

Aberdeen Hockey Club

Welcome Pack

2018/19



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Letter from the Secretary

Dear Club Member

Welcome to the Aberdeen Hockey Club 2018/19 season!!

The 2018/19 season is one that holds great promise for both ladies and men's teams. Last year saw the merger of 3 Aberdeen sides, Aberdeen Men's Hockey Club, Aberdeen Ladies Hockey Club and Hazlehead Ladies Hockey Club to form what is now Aberdeen Hockey Club. The merger last season has benefitted all clubs by improving motivation and player participation.

I'm glad to say that everyone's been having a blast over the year, both on and off the pitch, we really are a good bunch! Aberdeen Hockey Club now boasts 2 thriving ladies teams and 2 great men's teams, but our club is always growing and I'm glad you've joined us for the ride. With a variety of different social events throughout the year, fun fitness sessions and competitive hockey there's something for everyone to enjoy.

Our ladies 1st team performed well last season in Division 1 with a strong finish towards the end of the year, finishing 5th place overall and playing some lovely hockey along the way. Our ladies 2nd finished 4th in Division 2 and won division 2 indoor league! The men's 1st team is getting promoted up to Division 1, after holding on to their Division 2 title, undefeated throughout the season including. Our men's 2nds, the Aberdeen Tigers, had an enjoyable season. Being a development team, the squad certainly developed over the season with 10 different scorers and some great hockey on display.

Although only recently merged we did manage to fit a few socials in including our annual awards night, Xmas meal and drinks, pub quiz fundraiser and club ten-pin bowling night. We aim to have a lot more events on the social calendar to help improve squad morale and get more of a friendly-fun feel about the Club. A Club is not just for hockey.

I hope you have a great year ahead of you, give it your all and I'm sure we'll catch up over the season. All the best for 2018/19!

Outdoor training is on a Wednesday night at Rubislaw pitches:

22nd August – 14th November @ 7.30-9.00pm

30th January – 15th May @ 7.30-9.00pm

Indoor training is on a Tuesday night at Cults Academy

4th December, 11th December, 8th January, 15th January @ 8.00-10.00pm

If any players, spectator, parent or friend has any ideas regarding social events, fundraising or recruitment; please let a member of the committee know.

And finally... please complete the attached Membership Form and return it as soon as possible and set up/amend your standing order for your subscriptions.

I hope that everyone has a fantastic season!!

Liam Morrice

CONSTITUTION OF ABERDEEN HOCKEY CLUB

1.0 TITLE

Aberdeen Hockey Club is a voluntary, non-profit making organisation. The President, Secretary and Treasurer duly elected from year to year shall be ex officio Trustees of AHC. The offices of the Club shall be c/o 18 Queens Road Aberdeen AB15 4ZT. The Club will be affiliated to the Scottish Hockey Union.

2.0 AIMS AND OBJECTIVES

- 2.1** To play team hockey at both league and non-league levels and to play competitive and social hockey for men, woman, junior and veteran sides.
- 2.2** To organise and facilitate coaching and coach education to improve the standards of coaching, umpiring and playing at all the levels referred to above.
- 2.3** To promote, encourage and extend hockey for adults and young people in a fully inclusive manner regardless of ability and without discrimination for age, race, class, religion or sexuality.
- 2.4** To seek partnerships with schools in the local area of Aberdeen to meet and promote these aims and objectives.
- 2.5** To fully participate in and contribute towards other relevant bodies dedicated to Hockey such as the SHU and North District Hockey Association. Where the Club formally joins or subscribes to any such body then the Club shall abide by the relevant constitutions and rules.
- 2.6** To raise funds by any means approved by the "Committee".
- 2.7** To expend funds in such ways as the "Committee" sees fit to achieve these aims and objectives.

3.0 MISSION STATEMENT

Aberdeen Hockey Club aspires to be one of the leading clubs in the North East of Scotland for playing and development on the hockey field. This will build on strong sustainable foundations through the development of young players and a club renowned for its friendliness and pursuit of good sportsmanship.

