

Constitution

University of Manchester Men's Hockey Club

1. Objectives

- 1.1. Provide competitive Hockey for the Male Members of the University of Manchester.
- 1.2. Do so in an environment free from discrimination by race or religion.
- 1.3. Make UMMHC a fun environment.

2. Definitions

- 2.1. The Club's name shall be The University of Manchester Men's Hockey Club ("UMMHC").
- 2.2. Brooklands University of Manchester Hockey Club ("BUMHC").
- 2.3. The University of Manchester Directorate of Sport ("UMDS").
- 2.4. Partnership Agreement ("The Agreement").
- 2.5. Paid up members of UMMHC ("Members")

3. Full Membership of UMMHC

- 3.1. Full Membership of UMMHC will only be open to Students at the University of Manchester in accordance with the policies of UMDS.
- 3.2. Membership may only be refused on grounds of previous disciplinary action taken by either;
 - 3.2.1. UMMHC in accordance with this constitution.
 - 3.2.2. Actions taken by this club prior to the constitution being signed off.
 - 3.2.3. Actions taken by other clubs where the action was supported by the UMDS.
- 3.3. All members are subject to all the rules and regulations;
 - 3.3.1. Contained within UMMHC Constitution.
 - 3.3.2. Contained within the UMDS guidelines.
 - 3.3.3. Contained within English Hockey Association Guidelines.
 - 3.3.4. Contained within UMMHC Health and Safety Guidelines.
 - 3.3.5. Contained within relevant UMMHC Development Plan(s).
 - 3.3.6. Any documents produced by club coaches
 - 3.3.7. Any other documents produced by either the club or an associated party as maybe relevant.
- 3.4. By joining UMMHC all full members will be deemed to accept these regulations and codes of conduct the club has adopted.

4. Associate Member of UMMHC

- 4.1. Associate Membership of UMMHC is open to Members of the BUMHC, Coaching Staff, Sponsors, ex-members of UMMHC, ex-members of UMIST Men's HC, ex-members of The Manchester Victoria University Men's HC, current members of the University of Manchester (who do not wish to participate in Hockey at UMMHC), members of the UMDS and any other associate persons.
- 4.2. Associate members will come under control of the Alumni Officer.
- 4.3. Associate members will be entitled to attend any socials run by the club (an additional charge maybe incurred) and will receive regular email updates on the clubs progress (this is subject to change at any time as detailed by the Alumni Officer).
- 4.4. The fee for joining as an Associate Member will start at £10 per Annum.

4.5. They have a right to attend the AGM and receive minutes from Committee Meetings but do not have any voting rights.

5. UMMHC Committee Responsibilities

5.1. The UMMHC Committee will be responsible for conducting all the affairs of UMMHC.

5.2. The committee shall have the following powers of regulating the conduct of UMMHC and its members.

5.2.1. Enforce any bye-law or regulation for the conduct of UMMHC

5.2.2. Deal with all monies, fees and finance in conjunction with the administration of UMMHC

5.2.3. Report to UMDS for all and any issues arising out of the administration of UMMHC.

5.2.4. Comply with the obligations of UMMHC outlined in the Partnership Agreement signed between BMUHC, UMMHC and UMDS.

5.2.5. Appoint any committee vacancy as it sees fit as and when required.

5.2.6. Provide for the regulation and organisation of its own meetings.

5.3. All UMMHC Committee Members must be full time students at The University of Manchester at the time of election and for the whole of the following academic year.

5.4. The committee will consist of the following members, who shall be full time students at the University of Manchester in the Year of Election and full time students studying in Manchester for the whole of the following year;

5.4.1. Club Captain

5.4.2. General Secretary

5.4.3. Treasurer

5.4.4. 1st Team Captain

5.4.5. 2nd Team Captain

5.4.6. 3rd Team Captain

5.4.7. 4th Team Captain

5.4.8. 5th Team Captain

5.4.9. Fixtures Secretary

5.4.10. Sponsorship and Kit Officer

5.4.11. Umpiring and Membership Officer

5.4.12. Communications, Performance and Alumni Officer

5.4.13. Social and Interclub Relations Officer

5.4.14. Website Officer

5.4.15. Tour Secretary

5.4.16. See 5.6.

5.5. The Role of each committee member is detailed as an Appendix to this Document.

5.6. The Committee will also consist of one member of BUMHC as selected by BUMHC.

5.7. The Committee will serve for one complete academic year (1 July to 31 June).

5.8. Committee elections will be conducted at the AGM.

5.9. At least one meeting of the income and outgoing committees will be held before the Summer Exams to promote the efficient 'hand-over' of UMMHC and to provide guidance and information to the new committee.

