



Constitution

(Effective from 1st October 2020)

DEVELOPMENT *Persistence* **DISCIPLINE** **Dedication**
RESILIENCE *Work Ethic* **LEADERSHIP** **HEART**
Respect **Passion** **Motivation** **GOALS**
Determination **Encouragement** **Maximum Potential**

1. The Name, Objectives and Type of Club

- 1.1 The name of the Club shall be Titans Hockey Club (THC)
- 1.2 The objectives of the Club shall be;
 - To recruit and develop children, young people and adults into the sport of hockey as players, leaders/coaches, umpires, officials and administrators for all to reach their maximum potential.
 - To provide playing, leading/coaching, umpiring, officiating and administrative opportunities at a participation, development and performance level.
 - To provide equity of opportunity across all areas of the Club.
 - To provide a safe, effective and child friendly environment in which to play and learn hockey.
 - To play and compete at the highest possible level.
- 1.3 The Club shall be a Members Club.

2. Affiliation

- 2.1 The Club shall be affiliated to the Gibraltar Hockey (GH).

3. Membership

- 3.1 Membership will cover a period of twelve months from 1st October to 30th September of the following year.
- 3.2 Membership is open to all individuals regardless of age, gender, ability/disability, race, ethnicity, nationality, religious beliefs, sexuality or social economic status. However, limitation of membership according to available facilities and resources is allowable on a non-discriminatory basis.
- 3.3 In accepting membership by completing an annual membership form, a person agrees to abide by the Constitution of the Club and the ruling of the Management Committee.
- 3.4 Players under the age of 18 must have parental/guardian consent which will be provided on an annual membership form.
- 3.5 Members will be registered and issued with a Club membership number.
- 3.6 Membership fees shall be agreed at the Club's Annual General Meeting.
- 3.7 Membership shall fall into the following categories:
 - Full membership (playing members over the age of 18)

- Part membership (playing members studying abroad – excluding Andalusian Students)
- Junior membership (playing members under the age of 18)
- Staff membership (non-playing members: coaches, umpires and officials)
- Social membership (non-playing members)

3.8 The club reserves the right to refuse an application for membership.

4. Elected officers and committee structure

4.1 The day-to-day, financial and strategic running of Titans Hockey Club will be overseen by a team of Officers as elected at the Annual General Meeting (see Section 7 for election rules).

4.2 Committee positions must include the positions listed in Section 4.5 and 4.6 (see Appendix A for agreed job descriptions).

4.3 Committee members must serve the mandate as set out by members at the AGM. If it is felt an Officer is not or has not fulfilled their duties, a vote of no confidence may be initiated by any full paying Member in a senior league team (Adult, Student and Junior), Staff Member and Committee of the Club.

4.4 No confidence can arise from Committee Members not adhering to their committee duties subsequent times, following disciplinary procedures.

4.5 Titans Hockey Club shall have a Management Committee consisting of the following positions:

- Club President
- Club Secretary
- Club Treasurer
- Development Officer
- Membership Officer
- Fundraising and Sponsorship Officer
- Club Welfare Officer
- Council Support Officer

4.6 Titans Hockey Club shall have a General Committee consisting of members of the Management Committee and the following elected Officers:

- Umpires Manager
- Social Secretary

- Press Officer
 - Merchandise and Kit Officer
 - Head Coach - appointed by the Management Committee
 - All Team Captains (Junior team captains can be represented by their respective coach) – elected by team members
- 4.7 There shall be two Sub-Committees;
- Coaches Sub-Committee
 - Social Affairs Sub-Committee
- 4.8 To support Officers to carry out their duties, it may be necessary to create additional sub-committees. These must be created with the permission of the Management Committee and provide reports to every General Committee Meeting.

5. Committee responsibilities and committee meeting rules

- 5.1 The Management Committee shall have overall responsibility for the strategic and developmental running of Titans Hockey Club, including taking decisions in line with the creation and implementation of the action plan; meeting requirements as set out by external partners, for example, Gibraltar Hockey and ensuring policies and procedures are followed.
- 5.2 The Management Committee will meet regularly or as often as required. Quoracy for the meeting to be legitimate will be four of the officers listed. Voting will be led by a simple majority.
- 5.3 The Club Secretary must take minutes/records of the Management Committee meetings.
- 5.4 The General Committee shall have responsibility for supporting the day-to-day running of the Club in line with the agreed action plans, policies and procedures. The General Committee will also update the Management Committee to ensure developments and actions are filtered to Club Members.
- 5.5 The General Committee will meet as and when required. Quoracy for the meeting to be legitimate will be three of the officers listed and at least two from the Management Committee. Voting will be led by the simple majority.
- 5.6 The Club Secretary must take minutes/records of the General Committee meetings.

- 5.7 Notice of the Management and General Committee meetings must be given to all concerned at least three days before the said meeting. Agenda items will be collected and an agenda circulated at least one day prior to the said meeting.
- 5.8 Any Officer not attending three consecutive Committee meetings will forfeit their Committee position.