4.0 MEMBERSHIP

- 4.1** Any individual may apply to become a Member of the Club at any time by completing the relevant Membership form and paying the relevant Membership fee. Membership is normally automatic and unfettered by completion of the Membership procedure; however, in exceptional circumstances the Club may refuse an application.
- 4.2** All members are subject to the Constitution of the Club and regulations of the Scottish Hockey Union.

4.3 Membership is open to all individuals provided they comply with the Constitution and codes of conduct. Players under the age of 18 must have parental/guardian consent which will be provided on an annual membership form.

4.4 No person shall be refused membership on the grounds of race, colour, creed, religion, gender, sexual preference, impairment or disability.

5.0 ANNUAL GENERAL MEETING

5.1 The AGM shall be held each year in May.

5.2 Notice of the AGM, the agenda, a list of nominated Officers shall be made available at least fourteen days before the date of the meeting. The annual accounts shall be laid before the meeting

5.3 Business to be transacted:

- Approve minutes of the previous AGM
- Matters arising from those minutes not dealt with on this agenda
- To receive the Chairman's report
- Congratulations to promoted teams and Award Winners
- To receive the Honorary Treasurer's report
- To receive reports from Captains
- To receive nominations for Officers
- To elect Officers for the following season
- Other Matters to be put to the AGM from the Committee
- Other Matters raised by Members
- Any other business of which due notice has been given

5.4 Except for those alterations arising from decisions the Committee is entitled to make, no clause of this constitution shall be amended, nor shall any resolution passed at any previous AGM be rescinded, save by a resolution, notice of which shall be given on the agenda, carried by an affirmative vote of at least two-thirds of those present and eligible to vote.

5.5 Any resolution or nomination for Officers for submission to the AGM shall, unless proposed by the Committee, be submitted in writing by a Member to the Secretary not less than four weeks before that meeting.

5.6 Subject to the provisions of Clause 5.4 and Clause 7, all business at the AGM shall be transacted by a simple majority by show of hands, of those present, entitled to vote and voting.

5.7 Only bone-fide Members as at the date of the AGM shall be eligible to vote. Each Member as only one vote, except the Chairman who shall also have a casting vote. Other than Clause 7 below, votes may only be cast in person at the meeting.

5.8 Any person may attend the AGM but shall not, unless by permission of the Chairman take part in the proceedings.

5.9 The quorum required for business to be agreed, will be no less than 25% of the members of the Club. All votes shall be determined by a simple majority (with the exception of 7.1 Dissolution & Merger).

5.10 The AGM shall be chaired by the Chairman whom failing a Substitute Chairman chosen on the night from attendees by the members.

6.0 SPECIAL GENERAL MEETING

6.1 The Secretary shall convene a Special General Meeting at any time: -

- By an instruction of the Committee to the Secretary
- Upon receiving an instruction signed by 15 members.

6.2 A meeting called under Clause 5.1 shall be held within 4 weeks of the instruction being received.

6.3 Fourteen days' notice of a Special General Meeting, and of all resolutions to be proposed shall be given to each Member by first class post or by email. No other business shall be transacted at the meeting.

6.4 The meeting shall be transacted in accordance with Clause 4.

7.0 DISSOLUTION & MERGER

7.1 A resolution to dissolve the Club, or to merge with another Club shall be put to an Annual or Special General Meeting and shall be passed only by the affirmative vote of at least 75% of the Club Membership.

7.2 If it so decides, the Committee shall have power to order a postal ballot, including use of email, to be concluded on a prescribed date prior to the General Meeting.

7.3 If the resolution is carried, the Committee shall realise the assets of the Club and shall make provision for and discharge the Club's liabilities. The remaining assets at the date of dissolution or merger shall be distributed in such manner as shall be determined by a General Meeting, or, if such meeting so decides, by the Committee.