5.10. Committee members will receive discounts on Kit Orders and a subsidised ticket to the End of Season Dinner, no other benefits should be provided.

6. UMMHC Subscriptions and UMMHC Finance.

- 6.1. A membership fee is required from all members.
- 6.2. The Committee will determine this fee well in advance of the new academic year, in agreement with the UMDS office.
- 6.3. The UMMHC treasurer is responsible for the collection of monies owed by its members (and any late payment penalties accrued).
- 6.4. Student members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with club business. These expenses should be in line with the policy provided by the UMDS Office.

7. Duties of UMMHC Officials

- 7.1. To run UMMHC so as to make competitive university hockey matches and coaching available to as many of its members as possible.
- 7.2. Produce the highest standard of first team hockey possible.
- 7.3. The UMMHC officials should look to maximise BUCS points.
- 7.4. Create a positive social environment for as many members as possible.
- 7.5. Carry out their roles (as detailed in the Appendix).

8. Meetings (AGM and EGM)

- 8.1. Annual General Meeting ("AGM").
- 8.2. Extra General Meeting ("EGM").
- 8.3. An AGM shall take place as early as possible after the completion of all competitive fixtures (in particular the main competitions of the year BUCS and Christie Cup) and prior to the Summer Exam Period. In any event no later than 1 June.
- 8.4. This will take place for the election of incoming committee officials and any major issues within UMMHC (e.g. amendments to the constitution).
- 8.5. A minimum of one weeks' notice must be given of the AGM or any EGM's and members must be informed where ever possible by Email, Website and any other means.
- 8.6. A quorum of at least 40% of UMMHC members must be present at the AGM or EGM will be chaired by the UMMHC Club Captain or such nominated representative of his.
- 8.7. Votes shall be carried out by raised hands and counted by both the Club Captain and General Secretary (who do not have a vote) or their nominated officials; if their counts do not match a re-count will be carried out. If there is a tied vote between 2 or more candidates with a greater number standing a re-vote will be carried out between only the tied candidates. If this does not produce a result the General Secretary and Club Captain or their representatives at the time shall decide between them.
- 8.8. Only full UMMHC members will be entitled to vote.
- 8.9. The UMDS office must be informed immediately, by way of a copy of the meeting minutes, of the results of all elections or voting at the UMMHC AGM or EGM, these minutes should be taken by the General Secretary.
- 8.10. Details of methods of election of new committee members at an AGM should be amended by the committee at least a month prior to the AGM and published, and attached as an Appendix to the Constitution.
- 8.11. EGM's can be called at the request of at least 20 members by written request.

9. Meetings (Committee)

- 9.1. Committee members should be invited to meetings by the General Secretary at least a week in advance of the meeting.
- 9.2. A quorum of at least 50% of UMMHC Committee members must be present for the meeting.
- 9.3. They should be chaired by the Club Captain and minutes should be taken by the General Secretary.
- 9.4. Voting shall be carried out by raised hands.
- 9.5. Equal voting power is held by all the committee except;
 - 9.5.1. UMMHC Club Captain's vote will carry any vote which would otherwise have been equal.
 - 9.5.2. The BUMHC Representative shall have a vote on all matters relevant to its agreement with UMMHC and the Partnership Agreement.
- 9.6. Committee meetings should be held once a month.

10. Meetings (Other)

- 10.1. For example meetings between Coaches and Captains meetings ("coaching meetings")
- 10.2. Coaching meetings should be held between all the Team Captains, Operations Officer, General Secretary, Club Captain, Coaches and UMDS twice a year.
- 10.3. Shall be held as above.
- 10.4. Those invited to the meeting shall receive one weeks' notice and shall be chaired by the most relevant person (e.g. Coaching; the Operations officer maybe the most suitable) – the Club Captain and General Secretary cannot be excluded from any such meeting.