6. Finance

- 6.1 Titans Hockey Club shall have a named Treasurer (as per job description).
- 6.2 Titans Hockey Club shall sustain a bank account held in Gibraltar.
- 6.3 The Treasurer must submit financial reports to the Management and General Committees.
- 6.4 The Treasurer shall recommend to the Management Committee the provision of approved budgets. The Treasurer shall monitor and assess said budgets.
- 6.5 Signatories shall be four members of the Management Committee.

7. Election Rules

- 7.1 All eligible voting Club Members shall be given voting cards on entry to the AGM/EGM. This must be signed out against the eligible voting Members register.
- 7.2 Those wishing to stand for Committee must be a Club Member. The process of elections will take place for all positions listed in the Constitution.
- 7.3 There must be a proposer and a seconder for any nomination. Only those eligible to vote can propose or second a nomination. The nominated person must agree to the Committee job description and may decline the position should they feel they cannot commit to the role.
- 7.4 If only one person stands, they stand against the option of a no candidate vote. In the event of more than one person standing for a position, they must say a short speech on why they wish to take on the role and also stand against a no candidate vote.
- 7.5 The no candidate vote is in place for Members to choose should they feel the nominated person cannot fulfil the Committee role.
- 7.6 The voting shall be marked on the voting cards in a secret ballot and handed in for count by two Committee Members (initial count and re-count). A person is nominated and voted into Committee by majority vote of an AGM/EGM. In the event of a tie the Club President casts the deciding vote.

- 7.7 Positions run on from 1st October to 30th September.
- 7.8 Members of the Management Committee will be elected at an AGM and will serve for four consecutive years.
- 7.9 Members of the General Committee will be elected at an AGM and will serve for two consecutive years.

8. Annual General Meeting and Extraordinary General Meeting

- 8.1 An Annual General Meeting of the Club shall be held in September every year.
- 8.2 Notice of the time of the Annual General Meeting shall be given to all eligible voting members of the Club at least fourteen days before the date of such meeting.
- 8.3 An Extraordinary General Meeting may be called at any time by the Management or General Committee, or by at least fifteen Members making a written request to the Club Secretary for such a meeting. Notice of such a meeting shall be given in the same way as 8.2 above.
- 8.4 Every full paying Member in a senior league team (Adult, Student and Junior), Staff Member and Committee of the Club shall be entitled to vote at any General Meeting of the Club. Should there be a draw on the voting count, the Club President shall have the casting vote.
- 8.5 For any General Meeting to be quorate, at least 25% of the Club's voting membership must be present.

9. Conduct of Members and Disciplinary

- 9.1 All Member are expected to behave in a way that upholds the reputation of Titans Hockey Club. Any Member who acts in a way that brings the Club into disrepute may have their Membership suspended or terminated by the Management Committee.
- 9.2 In the first instance of ill conduct (excluding acts of gross misconduct), a Member will receive a verbal warning by a Committee Member that will be recorded in the membership file.
- 9.3 In the second instance of ill conduct (excluding acts of gross misconduct), a Member will receive a written warning by the Management Committee that will be recorded in the membership file.
- 9.4 In the third instance of ill conduct (excluding acts of gross misconduct), a Member will receive a written invitation by the Club Secretary, to attend a hearing with the Management Committee granting the opportunity to provide details and reasons leading to

such recurring behaviour (date and time to be mutually agreed). Members under the age of 18 will be required to attend with a parent/guardian. Outcome could potentially lead to the suspension or termination of his/her membership.

- 9.5 The Management Committee will discuss and investigate as deemed appropriate and may call upon any person(s) whom it deems fit to give evidence, should the interest of fairness require them to do so.
- 9.6 If the disciplinary issue constitutes a conflict of interest to any member(s) of the Management Committee, the Committee Member(s) will abstain from the decision making process and may be substituted with an impartial member of the General Committee.
- 9.7 The Club Secretary must reply to the member with an outcome within ten working days from the hearing.
- 9.8 The decision of the Management Committee is final.

"Acts of Gross misconduct" may lead to immediate membership termination based on the severity of the offense. It refers to unacceptable behavior by a club member who brings the club to disrepute by actions of a criminal nature, or actions which seriously contravene the Club's Equity Policy and/or the relevant Codes of Conduct.

10. Review of the Constitution

- 10.1 This Constitution shall be reviewed as necessary.
- 10.2 Amendments to the Constitution shall only be agreed at General Meetings.
- 10.3 Any alteration to the Constitution shall require a two-thirds majority of members present and voting.
- 10.4 There shall be no proxy voting.
- 10.5 Any queries or matters not covered in this constitution will be dealt with by the Management Committee whose discretion and decision shall be final.



Appendix A

Committee Member's Job Descriptions

ROLE OF THE CLUB PRESIDENT

The Club President shall oversee the development, management and growth of the Club in line with the Club's Constitution. The Club President will be responsible for dealing with disciplinary issues regarding its members or the Club.

