

Hockey Wales Membership Regulations



Name of Author
Approved by
Approval dates

Review Date

Chief Executive Officer
Board of Directors
March 2013 (version 1)
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1. Introduction

1.1 These membership regulations have been agreed by the Directors of the company as part of the regulations to ensure the proper conduct and management of Hockey Wales; they deal with matters of membership and are binding on all persons within the organisation

1.2 The membership regulations should be read in conjunction with the company's Articles of Association which shall take precedence in all matters where an inconsistency might arise

1.3 Words and expressions in these Membership Regulations shall have the same meaning as in the Hockey Wales Articles of Association

1.4 There shall be different categories of member and membership with different rights and privileges as agreed by the Directors and confirmed in these regulations. References to the Directors shall include any person or committee to whom the Directors have delegated the exercise of powers under these Regulations

2. Applicable definitions

2.1 "Individual member" is the term used for a named individual who affiliates as part of a club, school, university/college, WHUA or affiliates directly to Hockey Wales

Individual club players affiliated with Hockey Wales via their club, only affiliate with one club - the club who the player is playing senior hockey for is the club which they affiliate with via Hockey Wales

2.2 "Nominated Representative" is the person nominated by a member with voting rights to attend, speak and vote on behalf of that member at meetings of the Company

2.3 "Welsh Hockey Umpires Association" is the arm of Hockey Wales dedicated to the development and accreditation of umpiring and technical officials

2.4 "Writing" means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise

3. Classes of Membership

Only certain classes of membership are eligible to hold voting membership rights of the Company. Voting rights on behalf of such classes of membership can only be held by an individual acting as their Nominated Representative, unless a proxy is appointed in line with the Company Articles of Association

Membership shall be offered under the following main categories:

3.1 Member Club – open to all hockey clubs in Wales.

A Member Club shall:

- complete a registration process annually
- pay the appropriate affiliation fee as agreed by the General Meeting or Extraordinary General Meeting
- provide the name of its Nominated Representative when requested
- hold voting rights at meetings of the company through its Nominated Representative

- provide the names and details of its individual members on the appropriate form / process together with the required affiliation fee for each person in membership of that club
- provide the names and details of its officials/officers of the committee responsible for running the club
- keep Hockey Wales informed of its number of members

3.1.1 Individual members of clubs – an individual member of a Member Club shall not hold any voting rights unless that individual is the Nominated Representative of that Member Club

3.2 Member School – open to all schools in Wales both primary and secondary

A Member School shall:

- complete a registration process annually
- pay the appropriate affiliation fee as agreed by the General Meeting or Extraordinary General Meeting
- provide the name of its Nominated Representative when requested
- hold voting rights at meetings of the company through its Nominated Representative
- provide data about its individual members or activities if requested

3.2.1 School Teachers – an individual teacher of a Member School shall not hold any voting rights unless that individual is the Nominated Representative of that Member School

3.2.2 School Children – an individual member (i.e. a school child or young person) of a Member School, shall not hold any voting rights

3.3 Member University/College

A Member University/College shall:

- complete a registration process annually
- pay the appropriate affiliation fee as agreed by the General Meeting or Extraordinary General Meeting
- provide the name of its Nominated Representative when requested
- hold voting rights at meetings of the company through its Nominated Representative
- provide data about its individual members or activities if requested

3.3.1 Individual members of University/College - an individual member of a Member University/College shall not hold any voting rights unless that individual is the Nominated Representative of that Member University/College

3.4 Welsh Hockey Umpires Association (WHUA)

The WHUA shall:

- complete a registration process annually
- pay the appropriate affiliation fee as agreed by the General Meeting or Extraordinary General Meeting
- provide the name of its Nominated Representative when requested
- hold voting rights at meetings of the company through its Nominated Representative
- provide data about its individual members or activities if requested

3.5 Individual Membership

Individual membership is open to individuals who are not members of Welsh Member Clubs, Schools, Universities/Colleges or WHUA. Individual members shall not hold any voting rights and cannot be the Nominated Representative of a Member Club, School, University/College or WHUA. Individuals, such as International Squad members, who do not play hockey for a Welsh Member Club would be included in this category

Individual members shall:

- complete a registration process annually
- pay the appropriate affiliation fee as agreed by the General Meeting or Extraordinary General Meeting

3.6 Life Membership – may be awarded by the Board of Directors to a person who has made a significant contribution and/or provided exceptional service to hockey in Wales over many years. Life Members shall not be required to complete a registration form or pay any affiliation fee but are requested to keep Hockey Wales advised of their contact details