11. UMMHC Complaints Procedure

- 11.1. All UMMHC members should be made aware of UMMHC Complaints Procedure annually by such means as the committee decide.
- 11.2. Complaints on any area of UMMHC should be originally addressed to the team captain for whom they play or the officer who is initially responsible for that area of UMMHC. All areas which UMMHC members wish to see discussed at committee meetings should be passed through the same channels.
- 11.3. If this does not produce a satisfactory result the complaint should be passed to both UMMHC President and UMMHC Chairman.
- 11.4. If this does not prove to be satisfactory the complaint should be made to the UMDS office.
- 11.5. All complaints should be made in writing where necessary and conformation of receipt should be made within 3 days. A response should then be sent within a further 7 days.

12. Change to UMMHC Constitution

- 12.1. Changes can be implemented if approved by a two-thirds majority at an AGM or EGM of UMMHC.
- 12.2. Temporary changes can be made in an emergency by the committee but must be ratified within 2 months at an AGM or OGM and must have the full approval of both the UMDS Sabbatical Officer and UMDS Administrator.

13. UMDS Commitments

- 13.1. Two representatives from UMMHC are required to Attend UMDS Student Council meetings.

13.2. Two representatives are required to attend the UMDS Student AGM

14. General Conduct of UMMHC Members

14.1. All UMMHC members must be made aware that they are, at all times, representing the University of Manchester and that they are expected to conform to reasonable standards of behaviour.

14.2. Any complaints made by members of the public or by any other institutions against a club or individual club member will result in a disciplinary hearing being conducted by the Athletic Union.

14.3. The Committee will be responsible for ensuring the good conduct of its members to the best of its ability, taking action against members who infringe the UMMHC or UMDS constitution.

14.4. The UMMHC Committee should try to maintain the highest standards of safety for its members at all times.

14.5. The UMMHC committee has the right in conjunction with the UMDS to expel members from UMMHC and take any other disciplinary action as necessary.

15. Declaration

As a UMMHC official I agree to abide by and enforce the rules of UMMHC Constitution and office to which I hold. Agree to carry out my duties (and any others which fall to me) to the best of my ability and to act in the best interests of UMMHC at all relevant times.

Position (09/10)	Name	Signed	Date
Club Captain			
General Secretary			
Treasurer			
1 st Team Captain			
2 nd Team Captain			
3 rd Team Captain			
4 th Team Captain			
5 th Team Captain			
Fixtures Secretary			
Sponsorship and Kit Officer			
Umpiring and Membership Officer			
Communications, Performance and Alumni Officer			
Website Officer			
Tour Secretary			
Social and Interclub Relations Officer			

Witness to Election: Club Captain 2008/09: _____

And signature of official: General Secretary 2008/09: _____

**Temporary Additions to the Constitution
(i.e. Pending AGM approval)**

Roles and Duties (Appendix 1)