8.0 OFFICERS

8.1 The Officers shall be the

- Chairman
- Honorary Secretary
- Honorary Treasurer
- Fixtures Secretary
- The Captains and vice captains
- Child Protection Officer

8.2 The Officers shall be elected at an Annual General Meeting and take office at the end of that meeting

8.3 The Chairman and Honorary Treasurer shall normally hold office for a maximum of two consecutive years before seeking re-election; all other officers shall be eligible for re-election annually.

8.4 Only bone-fide members of the Club as at the Annual General Meeting may stand for election.

8.5 If an Officer does not complete the term of office, the Committee may fill the vacancy until the next Annual General Meeting.

9.0 FINANCE

9.1 The Treasurer shall deal with the assets of the Club in such a manner as the Committee or a General Meeting may from time to time direct.

9.2 The Committee shall determine the financial policies of the Club.

9.3 The income of the Club shall be derived from match fees from players, from general fundraising and social events, and, subject to approval from the Committee, any other source of appropriate income. All income will be used in furtherance of the aims and objects of the Club.

9.4 The Committee, at their first meeting after the Annual General Meeting, shall determine match fees for the forthcoming season.

9.5 The Club shall sustain a bank account held at Bank of Scotland.

9.6 The financial year will end on 31st May.

10. THE COMMITTEE

10.1 The Club shall be governed and managed by the Committee.

10.2 The Committee shall consist of:

- All officers
- The immediate past Chairperson
- Up to three other persons, who shall have the power to vote.

10.3 The Committee shall meet at least three times per year, to manage the day to day running of the section. Such management involves setting of match fees, monitoring income and expenditure, liaison with the Sports Club, ensuring social and fundraising activities take place, making adequate arrangements for the AGM , ensuring all players are bone fide members, dealing with any issues arising pertaining to the management of the Hockey Club

10.4 The Committee will form a sub-committee as necessary to deal with disciplinary issues as appropriate, such discipline may be for breaches of the SHU disciplinary code, or for internal breaches of the rules or policies of the Club. There will be no less than three members of this sub-committee.

10.5 If necessary an Appeals sub-committee may be constituted to hear the appeal of any decision by the disciplinary sub-committee. There shall be no less than 3 members who cannot have been involved in the initial disciplinary sub-committee

10.6 The Committee may form any other sub-committee as it sees fit but it must act within the terms of reference set by the Committee and may not commit any expenditure or take any binding decision unless specifically authorised by the Committee.

11.0 DISCIPLINARY MEASURES

11.1 All members are required to abide by any rules or policies adopted by the Club.

11.2 A disciplinary sub-committee as described in Clause 9.4 will deal with breaches of these rules or policies. The sub-committee may hear evidence from any relevant person. The member will have the right to call any witness or produce any evidence they wish and is entitled to have any person they wish to accompany them and witness all proceedings of the sub-committee. The sub-committee may impose any penalty it sees fit in accordance with those rules or policies.

11.3 Penalties may variously, but not exclusively, include a warning, suspension from hockey activities of any duration, and ultimately, expulsion from the Club. However only the Sports Club may impose expulsion from the Sports Club

11.4 A member disciplined in accordance with clause 11.2 has the right of appeal to an appeals sub-committee as described in clause 11.3. The sub-committee may hear evidence from any relevant person. The member will have the right to call any witness or produce any evidence they wish and is entitled to have any person they wish to accompany them and witness all proceedings of the sub-committee. The decision of this sub-committee is final.

11.5 Disciplinary measures will be taken in the following circumstances:

- Breach of the regulations of the SHU for the enforcement of discipline
- Violent, aggressive, bullying, racist or sexist conduct - defined as any behaviour deemed as such by any observer of such conduct (it does not have to be a complaint of the victim) Reference is made the Child Protection Policy which is set out at length on the Club's website.
- Failure to pay any monies owed to the Club - match fees, membership fees, disciplinary fines, and any other funds belonging to the Club etc. Personal debts to other members or monies owing in respect of "team fines" are not a disciplinary matter of the Club
- Any other behaviour or conduct that, in the opinion of the Committee, is detrimental to the Club achieving its Aims.

