



DONAGHADEE LADIES HOCKEY CLUB

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# CLUB CONSTITUTION

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# DLHC Constitution

## 1. NAME

The Club will be called DONAGHADEE LADIES HOCKEY CLUB and will be affiliated to the ULSTER HOCKEY UNION.

## 2. AIMS AND OBJECTIVES

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in ladies hockey;
- To promote the club within the local community and Ulster Hockey Union;
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To do all such other things as may be necessary or conducive for the attainment of the above objectives.

## 3. MEMBERSHIP

To ensure all present and future members receive fair and equal treatment:

Membership should consist of officers and members of the club.

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.

Members will be enrolled in one of the following categories:

- Full member
- Junior member



#### **4. MEMBERSHIP FEES**

Club membership fees will be set annually and agreed by the Executive/ Management Committee.

Fees will be paid annually.

All players are also required to register themselves each year with Hockey Ireland. One of the benefits of this membership is Personal Accident Insurance cover.

#### **5. OFFICERS OF THE CLUB**

The officers of the club will be:

- 1st XI Captain
- 2nd XI Captain
- 1st XI Vice Captain
- 2nd XI Vice Captain
- Honorary Secretary
- Treasurer
- Fixtures Secretary
- Publicity Officer
- Safeguarding Officer

Officers will be elected annually at the AGM.

All officers will retire each year but will be eligible for re-appointment.



## **6. COMMITTEE**

The club will be managed through the Management Committee consisting of:

- 1st XI Captain
- 2nd XI Captain
- 1st XI Vice Captain
- 2nd XI Vice Captain
- Honorary Secretary
- Treasurer
- Fixtures Secretary
- Publicity Officer
- Safeguarding Officer

Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Honorary Secretary of the club and held no less than three times per year.

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

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 sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will have powers to co-opt relevant individuals to the main Committee or one of its sub-committees as necessary to fulfil its business.

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



## **7. FINANCE**

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 30 June.

A statement of annual accounts will be presented by the Treasurer at the AGM.

Any cheques drawn against club funds should hold the signatures of the Treasurer or up to two other officers.

## **8. ANNUAL GENERAL MEETINGS**

Notice of AGMs will be given by the Honorary Secretary. Not less than 21 clear days notice to be given to all members.

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

Nominations for officers of the Management Committee will be sent to the Honorary Secretary prior to the AGM.

Elections of officers are to take place at the AGM. All members have the right to vote at the AGM.

The quorum for AGMs will be eight.

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, with the exception of the period of notice required which may be waived.

## **9. SAFEGUARDING**

This sports club is fully committed to safeguarding the well being of its members. Every individual in the club should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the organisation and the guidelines provided by our governing body and contained in the Code of Ethics and Good Practice for Children's Sport. This is further enhanced in our Safeguarding Policy.



## **10. EQUITY POLICY STATEMENT**

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 Northern Ireland definition of sports equity:

“Sports equity is about fairness in sport, equality 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 sport 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.

## **11. PRIVACY STATEMENT**

This club is committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection.

In line with General Data Protection Regulation, personal data members have provided to this club will be stored for no longer than necessary and used for the sole purpose of the needs of participating in club events.

Unless written notice is given to the Management Committee, it is assumed that permission has been granted to include photographs of members in promotional / social media material. This consent can be withdrawn at any time.



## **12. DISCIPLINE AND COMPLAINTS**

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 safeguarding children and young people policy and procedures. The club's child protection officer is the lead contact for all members in the event of any safeguarding concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Honorary Secretary and will be dealt with in line with our Complaints Policy.

## **13. DISSOLUTION**

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

In the event of dissolution, any assets of the club that remain will become the property of Donaghadee Rugby Club.

*Date of Review: February 2026*



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