1. UMMHC Club Captain
 - 1.1. Requirements;
 - 1.1.1. Must have already served one year on UMMHC Committee (or more).
 - 1.2. Role;
 - 1.2.1. The main role is Chairing Circle on a Wednesday night.
 - 1.2.2. Has the deciding vote on split committee decisions.
 - 1.2.3. Manages the social side of UMMHC; oversee and support;
 - 1.2.3.1. Team Captains
 - 1.2.3.2. Events Officer.
 - 1.2.3.3. Social and Interclub Relations Officer.
 - 1.2.4. Be prepared to make key decisions on their feet as required.
 - 1.2.5. Should be an authoritative figure for the rest of UMMHC.
 - 1.2.6. Be prepared to be a key contact for other clubs.
 - 1.2.7. Make sure UMMHC is run smoothly.
 - 1.2.8. Deal with negotiations with the UMDS where needed.
 - 1.2.9. Check the fixtures with the captains every week and make sure transport allows sufficient time to get to the game.
 - 1.2.10. Work very closely with the General Secretary as the overall managers of UMMHC.
 - 1.3. Commitment
 - 1.3.1. Wednesday Evenings.
 - 1.3.2. A couple of hours a week on club admin.
 - 1.3.3. Committee meetings.
 - 1.3.4. A couple of hours a day during the fresher's fair.
 - 1.3.5. Coaching meetings.
 - 1.3.6. Trials.
 - 1.3.7. Brooklands Committee meetings.
 - 1.3.8. Regular Meetings with General Secretary.
 - 1.4. Any other duties that fall under the role of Club Captain.
2. UMMHC General Secretary.
 - 2.1. Requirements;
 - 2.1.1. Must have already served one year on UMMHC Committee (or more).
 - 2.2. Role;
 - 2.2.1. Chairing committee meetings.
 - 2.2.2. Be the first point of contact for non-club members. i.e. will receive emails directed to the club email address menshockey@manchester.ac.uk.
 - 2.2.3. Oversee UMMHC admin.
 - 2.2.4. Management of operations side of UMMHC; oversee and support;
 - 2.2.4.1. Treasurer.
 - 2.2.4.2. Operations Officer.
 - 2.2.4.3. Sponsorship and Kit Officer.
 - 2.2.4.4. Umpiring and Membership Officer.
 - 2.2.4.5. Communications and Alumni Officer.
 - 2.2.4.6. Website Officer.

- 2.2.5. Make sure UMMHC has enough funding.
- 2.2.6. Make sure the coaching produces the best in the teams.
- 2.2.7. Maintain the relationship with Brooklands and Sponsors.
- 2.2.8. Should be an authoritative figure for the rest of UMMHC.
- 2.3. Commitment
 - 2.3.1. A couple of hours a week on club admin.
 - 2.3.2. About 2 hours a week over the summer to get new sponsors, sort out the website and work with the kit supplier.
 - 2.3.3. About 4 hours a day during fresher's week.
 - 2.3.4. About 2 hours a day for the first week after fresher's week.
 - 2.3.5. Committee meetings.
 - 2.3.6. Coaching meetings.
 - 2.3.7. Trials.
 - 2.3.8. Brooklands Team Selection meetings first few weeks of the year.
 - 2.3.8.1. To help encourage the early progression of new joiners to Brooklands.
 - 2.3.9. Brooklands Committee meetings.
 - 2.3.10. Regular meetings with Club Captain.
- 2.4. Any other duties that fall under the role of General Secretary.
- 3. Treasurer
 - 3.1. Requirements
 - 3.1.1. 2nd year of UMMHC Membership (or more).
 - 3.2. Advised
 - 3.2.1. Some accounting / treasurer experience.
 - 3.3. Role
 - 3.3.1. Manage UMMHC finances.
 - 3.3.2. Work with the Chairman and President to produce a budget.
 - 3.3.3. Collect money from UMMHC members and the UMDS.
 - 3.3.4. Pay for pitches, kit, the UMDS etc
 - 3.4. Commitment
 - 3.4.1. 1 to 2 hours a week.
 - 3.4.2. 4 to 5 hours a week during the busy kit and membership period.
 - 3.4.3. Committee meetings.
 - 3.4.4. Trials.
 - 3.5. Any other duties that fall under the role of Treasurer.
- 4. 1st Team Captain
 - 4.1. Requirements
 - 4.1.1. 2nd year of UMMHC Membership (or more).
 - 4.1.2. A regular / key 1st team player.
 - 4.1.3. Approachable.
 - 4.1.4. Good team leader.
 - 4.2. Role
 - 4.2.1. Captain the first team
 - 4.2.2. Manage the first team
 - 4.2.3. Be the team's link to the committee.
 - 4.3. Commitment