DUTIES OF THE CLUB PRESIDENT

- Be an ambassador for the Club
- The Club President shall be responsible for ensuring committee members meet their responsibilities in the running of the club
- To make all members of the Committee aware of their roles and expected duties at the beginning of the season and ensure they fulfil these roles thereafter
- Attends Club committee meetings and represent the views of the members
- Chair committee meeting
- Chair the Annual General Meeting and any Extraordinary General Meeting
- Chair any disciplinary hearings
- Communicate with fellow committee members, and provide support and advice where needed
- Helps run the Club and committee in a proper manner, to the benefit of all members and associates.
- Liaise with all sections of the club; overseeing all Club activities
- Ensures that there is a planning and managing events organised by the Club
- Ensures that there is effective and appropriate liaison between the Club and external agencies with which it comes in contact
- Be a positive role model for all member of the Club

COMMITMENT / TIME FOR THE ROLE

- Daily running of the Club
- Management Committee meetings
- General Committee meetings
- Club Social Events
- Annual General Meeting and any Extraordinary General Meeting
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- To be an excellent communicator
- Respectable and Trustworthy
- Ability to develop new connections
- Able to seek and represent the views of others
- Excellent time management
- Knowledgeable of the Club and its members
- Organisation
- Good level of administration

ROLE OF THE CLUB SECRETARY

The Club Secretary shall be responsible for the administrative affairs of the Club as well as promoting arranging, organising, communicating and recording all activities with regard to the Club and its members in a timely manner.

DUTIES OF THE CLUB SECRETARY

- Give notice of all Committee and General Meetings and take minutes/records
- Book venues for Committee Meetings and General Meetings
- Ensure that the Club continues to operate by Club Constitution and action plan
- Work with team Coaches to maintain correspondence and filing of documents
- Work with team Coaches to update Club notices as required.
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Necessary administration
- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Excellent time management
- Organisation
- Good level of administration
- Good verbal and written skills
- Good knowledge of the Club

ROLE OF THE CLUB TREASURER

The Club Treasurer shall be responsible for the upkeep of the Club's accounts in accordance with Titans Hockey Club's policies. The Club Treasurer shall also be the Club's signatory for any payments effected from the Club's private account. It is also the responsibility of the Treasurer to ensure that the Club has paid the affiliation costs of the Gibraltar Hockey and any other governing bodies relevant to the Club.

DUTIES OF THE CLUB TREASURER

- Responsible for the upkeep of the Club's accounts and ensuring financial viability
- Provide a balance sheet of Titans Hockey Club's assets and liabilities in good time for the AGM
- Work closely with the Membership Officer to ensure all monies are collected and accounted for
- Notify Team Coaches of outstanding membership so that players are not included in selection
- Oversee and approve budgets
- Keep track of Club inventory with the team Coaches and claim individual's funding for the replacement of any official club clothing lost or broken through negligence
- Liaise with paid staff and volunteers about financial matters
- Safeguard the good name and values of Titans Hockey Club
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Weekly accounting activities
- Funding accounting activity recorded throughout the year
- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Trustworthy
- Excellent time management
- Organisation
- Good level of administration
- Strategic vision
- Good independent judgement

ROLE OF THE CLUB DEVELOPMENT OFFICER

The Club Development Officer is responsible in assisting with the recruitment and development of children, young people and adults into hockey as players, leader/coaches, umpires, officials and administrators.

DUTIES OF THE CLUB DEVELOPMENT OFFICER

- Work with the Management Committee in writing a development action plan
- Liaise with team Coaches on developing members who are working towards coaching qualifications
- Liaise with the Umpires Secretary on developing members who are working towards umpire qualifications
- Liaise with the Club Secretary on developing members who are working towards officials' qualifications
- Help enable Club volunteers to access training courses as required
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Communication
- Approachable
- Ability to promote Club policies and procedures
- Knowledgeable of the Club and athletes
- Excellent time management
- Organisation
- Good level of administration

ROLE OF THE CLUB MEMBERSHIP OFFICER

The Membership Officer is responsible for ensuring all Titans Hockey Club members pay the appropriate fees.

DUTIES OF THE CLUB MEMBERSHIP OFFICER

- Liaise with the Treasurer and team Coaches on outstanding membership fees
- Liaise with the Coaches sub-committee in collecting membership forms and inputting information on the Club's Database
- At the start of each season, ensure all members information are correct
- Provide members who wish to become umpires, coaches, officials or volunteers information on how to do so
- Assist volunteers in keeping their certificates and qualifications up to date
- Develop ways in attracting new members as set out by the Club Constitution
- Work with Committee in promoting the Club
- Ensure confidentiality is maintained
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Representative at pre-season
- Representative at training sessions
- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Time management
- Organisation
- Good level of administration

ROLE OF THE FUNDRAISING AND SPONSORSHIP OFFICER

The Fundraising and Sponsorship Officer shall be responsible for the Club's fundraising activities and planning each season. It is also their responsibility to attract sponsorship from either National or Local companies to help fund and support general Club activities or expenses.

