078**

Members are encouraged not use their own personal accounts when collecting funds from charitable donations, sponsorship or other money raising activities. Members should maintain a record of all donations etc.

### Dissolution of Club

Any resolution to dissolve the club shall only be passed at an AGM or EGM through a majority vote of the Club membership.

Upon the winding up or dissolution of the Club, after satisfaction of all debts and liabilities, any property whatsoever (where not privately owned or loaned to the club), 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 assets and monies similar to the Club.

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.

### Declaration

The Management Committee shall be the sole authority for the interpretation of this constitution.

These rules are binding upon all Members of the Club and shall not be altered or modified in any way except at an AGM or EGM.

# Nottingham Nemesis

## Ball Hockey Club




### Signatories

On and behalf of the Nottingham Nemesis Ball Hockey Club.

#### General Manager:

Print ..... MICHAEL F. CEE .....

Sign .....  .....

Date ..... 15 OCT 2024 .....

#### Secretary:

Print ..... HAZEL TAYLOR .....

Sign .....  .....

Date ..... 15/10/2024 .....

#### Treasurer:

Print ..... MATTHEW BROOKS .....

Sign .....  .....

Date ..... 15/10/2024 .....



### Appendix I

#### Ball Hockey UK Policies

All policies stated are correct and present and time of issuance of this document. Each policy remains the property and responsibility of Ball Hockey UK. All policies listed can be accessed from the ball hockey UK website (<https://www.ballhockeyuk.com/policies>)

- Anti Bullying & Harassment Policy (and associated Bullying Incident Reporting Form)
- Appropriate Contact with Children Or Vulnerable Adults Policy
- Complaints Procedure
- Photography Policy
- Photography Consent Form
- Recommended Adult-to-Child ratios
- Social Media Policy
- Vexatious Complaints Policy
- Whistle Blowing Policy
- Accident Reporting Form
- Child Protection Policy Statement
- Code of Conduct
- Confidentiality Agreement
- Designated Responsible Persons
- Event Risk Assessment Checklist
- Safeguarding Incident Reporting Form
- Public Liability Document