- 4.3.1.All training sessions.
 - 4.3.2.All matches.
 - 4.3.3.1 to 2 hours admin a week.
 - 4.3.4.Committee meetings.
 - 4.3.5.Coaching meetings.
 - 4.3.6.Trials.
- 4.4.Any other duties that fall under the role of Team Captain.
- 5. 2nd Team Captain
 - 5.1. Requirements
 - 5.1.1.2nd year of UMMHC Membership (or more).
 - 5.1.2.A regular / key 2nd team player.
 - 5.1.3.Approachable.
 - 5.1.4.Good team leader.
 - 5.2. Role
 - 5.2.1.Captain the second team
 - 5.2.2.Manage the second team
 - 5.2.3.Be the team's link to the committee.
 - 5.3. Commitment
 - 5.3.1.All training sessions.
 - 5.3.2.All matches.
 - 5.3.3.1 to 2 hours admin a week.
 - 5.3.4.Committee meetings.
 - 5.3.5.Coaching meetings.
 - 5.3.6.Trials.
 - 5.4.Any other duties that fall under the role of Team Captain.
- 6. 3rd Team Captain
 - 6.1. Requirements
 - 6.1.1.2nd year of UMMHC Membership (or more).
 - 6.1.2.A regular / key 3rd team player.
 - 6.1.3.Approachable.
 - 6.1.4.Good team leader.
 - 6.2. Role
 - 6.2.1.Captain the third team
 - 6.2.2.Manage the third team
 - 6.2.3.Be the team's link to the committee.
 - 6.3. Commitment
 - 6.3.1.All training sessions.
 - 6.3.2.All matches.
 - 6.3.3.1 to 2 hours admin a week.
 - 6.3.4.Committee meetings.
 - 6.3.5.Coaching meetings.
 - 6.3.6.Trials.
 - 6.4.Any other duties that fall under the role of Team Captain.
- 7. 4th Team Captain
 - 7.1. Requirements

- 7.1.1.2nd year of UMMHC Membership (or more).
 - 7.1.2.A regular / key 4th team player.
 - 7.1.3.Approachable.
 - 7.1.4.Good team leader.
- 7.2. Role
 - 7.2.1.Captain the fourth team
 - 7.2.2.Manage the fourth team
 - 7.2.3.Be the team's link to the committee.
- 7.3. Commitment
 - 7.3.1.All training sessions.
 - 7.3.2.All matches.
 - 7.3.3.1 to 2 hours admin a week.
 - 7.3.4.Committee meetings.
 - 7.3.5.Coaching meetings.
 - 7.3.6.Trials.
- 7.4. Any other duties that fall under the role of Team Captain.
- 8. 5th Team Captain
 - 8.1. Requirements
 - 8.1.1.2nd year of UMMHC Membership (or more).
 - 8.1.2.A regular / key 5th team player.
 - 8.1.3.Approachable.
 - 8.1.4.Good team leader.
 - 8.2. Role
 - 8.2.1.Captain the fifth team
 - 8.2.2.Manage the fifth team
 - 8.2.3.Be the team's link to the committee.
 - 8.3. Commitment
 - 8.3.1.All training sessions.
 - 8.3.2.All matches.
 - 8.3.3.1 to 2 hours admin a week.
 - 8.3.4.Committee meetings.
 - 8.3.5.Coaching meetings.
 - 8.3.6.Trials.
 - 8.4. Any other duties that fall under the role of Team Captain.
- 9. Fixtures Secretary
 - 9.1. Requirements
 - 9.1.1.2nd year of UMMHC Membership (or more).
 - 9.2. Advised
 - 9.2.1.Good contacts at other University Hockey Teams.
 - 9.3. Role
 - 9.3.1.Arrange Pre-season games.
 - 9.3.2.Manage the clubs fixtures schedule.
 - 9.4. Commitment
 - 9.4.1.1 to 2 hours admin a week.
 - 9.4.2.Committee meetings.

9.4.3. Trials.

9.5. Any other duties that fall under the role of Fixtures Secretary.

10. Sponsorship and Kit Officer (or more).

10.1. Requirements

10.1.1. 2nd year of UMMHC membership.