DUTIES OF THE FUNDRAISING AND SPONSORSHIP OFFICER

- Help or assist with/at major Club events or activities
- Develop, in conjunction with the Management Committee, a sponsorship plan
- Oversee the implementation of the tasks in the sponsorship plan
- Liaise with the Press Officer to ensure that major sponsors receive appropriate press coverage
- Ensure via the use of the Club Newsletter and Website that the membership is made aware of major sponsorship or fundraising activity
- Research new income avenues and fundraising activities
- At the Club President's discretion and direction, the Fundraising and Sponsorship Officer will be expected to help negotiate with external bodies to obtain sponsorship and/or funding and to take other action to ensure the on-going strength of the Club
- Work with the Social Secretary to identify fundraising potential at social events
- Liaise with the Club Treasurer understanding the yearly budget and setting team/club fundraising targets
- Liaise with Captains' Sub-Committee ensuring they meet their seasonal fundraising targets
- Safeguard the good name and values of Titans Hockey Club
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Fundraising accounting activity recorded throughout the year
- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Trustworthy
- Excellent time management
- Organisation
- Good level of administration
- Strategic vision
- Good independent judgement

ROLE OF THE CLUB WELFARE OFFICER

The Club Welfare Officer is responsible for promoting good practice, child protection and safeguarding within Titans Hockey Club. The Club Welfare Officer is the named point of contact for young people, parents/carers, coaches and volunteers where concerns about welfare are identified. They should have a good understanding of Gibraltar Hockey's reporting procedures in case concerns arise.

DUTIES OF THE CLUB WELFARE OFFICER

- First point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified
- Implement the Club's reporting and recording procedures
- Assist the Club to fulfil its responsibilities to safeguard young people
- Assist volunteers in keeping their certificates and qualifications up to date
- Liaise with the Social Secretary to assess the safety of proposed events and venues
- Ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Be the first point of contact with the Gibraltar Hockey Lead Child Welfare Officer
- Maintain contact details for local social services, police and the Care Agency in case of an emergency
- Maintain regular contact with club members
- Be a positive role model for all members of the club

COMMITMENT / TIME FOR THE ROLE

- Attend appropriate Gibraltar Hockey/GSLA/Care Agency 'Safeguarding and Protecting Children in Sport' workshops
- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Excellent communicator

- Approachable
- Discreet
- Ability to promote Club policies and procedures
- Trustworthy
- Knowledgeable of the Club and athletes
- Time management
- Organisation
- Good level of administration

ROLE OF THE COUCIL SUPPORT OFFICER

The Council Support Officer is responsible for supporting any of the other Management Committee Members as and when required.

DUTIES OF THE COUNCIL SUPPORT OFFICER

- Communicate with fellow committee members, and provide support and advice where needed.
- Liaise with all sections of the club; overseeing Club activities
- Maintain regular contact with club members
- Be a positive role model for all members of the club

COMMITMENT / TIME FOR THE ROLE

- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Approachable
- Trustworthy
- Knowledgeable of the Club and athletes
- Time management
- Strategic vision
- Good independent judgement

ROLE OF THE CLUB UMPIRES MANAGER

The Club Umpires Manager is responsible for ensuring all Titans Hockey Club fixtures have umpires assigned accordingly.

DUTIES OF THE CLUB UMPIRES MANAGER

- Ensure the provision of umpires for all Titans Hockey Club fixtures
- Ensure the provision of umpires for all Titans Hockey Club fixture in the Cup
- Ensure the provision of umpires for all Titans Hockey Club fixture in the League
- Liaise with the team Coaches to help produce an umpiring rota
- Liaise with the Treasurer on umpiring financial matters
- Be a positive role model for all members of the Club
- Help the Development Officer produce a development plan for the training of new umpires in line with Gibraltar Hockey

COMMITMENT / TIME FOR THE ROLE

- Weekly umpire rota for weekend fixtures
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- The time commitment for being a positive role model is on-going
- Appointed for two years from date of general election (if elected after, dates run to next General Committee election)

SKILLS AND QUALITIES REQUIRED

- Time management
- Organisation
- Good level of administration
- Flexibility

ROLE OF THE CLUB SOCIAL SECRETARY

The Club Social Secretary shall be responsible for organising social events for the Club throughout the year including out of season activities where members are invited. They are responsible in conjunction with the Social Affairs sub-committee for organising the Club's main social events.