12.0 CONSTITUTION

12.1 The Committee shall determine any question on the interpretation of this Constitution and anything relative to the Club not covered by it. The Committee's decision will be final.

GENERAL DATA PROTECTION REGULATION (GDPR)

What we need

Aberdeen Hockey Club (AHC) will be a 'controller' of the personal information that you provide to us.

When you register as a member of AHC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18, we will ask you for the following personal information.

- **Contact Details** – name, address, email address, phone number, date of birth etc
- **Membership Category** – adult, student, under 18, volunteer
- **Equality Information** – ethnicity, disability etc

Why we need your personal information (Club purposes)

We need to collect our members' personal information so that we can manage your membership.

We will use our members' personal information to:

- Provide you with member services, for example, insurance
- Send you membership communications (via email or phone) in relation to essential membership services including; general meeting notices, membership renewals, membership fees etc
- Promote and encourage participation in hockey by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional and development purposes.
- Provide competition in hockey by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category.
- Monitor and develop participation in hockey by monitoring members' engagement and participation
- Invite our members to our awards dinner, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners
- Develop and maintain our members' qualifications, including sending communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG/child protection requirements
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to hockey. Details re complaints and disciplinary procedures, for example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action etc.
- We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PCG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Where we process your personal information, you have the right to object to us using your personal information for the above purposes.

Why we need your personal information (legal obligations)

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches are able to undertake work with children and adults
- Our SportScotland regulatory requirements
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this for promotional purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health and Safety Executive, Disclosure Scotland, and Police Scotland for the purpose of safeguarding children.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

As a registered member of AHC we are required to ensure that all of our members are members of Scottish Hockey.

We will share membership details with Scottish Hockey who will become a controller of your personal information when they receive it. Scottish Hockey's privacy notice explains how they use your personal information and can be accessed via their website (www.scottish-hockey.org.uk).

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK and is accessed by our committee for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 3 years.

We will keep certain personal information of members for longer in order to confirm your identity, where you were a member of AHC and for how long.

Your rights

You can exercise any of the following rights by contacting AHC.

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you
- If you believe that any of your information is inaccurate or incomplete, you have the right to request that we correct or complete your personal information
- You have a right to request that we restrict the processing of your personal information for specific purposes
- If you wish us to delete your personal information, you may request that we do so

Any requests received by AHC will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk.

Club Contacts

President	Mary Anderson	mary10@talk21.com
Vice President	Peter Macari	petermac@talktalk.net
Secretary	Liam Morrice	liammorrice@hotmail.co.uk
Treasurer	Stephanie Grundy	stephg816@live.co.uk
Men's 1 st Captain	Chris Tawse	christawse@me.com
Men's 1 st Vice Captain	Liam Morrice	liammorrice@hotmail.co.uk
Ladies Captain	Sarah Allan	alhc1sts@hotmail.co.uk
Ladies Vice Captain	Deborah Brodie	alhc1sts@hotmail.co.uk
Tigers Captain	Gary Darnell	gdarnell9@gmail.com
Tigers Vice Captain	Paul Murray	buffalo2242@aol.com
Ladies Indoor Captain	Deborah Brodie	alhc1sts@hotmail.co.uk
Ladies Indoor Vice	Sarah Allan	alhc1sts@hotmail.co.uk
Child Protection Officer	Stephanie Grundy	stephg816@live.co.uk
Club Website		http://www.aberdeenhockeyclub.com/
Club Instagram		@aberdeenhockeyclub

Club Rules

The Club opposes all forms of discrimination and will actively encourage, promote and develop hockey amongst all sections of the community it services.