10.2. Advised

10.2.1. Good understanding of business.

10.2.2. Organised and thorough.

10.3. Role

10.3.1. Keep the sponsors happy.

10.3.2. Try and increase funding through new sponsors or innovative ideas to increase funding from current sponsors.

10.3.3. Make sure the kit order is complete and get it in as early as possible.

10.3.4. Decide on new pieces of kit.

10.3.5. Decide on a new kit supplier where needed.

10.3.6. Make sure all kit is paid for on time with the treasurer.

10.3.7. Match shirt management – making sure they don't go missing and order new ones.

10.4. Commitment

10.4.1. Couple of hours a month on sponsorship.

10.4.2. 6 hours on checking the kit order.

10.4.3. Committee meetings.

10.4.4. Couple of hours on the fresher's stall.

10.5. Any other duties that fall under the role of Sponsorship and Kit officer.

11. Umpiring and Membership Officer.

11.1. Requirements

11.1.1. Qualified umpire

11.1.2. 2nd year of UMMHC membership (or more).

11.1.3. Organised and thorough.

11.2. Role

11.2.1. Arrange umpires for UMMHC home games

11.2.2. Support the Women's Club and BUMHC in finding umpires for their games.

11.2.3. Compile and maintain the membership database.

11.2.4. Support the treasurer in collecting subscriptions.

11.3. Commitment

11.3.1. 1 hour per week on umpiring.

11.3.2. 6 hours on checking the membership database.

11.3.3. Committee meetings

11.3.4. Couple of hours on the fresher's stall.

11.4. Any other duties that fall under the role of Umpiring and Membership.

12. Communications, Performance and Alumni Officer

12.1. Requirements

12.1.1. 2nd Year of UMMHC membership (or more).

12.2. Preferable

12.2.1. Good contacts with the alumni

12.2.2. Good communication skills

- 12.2.3. Some skills in journalism
- 12.2.4. Some understanding of performance and development.
- 12.3. Role
 - 12.3.1. Send out weekly emails to UMMHC members.
 - 12.3.2. Regular emails to Associate Members.
 - 12.3.3. Support events officer with Alumni events.
 - 12.3.4. Take minutes at committee meetings.
 - 12.3.5. Maintain and build contact with the MEN and Student Direct and Purple Pages.
 - 12.3.6. Manage the coaching staff.
 - 12.3.7. Work on a preseason coaching and fitness program.
 - 12.3.8. Work on development of UMMHC and its teams.
 - 12.3.9. Produce a health and safety document.
- 12.4. Commitment
 - 12.4.1. 1 hour per week on communications.
 - 12.4.2. Time to produce the development documents for the UMDS.
 - 12.4.3. Committee meetings.
 - 12.4.4. Write up time of minutes.
 - 12.4.5. Couple of hours on fresher's stall.
- 12.5. Any other duties that fall under the role of Communications, Performance and Alumni Officer
- 13. Website Officer
 - 13.1. Requirements
 - 13.1.1. 2nd year UMMHC (or more).
 - 13.1.2. Some website management experience.
 - 13.2. Role
 - 13.2.1. Manage the website.
 - 13.2.2. Perform weekly updates (minimum).
 - 13.3. Commitment
 - 13.3.1. 1 to 2 hours per week on website updates.
 - 13.3.1.1. Team sheets on Monday evenings.
 - 13.3.1.2. Results on Wednesday evenings
 - 13.3.1.3. General updates during the week.
 - 13.3.2. Committee meetings.
 - 13.3.3. Couple of hours on fresher's stall.
 - 13.4. Any other duties that fall under the role of Website Officer
- 14. Tour Secretary
 - 14.1. Requirements
 - 14.1.1. 2nd year of UMMHC membership (or more)
 - 14.1.2. Must have been on tour.
 - 14.2. Role
 - 14.2.1. Arrange and manage;
 - 14.2.1.1. Preseason tournament.
 - 14.2.1.2. Tour.
 - 14.2.1.3. Old boys.
 - 14.2.1.4. Foreign Tour (if considered)