DUTIES OF THE CLUB SOCIAL SECRETARY

- Organise and promote social events for all Club members
- Organise the Club Christmas event
- Organise the Club End of Season Awards Presentation
- Liaise with the Welfare Officer to assess the safety of proposed events and venues
- Liaise with General Committee when organising social events
- Liaise with the Coaches sub-committee and Press Officer when promoting social events
- Promote social events over the Club social media pages and website
- Encourage Club members to be involved in social and voluntary activities
- Consider fundraising and sponsorship potential at social events
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Organise and coordinate bookings and manage attendance at events
- Social event attendance
- General Committee meetings
- Social Affairs sub-committee
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for two years from date of general election (if elected after, dates run to next General Committee election)

SKILLS AND QUALITIES REQUIRED

- To be approachable
- Interpersonal skills
- Knowledgeable of the Club and its members
- Organisation

ROLE OF THE CLUB PRESS OFFICER

The Club Press Officer is responsible for ensuring that a member of each team writes a match report after each game. The Press Officer should ensure that the Club receives as much publicity as possible by writing for newsletters, newspapers, social media and the Club website.

DUTIES OF THE CLUB PRESS OFFICER

- Liaise with the Captains and Team Coaches in obtaining match reports
- Responsible for Club publicity
- Responsible for advertising Club Fixtures
- Responsible for keeping match report section of Club website up to date
- Suggest ways in which the Club can promote itself
- Work with the Membership Officer in producing posters and flyers to attract new members
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Weekly collection of match reports
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for two years from date of general election (if elected after, dates run to next General Committee election)

SKILLS AND QUALITIES REQUIRED

- Organisation
- Good written skills
- Creative thinking
- Good understanding of social media

ROLE OF THE MERCHANDISE AND KIT OFFICER

The Merchandise and Kit Officer is responsible for the management and maintenance of all Titans Hockey Club training/match kit and equipment for players and coaches.

DUTIES OF THE MERCHANDISE AND KIT OFFICER

- Order all kit and equipment required. Liaising with the Team Coaches and Club Treasurer regarding ordering supplies prior to submitting an order
- Distribute all kit and equipment to the Team Captains at the beginning of the season
- Keep an up-to-date inventory of all kit allocated to each team
- Replenish any missing kit prior to the start of the season.
- Ensure the Team Captains have sufficient copies of the Club Code of Conduct for players and spectators
- Collect all items listed on the Club inventory at the end of the season

COMMITMENT / TIME FOR THE ROLE

- General Committee meetings
- Club Social Events
- Annual General Meeting and any Extraordinary General Meeting
- The time commitment for being a positive role model is on-going
- Appointed for two years from date of general election (if elected after, dates run to next General Committee election)

SKILLS AND QUALITIES REQUIRED

- Organisation
- Approachable
- Time Management
- Sociable
- Creative

ROLE OF THE HEAD COACH

A Head Coach oversees and directs the entire hockey coaching programme per season. Their role is to develop strategies, training regimes and plan practices for all teams. It is however not the sole responsibility of the Head Coach to deliver all sessions but feed an overall coaching programme through other coaches as necessary.

DUTIES OF THE HEAD COACH

- Plan, implement and review annual coaching programmes
- Demonstrate advanced coaching competence
- Demonstrate advanced technical and tactical competence
- Deliver the fundamentals of hockey and core skills with tactical input
- Deliver coaching sessions that will assist both members and teams to achieve their potential and goals
- Observe, analyse and improve player performance
- Support and supervise coaches where applicable
- Recommends/approaches new Club members to strengthen the development of the Club
- Assists with the development of Club members' skills and prepares them on how to be mentally prepared for competition
- Assist with the pre-season selection process with other Coaches and Team Captains
- Assist with the development/encouragement of new Coaches
- Be a positive role model for all members of the Club.

COMMITMENT / TIME FOR THE ROLE

- Weekly training
- Weekend Fixtures
- General Committee meetings
- Club Social Events
- Annual General Meeting and any Extraordinary General Meeting
- The time commitment for being a positive role model is on-going
- Appointed for two years from date of general election (if elected after, dates run to next General Committee election)

SKILLS AND QUALITIES REQUIRED

- At least a Level 2 hockey coaching certificate (or equivalent)

- First Aid qualified
- Safeguarding and Protecting Children workshop
- Core skills and foundation skills workshop
- Excellent communicator
- Excellent time management
- Organisation
- Ability to motivate
- Ability to analyse and mentor
- Excellent knowledge of the rules of Hockey
- Knowledge of current performance standards of techniques and tactics applied in performance hockey

ROLE OF THE COACH

A coach delivers the fundamentals of hockey and introduction to core skills and tactics. The Coach plans, delivers and reviews coaching sessions, observes, analyses and improves player and team performance. A Coach also supports and supervises Coaching Assistants where applicable. It may also be the role of the Coach to manage a specific team within the Club

DUTIES OF THE COACH

- Plan, deliver and review coaching sessions
- Deliver the fundamentals of hockey and Introduction to core skills and tactics
- Assess individual player and team needs and deliver appropriate coaching sessions
- Inspire, manage and motivate players
- Observe, analyse and improve player and team performance
- Demonstrate sound coaching competencies, technical and tactical knowledge
- Support and supervise Coaching Assistants where applicable
- Recommend new Club members to strengthen the development of the Club
- Assist with the pre-season selection process with other coaches and team captains
- Organise small groups safely
- Assist with the development/encouragement of new Coaches
- Ensure sessions fall in line with the Head Coach season programme
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Weekly training
- Match days
- Club Social Events
- Annual General Meeting and any Extraordinary General Meeting
- The time commitment for being a positive role model is on-going
- Appointed yearly

