

Hoci Cymru

Membership Regulations



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1. Introduction

1.1 These membership regulations have been agreed by the Directors of The Welsh Hockey Union Ltd as part of the regulations to ensure the proper conduct and management of Hoci Cymru; 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 Hoci Cymru 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 directly to Hoci Cymru and is a member of a Welsh member club, school, university/college, Welsh Hockey Umpires Association (WHUA) or Hoci Cymru Masters Association (HCMA).

An Individual member can **only be a member of one club** - the club who the individual member is playing senior hockey for is their club.

2.2 "Associate member" is the term used for a named individual who affiliates directly to Hoci Cymru and is **not** a member of a Welsh member club, school, university/college, WHUA or HCMA.

2.3 "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.

2.4 "Welsh Hockey Umpires Association" is the arm of Hoci Cymru dedicated to the development and accreditation of umpiring and technical officials.

2.5 "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 the 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 officials/officers of the committee responsible for running the club when requested.
- Ensure that all club members are affiliated with Hoci Cymru.

i. Club members – 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 the 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 the 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. University/College members - 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 the 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.
- sign up to a Memorandum of Understanding with Hoci Cymru.

3.4.1. WHUA members - an individual member of the WHUA shall not hold any voting rights unless that individual is the Nominated Representative of the WHUA.

3.5. Hoci Cymru Masters Association (HCMA)

The HCMA shall:

- complete the 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.
- sign up to a Memorandum of Understanding with Hoci Cymru.

3.5.1 HCMA members - an individual member of the HCMA shall not hold any voting rights unless that individual is the Nominated Representative of the HCMA.

3.6. Associate Membership

Associate membership is open to individuals who are not members of Welsh Member Clubs, Schools, Universities/Colleges, WHUA or HCMA.

Associate members shall not hold any voting rights and cannot be the Nominated Representative of a Member Club, School, University/College, WHUA or HCMA.

Individuals, such as International Squad members, who do not play hockey for a Welsh Member Club, School or University/College would be included in this category.

Associate members shall:

- complete the registration process annually.

- pay the appropriate affiliation fee as agreed by the General Meeting or Extraordinary General Meeting.

3.7. Life Membership

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 Hoci Cymru advised of their contact details.

Life Members shall not hold any voting rights unless they are the Nominated Representative of a voting member.

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.

Hoci Cymru collects 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 train, play, coach, or umpire.

4.5. Initiative Membership

Initiative membership is available to anyone who participates in any initiative such as, but not limited to Walking Hockey, Back-2-Hockey and Flyerz Hockey.

4.6. School Membership

School membership is available to anyone who plays, supports, or coaches hockey in school but is not a member of a club.

5. Directors' dispensation to change membership requirements.

The Directors may at any time:

- 5.1.** Change the name or title of any class or type of membership.
- 5.2.** Change the criteria or terms of any class or type of membership.
- 5.3.** Introduce new classes or types 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 Hoci Cymru 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 always conduct themselves in an appropriate manner. 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 Hoci Cymru 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 fees as the General Meeting or Extraordinary General Meeting determines from time-to-time following recommendations from the Board of Directors.
- 7.2.** Adult playing membership fees will automatically increase on an annual basis in line with the CPI inflation rate. The CPI rate will be taken from the government announced rate in April of that year and applied to all membership fees from September.
- 7.3.** Membership fees are non-refundable.
- 7.4.** 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.
- 7.5.** The Directors will recommend different fees for different classes of membership to the members through a General Meeting or Extraordinary General Meeting. Fees will be voted on and agreed at such meetings.
- 7.6.** The Board may also, at its own discretion, reduce such fees for members who are unemployed or experiencing undue financial or other distress (for a limited period only) and can provide proof of this status at the beginning of the billing year from when concessionary rates are applicable.
- 7.7.** The affiliation term shall run from 1st September to 31st August each year.
- 7.8.** Affiliation fees shall be payable by such a date as the Directors from time to time determine. This will usually be prior to the commencement of competitive hockey fixtures.
- 7.9.** 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.

- 7.10.** 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 an overdue 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 overdue 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 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 Hoci Cymru 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, HCMA 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 or type 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.** Hoci Cymru shall take out insurance on behalf of Member Clubs, Universities/Colleges, WHUA, HCMA and individuals such that all members are covered for public liability insurance (see website for details <https://www.watkindavies.com/hockey-wales>).

- 10.2.** Voting members shall be entitled to a copy of the Annual Report and Accounts, have one vote at General Meetings and Extraordinary 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 Hoci Cymru governance structure, and will be treated with the highest respect and importance. The Welsh Hockey Union Ltd is a registered company with the Information Commissioners Office and adheres to the relevant codes of practice.
- 10.5.** Member Clubs, Schools, Universities/Colleges, WHUA, HCMA and individual members register through the designated process, which may be electronic and on-line. The Hoci Cymru website will make clear the relevant process for each membership category.
- 10.6.** Members are entitled to seek advice and/or technical assistance from Hoci Cymru.
- 10.7.** All members may access coaching and umpiring training courses.
- 10.8.** Members may seek safeguarding guidance from the Hoci Cymru lead Safeguarding Officer.
- 10.9.** Members may access the services of Hoci Cymru employees to provide information, advice, and assistance.
- 10.10.** Members will have the choice to opt-in or to opt-out of relevant Hoci Cymru communications during registration of their account on the Sport80 membership platform.
- 10.11.** A comprehensive player development pathway is provided and is available for all individual members in Wales who are eligible.
- 10.12.** Members have opportunities to represent Wales at age group and senior levels and to be selected for GB (Great Britain) 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 Hoci Cymru website prior to amendment of this list.

11. Obligations of members

- 11.1.** By becoming a member of Hoci Cymru, all member Clubs, Schools, Colleges/Universities, WHUA, HCMA and individuals agree to abide by these membership regulations.
- 11.2.** The agreement for membership includes abiding by all Hoci Cymru Policies and Procedures, including, but not limited to, Codes of Conduct, Disciplinary, Safeguarding (Young People and Adults), social media. All policies, procedures and guidelines are available through the Hoci Cymru website or by request from the Hoci Cymru Office.

12. Obligations of voting members

- 12.1.** Each voting member shall send to the Hoci Cymru registered 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 Hoci Cymru registered 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 Hoci Cymru registered 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 18 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 always abide by the Code of Conduct and relevant policies of Hoci Cymru.
- 12.4.** Member Clubs, Schools, University/Colleges, WHUA and HCMA shall abide by all relevant legislation and Hoci Cymru Policies and Procedures, including, but not limited to, Codes of Conduct, Data Protection (of their individual members), Disciplinary, Safeguarding (Young People and Adults), social media. All policies, procedures and guidelines are available through the Hoci Cymru website or by request from the Hoci Cymru Office.

13. Termination of membership

- 13.1.** An individual membership terminates when that person dies, resigns or if they are expelled under clause 13.3 below.
- 13.2.** Member Club, School, University/College, WHUA and HCMA membership terminates when an organisation ceases to exist or if they are expelled under clause 13.3 below.
- 13.3.** Subject to its Disciplinary Regulations. Hoci Cymru 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 Hoci Cymru into disrepute.

14. Membership information for General Meetings and Extraordinary General Meetings

- 14.1.** Each Member Club, School, University/College 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 one vote for one 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.** The HCMA 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 Meeting of the Company.
- 14.4.** 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.
- 14.5.** 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 Hoci Cymru Membership Regulations, please contact:

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