- 14.2.2. Help to sell AU tickets on Hockey AU weeks.
- 14.2.3. Support the Social Secretary.
- 14.3. Commitment
 - 14.3.1. Couple of hours per event (possibly more for tour).
 - 14.3.2. Committee meetings.
 - 14.3.3. Couple of hours on fresher's stall.
- 14.4. Any other duties that fall under the role of Tour Secretary.
- 15. Social and interclub relations officer
 - 15.1. Requirements
 - 15.1.1. 2nd year of UMMHC membership (or more).
 - 15.1.2. Good social attendance.
 - 15.1.3. Good networking throughout AU Clubs.
 - 15.2. Role
 - 15.2.1. Arrange circle and casual weekly socials.
 - 15.2.2. Arrange interclub socials.
 - 15.2.3. Arrange club curries.
 - 15.2.4. Arrange end of season dinner.
 - 15.2.5. Get AU tickets for UMMHC.
 - 15.2.6. Manage selling AU tickets on our AU weeks.
 - 15.3. Commitment
 - 15.3.1. Half an hour per week.
 - 15.3.2. Circle each week.
 - 15.3.3. Couple of hours on AU weeks.
 - 15.3.4. Couple of hours on the fresher's stall.
 - 15.4. Any other duties that fall under the role of Social Secretary.

UMMHC Election of Committee Member Details (Appendix 2)

1. Candidates should nominate themselves for election two weeks before elections by contacting the General Secretary.
2. The AGM should be held at the Firs Pavilion at soon after season completion.
3. When the position the candidate is standing for comes up for election they will move to the front and stand/sit. Candidates do not have to attend but it is strongly advised.
4. The candidate must then show support from two club members (a firster and seconder to their suitability as a candidate).
5. They will then have an opportunity to talk for a couple of minutes and/or take any questions.
6. After all candidates have been questioned they will then leave the room
7. If there is only one candidate there will then be an opportunity to say why the candidate is not suitable should anyone wish to speak.
8. Voting will then be done by raised hands as detailed in the constitution.

Voting Order

1. Club Captain
2. General Secretary
3. Treasurer
4. 1st Team Captain
5. 2nd Team Captain
6. 3rd Team Captain
7. 4th Team Captain
8. 5th Team Captain
9. Fixtures Secretary
10. Umpiring and Membership Officer
11. Communications, performance and Alumni Officer
12. Sponsorship and Kit Officer
13. Social and Interclub Relations Officer
14. Tour Secretary
15. Website Officer

UMMHC Objectives and Principles (Appendix 3)

1. Hockey should be made available to as many people as possible.
 - 1.1. UMMHC therefore should look to expand its membership every year if possible and introduce extra teams.
2. UMMHC should compete at the highest level on a Wednesday.
 - 2.1. A team in BUSA premier, a team in BUSA 1A, a team in BUSA 2A.
 - 2.2. We should compete in the cups to the later stages and pick up silverware where ever possible.
3. UMMHC should provide as many people as request it a weekend match in season through Brooklands.
 - 3.1. High level of co-ordination with BUMHC.
4. UMMHC should support any elite hockey athletes that join the university where ever possible.
5. UMMHC should be a social environment where people make lifelong friends.
6. UMMHC should through its sponsors and alumni support career development through careers advice and networking events.

UMMHC and BUMHC Partnership Agreement (Appendix 4)

Club Development and Performance Plan (Appendix 5)

UMMHC Inventory (Appendix 6)

1. Hockey Balls
 - 1.1. Match Balls – 2 per team (i.e. 10)
 - 1.2. Training Balls – 24 per team (i.e. 120)
2. Ball Holders – 1 per team (i.e. 5)
3. Bibs – 2 sets of 12 (i.e. 24)
4. Goal Keeper Kit
 - 4.1. OBO helmet
 - 4.2. OBO smock
 - 4.3. OBO over shorts
 - 4.4. OBO kickers
 - 4.5. OBO shoes
 - 4.6. OBO body armour
 - 4.7. OBO hands
 - 4.8. OBO bag
 - 4.9. OBO box
 - 4.10. TK padded shorts
 - 4.11. OBO neck brace
5. Shirts
 - 5.1. 15 White
 - 5.2. 3 Goalie tops
 - 5.3. 80 Purple shirts
6. Banners
 - 6.1. 1 Deloitte banner

Key Information (Appendix 7)

Website – www.muhammadiyahmanchester.ac.uk

Other Information and Advice (Appendix 8)

Handover and advice and comments from previous years.