SKILLS AND QUALITIES REQUIRED

- At least a Level 2 hockey coaching knowledge (or equivalent)
- Safeguarding and Protecting Children workshop
- Core skills and foundation skills workshop

- Excellent communicator
- Excellent time management
- Organisation
- Energetic
- Knowledge of the rules of Hockey

ROLE OF THE COACHING ASSISTANT

A Coaching Assistant supports higher qualified Coaches under supervision. Their role is to deliver the fundamentals of hockey and introduction to core skills.

DUTIES OF THE COACHING ASSISTANT

- Deliver the fundamentals of hockey and Introduction to core skills
- Deliver training sessions as set out by the assisted Coach
- Demonstrate basic coaching competencies
- Support Coaches where applicable
- Recommend new Club members to strengthen the development of the Club
- Assist with the development of Club members skills
- Organise small groups safely
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Weekly training
- The time commitment for being a positive role model is on-going
- Appointed yearly

SKILLS AND QUALITIES REQUIRED

- At least a Level 1 hockey coaching certificate (or equivalent)
- Safeguarding and Protecting Children workshop
- Good communicator
- Good time management
- Organisation
- Energetic
- Knowledge of the rules of Hockey

ROLE OF THE TEAM CAPTAIN (SENIORS)

The team Captain is responsible for the weekly running and administration of their team. The duties of a Team Captain should be broken down into pre-match, match day, post-match and additional sections so that tasks can be easily delegated amongst their team members. It is the Team Captains overall responsibility that each task is completed weekly.

DUTIES OF A TEAM CAPTAIN

Pre-match

- Contact opposition Captain to arrange kit colours (only applicable for friendlies)
- Ensure that all players are informed of meet times and kit
- Confirm with the Umpires Manager that an umpire is available at each match (only applicable for friendlies)
- Check stocks of first aid supplies and contact the Club Secretary if any supplies need replacing prior to the next game

Match Day

- Ensure all players selected for matches are fully registered with the club and with the Gibraltar Hockey Association 48 hours prior to the scheduled match
- Ensure that you have a First Aid and Accident/Incident Report forms
- Meet at least one hour prior to a game
- Conduct a full team warm up (set routine) and ensure a full team cool down (set routine) is completed
- Ensure that team face masks are available and that players are encouraged to wear them
- Ensure all relevant sections of the team match sheet is completed
- Ensure that players behave in a manner fitting for the Club. Any incidents of swearing or inappropriate behaviour should be discussed with the player and where appropriate inform the Team Coach

Post-Match

- At the end of the game say three cheers for opposition and ensure team shake hands with opponents
- Nominate a team member to write weekly match reports. These should be emailed within 24hours to the Press Secretary

Additional

- Is the person that all athletes can contact and talk to about any concerns they may have

- Team fundraising activities should be discussed with your team and planned. This information and any photos can be added to the Club's website
- Inform players of selection decision and deal with players in a kind and respectful manner
- In your absence at games please ensure the Vice-Captain is informed and assumes the Captain's responsibilities
- Your team Coach is available to discuss any specific team training/coaching issues with you
- Ensure that Club assets are looked after and returned to the Club at the end of the season
- Captains have a responsibility to raise concerns regarding health and safety to either the Team Coach.
- The Club has an Equity Policy with which you are expected to comply to at all times

COMMITMENT / TIME FOR THE ROLE

- Weekly running of team administration
- Weekly representation at training and selection meetings
- General Committee Meetings
- Club Social Events
- Annual General Meetings and any Extraordinary General Meetings
- The time commitment for being a positive role model is on-going
- Voted yearly

SKILLS AND QUALITIES REQUIRED

- Organisation
- Approachable
- Time Management
- Sociable
- Online Safeguarding Certificate
- Excellent communicator
- Knowledge of the rules of Hockey

ROLE OF THE TEAM VICE-CAPTAIN (SENIORS)

The Vice-Captain is responsible for supporting the Team Captain with the weekly running and administration of their team.

DUTIES OF A VICE-CAPTAIN

- Support the Team Captain with pre-match preparation
- Support the Team Captain with match day tasks
- Support the Team Captain with post-match activities
- Ensure that players behave in a manner fitting for the Club. Any incidents of swearing or inappropriate behaviour should be discussed with the player and where appropriate inform the Team Coach.
- Contact the Club Captain if you have feedback on any aspect of the Club
- The Club has an Equity Policy which you are expected to comply with at all times
- Take on Captain's responsibilities in their absence

COMMITMENT / TIME FOR THE ROLE

- Weekly running of team administration
- Weekly representation at training
- Annual General Meeting and any Extraordinary General Meeting
- The time commitment for being a positive role model is on-going
- Voted yearly

SKILLS AND QUALITIES REQUIRED

- Organisation
- Approachable
- Time Management
- Sociable
- Online Safeguarding Certificate
- Knowledge of the rules of Hockey

CAPTAIN AND VICE-CAPTAIN ELECTION PROCEDURE

Once a team squad is settled, the election of a Captain and Vice-Captain shall be undertaken by the team coach(es).