The Club will comply with the rules of their Association and will be affiliated to Scottish Hockey.

Club management will be entrusted to the General Committee consisting of the Secretary, Treasurer, Captains and Ex Officio's.

The general committee will have the power to conduct all Club business, including the arrangement of subscriptions, rules and the discipline of members.

The Annual General Meeting will be held in May of each year and is open to all registered Club members. Written notice of the meeting and the agenda will be delivered to members 10 days before the meeting.

An Extraordinary General Meeting may be called at the request of at least 7 members. Written notice and the agenda will be delivered to members 10 days before the meeting.

A member is a person who has paid their subscription. £240 per year or £20 per month on a rolling standing order. No one is eligible to play without paying subscriptions.

New Players – What to Expect

Provide an email address and mobile number when joining and you will be added to the email mailing list and WhatsApp Group. Main communication will be through WhatsApp with notice of games, venues, training and socials.

Players should contact their Captains as a first point of call for all queries or concerns. Alternatively, any member of the committee can be contacted if that is a player's preference.

If your availability for a game/training changes or you aren't feeling well, please let your Captain know as soon as possible.

Travel

Travel to games is, in most events, up to the individual player. On occasion where further travel is required; cars will be shared and it is anticipated that a petrol contribution is made to the driver.

In the event that you have no form of transportation; contact your Captain who will be able to assist.

Kit

It is the Clubs hope that kit will be covered by the annual subscriptions and fundraising.

Players are responsible for their own kit; ensuring that they have full kit at each match including shin pads.

Conduct

While you are playing you are representing Aberdeen Hockey Club and your conduct is expected to reflect this at all times.

We are a Club of very passionate players who all want to win games! Please watch language and refrain from arguing with the umpires.

Aberdeen Hockey Club

Membership Form 2018/2019

SURNAME: FORENAME:

ADDRESS:

TELEPHONE: Home: Mobile:

E-MAIL ADDRESS:

DATE OF BIRTH: OCCUPATION:

MEDICATION or ALLERGY INFORMATION:

EMERGENCY CONTACT: Name: Relationship:

Address:

Contact Number:

UMPIRE QUALIFICATION: (Please circle) Outdoor A B C Indoor A B C

COACHING QUALIFICATION: (Please circle) UKCC 1 2 3 OTHER:

OTHER COURSES/QUALIFICATIONS: (ie First Aid/PVG)

PLEASE STATE LEVEL OF MEMBERSHIP: (ie Adult, Student, Under 18)

PREFERRED PLAYING POSITION:

CURRENT PLAYING TOP NUMBER:

KEEN TO COACH? (Please circle) YES / NO

SIGNED: DATED:

Please confirm that you are happy for the Club to use your personal information as detailed on page 10 of this pack (GDPR Guidelines). This includes the use to images that may be taken and posted to social media sites. Images may be taken during training, games and social events. Policy on Child Protection can be provided if you require.

SIGNED: DATED:

Player Profile – Season 2018/19

MY PERFORMANCE (to be completed by player)

MY STRENGTHS (what am I good at):

e.g. Leading towards the ball, shooting under pressure

AREAS FOR DEVELOPMENT (what could I benefit from having more training on):

e.g. Fitness, Reverse hitting

PLAYER PERFORMANCE (to be completed by Coach or Peer)

PLAYER STRENGTHS:

AREAS FOR IMPROVEMENT:

Aberdeen Hockey Club Membership Form 2018/2019

Preferred method for receipt of subs is through a monthly standing order of £22 (rolling standing order, but £264 is paid over 12 months). However, those wishing to pay in full can do so, £264 per annum.

BACS Payment: Account Number 00100762 / Sort Code 80-05-11

Please return all forms to: Liam Morrice, Club Secretary

Email: liammorrice@hotmail.co.uk

And

Stephanie Grundy, Treasurer

Email: stephg816@live.co.uk