4. Types of Membership

4.1 Player Membership

Player membership is available to anyone who plays or trains

4.2 Umpire Membership

Umpire membership is available to anyone who umpires or officiates

Hockey Wales collect umpire membership on behalf of the WHUA

4.3 Coach Membership

Coach membership is available to anyone who coaches hockey

4.4 Hockey Family Membership

Hockey Family membership is available to anyone who does not play, coach or umpire

5. Directors Dispensation to Change Membership Requirements

The Directors may at any time:

5.1 Change the name or title of any class of membership

5.2 Change the criteria or terms of any class of membership

5.3 Introduce new classes of membership

The Board of Directors shall adopt such means as they deem sufficient to bring to the notice of members of the Company and others all such changes. These should include open, transparent and widely available communications methods.

The Board may make regulations granting dispensation in whole or in part from any membership requirements.

6. Obligations of All Classes and Types of Members

- 6.1** All members shall abide by Hockey Wales company documents, rules, regulations, policies, byelaws and codes of conduct and such other requirements as the Directors shall reasonably determine from time to time. Failure to do so may result in disciplinary action being taken
- 6.2** Every member shall be expected to conduct themselves in an appropriate manner at all times. Failure to do so may result in disciplinary action being taken
- 6.3** A member will be liable whilst a member and will remain liable after ceasing to be a member to pay to Hockey Wales promptly on demand any monies payable by the member to the Company, including but not limited to any fee, affiliation, levy, fine or other penalty, or reimbursement in accordance with any scheme or benefit

7. Membership Fees

- 7.1** Each applicant for admission as a member (other than a Life Member) shall pay such membership fee as the General Meeting or Extraordinary General Meeting determines from time to time following recommendations from the Board of Directors
- 7.2** No application for admission as a member shall be considered unless the applicant has paid any annual affiliation payable in respect of the year in which admission is being sought. This will only be different where no fee applies
- 7.3** The Directors will recommend different fees for different classes of members to the membership through a General meeting or Extraordinary General Meeting. Fees will be voted on and agreed at such meetings
- 7.4** The Board may also, at its own discretion, reduce such fees for members who are unemployed or in receipt of benefits, students, on maternity leave (for limited time period only) and can provide proof of this status at the beginning of the billing year from when concessionary rates are applicable.
- 7.5** The affiliation term shall run from 1st September to 31st August each year
- 7.6** Affiliation fees shall be payable by such date as the Directors from time to time determine. This will usually be 31st October each year
- 7.7** The affiliation fee due from individual members who are admitted to membership for the first time after any set date may be reduced as determined by the Directors
- 7.8** If any member fails to pay the annual affiliation fee applicable to them within two months of the date on which it has become payable, such member may be required to pay in addition to the annual affiliation a late payment fee as the Directors may from time to time determine

8. Lapsed Membership

- 8.1** If within two months of the date on which the annual affiliation has become payable a member has not paid such annual affiliation (together with any late payment fee for which the member is liable) the Directors may lapse the member from membership provided that the Directors are satisfied that:
 - 8.1.1** at a date prior to the annual affiliation becoming payable the member was sent a written notice (to the last email address or registered address previously provided) advising that payment of the member's annual affiliation was due, and

- 8.1.2** a further notice was issued, either individually or by way of a notice on the Hockey Wales website four weeks after the final payment date advising of the potential lapsing of membership
- 8.2** Unless the Directors otherwise determine, a person who has ceased to be a member only for failure to pay the annual affiliation fee (or any late payment fee) may be re-admitted upon payment of all membership fees specified by and according to timescales set out by the Directors and upon completion of the defined registration process
- 8.3** A lapsed membership will result in the Member Club, School, University/College, WHUA or individual member losing their right to participate in competitions and leagues

9. Refusal of Membership

- 9.1** An applicant whose application for membership is refused shall be given brief reasons for the refusal
- 9.2** An applicant who has been refused admission as a member (or to a class of membership) may appeal, in writing, to the Directors. Any such appeal must be made within 21 days of the date of refusal (or of the date on which reasons for refusal is given if later) and shall set out in full the grounds for appeal

10. Rights of Members

Each category of member shall enjoy rights and privileges as are contained in the Articles of Association and additionally:

- 10.1** Hockey Wales shall take out insurance on behalf of Member Clubs, Universities/Colleges, WHUA and individuals such that all members are covered for civil liability insurance and accidental death cover as well as permanent total or partial disability. Options to extend this automatic cover for certain categories of membership may be offered at an additional cost. Information regarding insurance will be available on the Hockey Wales website
- 10.2** Voting Members shall be entitled to a copy of the Annual Report and Accounts, have one vote at general meetings and be on the official mailing list
- 10.3** Member Clubs, Schools and Universities/Colleges competition and league entries may be withdrawn if the current year's affiliations are not paid
- 10.4** All categories of members including individual members data will be safeguarded with high levels of security, will not be distributed to anyone outside of the Hockey Wales governance structure, and will be treated with the highest respect and importance. Hockey Wales is a registered company with the Data Commissioners Office and adheres to the relevant codes of practice
- 10.5** Member Clubs, Schools, Universities/Colleges, WHUA and individual members register through the designated process, which may be electronic and on-line. The Hockey Wales website will make clear the relevant process for each membership category
- 10.6** Members are entitled to seek advice and/or technical assistance from Hockey Wales
- 10.7** All members may access coaching and umpiring training courses

- 10.8** Members may seek safeguarding guidance from the Hockey Wales lead Safeguarding Officer
- 10.9** Members may access the services of Hockey Wales employees to provide information, advice and assistance
- 10.10** Members will have the choice to opt-in or to opt-out of relevant Hockey Wales communications during registration of their account on the Sport80 membership system
- 10.11** A comprehensive player development pathway is provided and is available for all individual members in Wales who are eligible
- 10.12** Opportunities to represent Wales at age group and senior levels and to be selected for Great Britain (GB) teams subject to the appropriate GB selection criteria
- 10.13** A voting Member may withdraw from membership by giving 7 days' notice to the company in writing; no refund of affiliation fee(s) is payable
- 10.14** The Directors reserve the right to withdraw or add to this list of member's rights, any change will be clearly identified on the Hockey Wales website prior to amendment of this list

11. Obligations of Members

- 11.1** By becoming a member of Hockey Wales, all member Clubs, Schools, Colleges/Universities, WHUA and individuals agree to abide by these membership regulations
- 11.2** Agreement to membership includes abiding by all Hockey Wales Policies and Procedures. All policies, procedures and guidelines are available through the Hockey Wales website or by request from the Hockey Wales Office

12. Annual obligations of voting members

- 12.1** Each voting Member shall send to the Hockey Wales Office, or complete via the relevant online system, the name and full contact details of the representative to whom all correspondence should be sent and shall keep the HW Office informed of any change in the name and/or contact details of its representative(s).
- 12.2** Each voting Member shall send to the Hockey Wales Office the name and contact details of its Nominated Representative on registration or not less than 48 hours before a General Meeting or Extraordinary General Meeting. A Nominated Representative must be over 16 years of age.
- 12.3** Each voting Member shall be responsible for ensuring that all its athletes, officials, coaches, spectators, and all persons purporting to be its supporters or followers, conduct themselves in an orderly fashion and abide by the Codes of Conduct and relevant policies of Hockey Wales at all times.
- 12.4** Member Clubs, Schools, University/Colleges and WHUA are responsible for data protection of their individual members; HW will provide some guidance on usual data protection actions.

13. Termination of Membership

- 13.1** An individual membership terminates when that person dies, Member Club, School, University/College and WHUA membership terminates when an organisation ceases to exist.
- 13.2** Hockey Wales, providing it acts reasonably and follows its Disciplinary Regulations may expel any voting Member or any other class of member if it considers that it is inappropriate that membership should continue or if the conduct of the member shall bring HW into disrepute.

14. Membership Information for General Meetings

- 14.1** Each Member Club, School, University/College in membership shall be entitled to appoint a Nominated Representative to attend, speak and vote at General meetings and Extraordinary General meetings of the Company. The Nominated Representative would normally be one of its individual members, but this is not always necessary, and a relevant other individual may be appointed. In this case, the Nominated Representative may only carry 1 vote for 1 member
- 14.2** The WHUA shall appoint its Chair or other identified person from its management group as its Nominated Representative to attend, speak and vote at General meetings or Extraordinary General meetings of the Company
- 14.3** For the avoidance of doubt no person other than a Nominated Representative of a voting member shall have the right to a vote at General meetings or Extraordinary General meetings unless that person is holding a proxy
- 14.4** An Extraordinary General Meeting may be called at any time by the Directors, the Company Secretary or a request signed by at least 6 Nominated Representatives at least two being from the North Region and at least two from the South Region.

Further Information

For further information about any aspect of the Hockey Wales Membership Regulations, please contact:

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Sport Wales National Centre
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