- The team coach(es) will discuss and elect the most appropriate candidates for these roles in accordance with their responsibilities. It is at the discretion of the coach(es) to elect a Captain and Vice-Captain for either; the full season, by competition (domestic Cup / domestic League / friendly tournaments) or on a match-by-match basis.
- The coach(es) may change the elected Captain and/or Vice-Captain should there be a lack of performance, commitment, capability, in-appropriate behaviour or disciplinary misconduct.
- The Coach(es) will have the flexibility to offer such leadership responsibilities to other team members as and when seen appropriate.

The election of a Captain and Vice-Captain should aim to take place prior to the first competitive fixture of that season.



Appendix B

Codes of Conduct

CODE OF CONDUCT

Titans Hockey Club's Code of Conduct details the expected minimum standards of behaviour and conduct.

All individuals involved in hockey will, at all times:

- Respect the spirit of fair play in hockey. This is more than playing within the rules – it also incorporates the concepts of friendship, respect for others and always participating with the right spirit.
- Respect the rights, dignity, and worth of others. Respect Umpires, Officials, Coaches, Club members, opposition, and spectators.
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.
- Accept success and failure, victory and defeat, with dignity.
- Set a positive example for others, particularly young participants and spectators.
- Protect themselves and others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.
- Never use inappropriate language or gestures.
- Abide by the Welfare Policy, Titans Hockey Club procedures and other guidelines.
- Abide by the Equity Policy.
- Abide by the relevant competition Anti-doping Rules.

JUNIOR CODE OF CONDUCT AND RULES

The aim of Titans Hockey Club Junior Section is to promote healthy participation in sport. It is hoped that everyone will play to the best of their ability and that teams are successful. However, we believe that it is more important to enjoy sport and play fair.

The following Code of Conduct and Rules exist to uphold the aims of Titans Hockey Club and to help and protect all junior players, umpires, spectators, and parents involved in the playing of hockey regardless of whether it is in league games, friendly matches, tournaments, or training sessions.

The Club believes that it is important that its members, Coaches, Administrators, Volunteers and parents associated with the Club should, at all times, show respect, be encouraged to be open and to share any concerns or complaints about any aspect of the Club with the Coach or the appropriate Committee member.

Each individual is accountable for his or her actions. Whether playing, spectating, coaching, or umpiring any match, it is your personal responsibility to treat your team, opposition players, Coaches, spectators and the Umpires with respect and consideration before, during and after the match.

The following Code of Conduct is expected from all junior members:

- Compete for enjoyment
- Do their best
- Show team spirit and positive sporting behaviour
- Play within the rules at all times
- Respect team members, Coaches, opponents and the decisions of officials
- Keep to the agreed timing for training and competitions or inform the Coach or Team Manager if they are going to be late
- Wear suitable kit (including shin pads and gum shields) for training and match days, as agreed with the Coach and Team Manager
- Pay any fees for training, matches or events promptly
- Junior members must inform their coach(es) of any change to contact numbers
- Junior members must pass any Club notices or information to parents/guardians

COACHES CODE OF CONDUCT

Titans Hockey Club Coaches are key to the establishment of ethics in hockey. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are expected to pay particular care to the moral aspect of their conduct.

It is natural that winning constitutes a basic concern for Coaches. This code is not intended to conflict with that. However, the code calls for Coaches to disassociate themselves from a “win-at-all-costs” attitude.

Increased responsibility is requested from Coaches involved in coaching young people. The health, safety, welfare and moral education of young people are the priority, before the achievement or the reputation of the Club, Coach or parent.

Set out below is the Code of Conduct, which forms the benchmark for all, involved in coaching. Coaches will, at all times:

- Respect the spirit of fair play in hockey. This is more than playing within the rules – it also incorporates the concepts of friendship, respect for others and always participating with the right spirit.
- Respect the rights, dignity, and worth of others. Respect umpires, officials, coaches, players, Club members, opposition, and spectators.
- Adhere to all guidelines laid down by the National Governing Bodies.
- Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.
- Accept success and failure, victory and defeats, with dignity.
- Develop an appropriate working relationship with each player based on mutual trust and respect.
- Must not use his position to obtain personal benefit or reward.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Set a positive example for others, particularly young participants and spectators.
- Protect themselves and others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.
- Never use inappropriate language or gestures.
- Abide by the Welfare Policy, Titans Hockey Club procedures and other guidelines.
- Abide by the Equity Policy.

- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- At the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their Coach.

CLUB AND TEAM OFFICIALS CODE OF CONDUCT

Set out below is the Code of Conduct, which sets the benchmark for Club and Team Officials (although some may not apply to all Officials).

Club and Team Officials must:

- Set a positive example for others, particularly young participants and spectators.
- Promote and develop their own Team having regard to the interest of the players, spectators and the reputation of the sport.
- Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- Respect the spirit of fair play in hockey. This is more than playing within the rules – it also incorporates the concepts of friendship, respect for others and always participating with the right spirit.
- Respect the rights, dignity, and worth of others. Respect umpires, officials, coaches, players, Club members, opposition, and spectators.
- Never use inappropriate language or gestures.
- Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.
- Promote ethical principles.
- Accept success and failure, victory and defeat, with dignity.
- Accept the decision of the umpires without protest.
- Give priority to the interests of the team over individual interests and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Protect themselves and others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.
- Abide by the Welfare Policy, Titans Hockey Club procedures and other guidelines.
- Abide by the Equity Policy.

PARENTS AND SPECTATORS CODE OF CONDUCT

Parents and spectators have a great influence on children's enjoyment and success in hockey. All children play hockey because they first and foremost, love the game. With this in mind parents and spectators, are encouraged to:

- Respect the rights, dignity, and worth of others. Respect umpires, officials, coaches, players, Club members, opposition, and other spectators.
- Accept success and failure, victory and defeat, with dignity.
- Applaud the opposition as well as your own Team.
- Avoid coaching your child during the match.
- Never use inappropriate language or gestures.
- Not shout or scream at players, umpires or opposition.
- Give encouragement and attention to all of the children involved in hockey and not just their own or most talented.
- Parents and spectators must adhere to Titans Hockey Club Welfare Policy.

PERFORMANCE SQUAD CODE OF CONDUCT

1. **Commitment** to training and match days; you must let the Captain know in advance if you can't attend training or are unavailable for match days.
2. **Respond** quickly and punctually to Captain's and Coaches texts and emails.
3. Arrive **promptly** to training and matches.
4. Be **prepared**
 - For training – correct equipment, hydration and nutrition required
 - Have the correct equipment and clothing at all times
 - Ensure pre/post match nutrition is sufficient
 - Maintain a good level of fitness so you don't let your team mates down
5. **Focus** during Coaches and Captains instructions/talks.
6. Maintain **open channels of communication** between yourself, Captain, Coach, other players and Club President so any grievances can be aired and dealt with accordingly.
7. Foster a positive **team spirit** of togetherness.
8. Adhere to Titans Hockey Club's Code of Conduct including the **payment** of annual subs fees.
9. **Do not** adopt practices to accelerate performances that might jeopardise your safety/wellbeing, never advocate or use prohibited drugs or other banned performance enhancing substances.
10. Must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Must treat everyone equally and sensitively, within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation and report any discriminatory behaviour to the Club Committee.
11. On the pitch:
 - Warm up/cool down correctly as a team
 - Focus on job in hand
 - Adhere to principals of good sportsmanship
 - Respect team-mates, opposition and officials.
 - Shake hands with the opposition and officials after each game, irrespective of the result.

I fully agree to adhere to Titans Hockey Club's Performance Squad Code of Conduct

Name:	
Date:	
Signed:	
President's Signature:	

CODE OF DISCIPLINE

Conduct of Members and Disciplinary

- All Member are expected to behave in a way that upholds the reputation of Titans Hockey Club. Any Member who acts in a way that brings the Club into disrepute may have their Membership suspended or terminated by the Management Committee.
- In the first instance of ill conduct (excluding acts of gross misconduct), a Member will receive a verbal warning by a Committee Member that will be recorded in the membership file.
- In the second instance of ill conduct (excluding acts of gross misconduct), a Member will receive a written warning by the Management Committee that will be recorded in the membership file.
- In the third instance of ill conduct (excluding acts of gross misconduct), a Member will receive a written invitation by the Club Secretary, to attend a hearing with the Management Committee granting the opportunity to provide details and reasons leading to such recurring behaviour (date and time to be mutually agreed). Members under the age of 18 will be required to attend with a parent/guardian. Outcome could potentially lead to the suspension or termination of his/her membership.
- The Management Committee will discuss and investigate as deemed appropriate and may call upon any person(s) whom it deems fit to give evidence, should the interest of fairness require them to do so.
- If the disciplinary issue constitutes a conflict of interest to any member(s) of the Management Committee, the Committee Member(s) will abstain from the decision making process and may be substituted with an impartial member of the General Committee.
- The Club Secretary must reply to the member with an outcome within ten working days from the hearing.
- The decision of the Management Committee is final.

"Acts of Gross misconduct" may lead to immediate membership termination based on the severity of the offense. It refers to unacceptable behavior by a club member who brings the club to disrepute by actions of a criminal nature, or actions which seriously contravene the Club's Equity Policy and/or the relevant Codes of Conduct.