

# England Hockey Membership Policy

## Purpose

- A. The purpose of this Policy is to express the authority set out in England Hockey's Articles of Association regarding membership and fees, including:
- a. Classes of membership recognised by England Hockey
  - b. Application for membership of England Hockey, including qualifying criteria
  - c. Information relating to subscriptions, fees and other payments
  - d. Information regarding termination, suspension and/or cessation of membership
  - e. Responsibilities to, and of members, including benefits

## Definitions

- B. In this policy the following words and expressions shall, unless the context otherwise requires, bear the following meanings:

**“Area”** means anyone of the eight Area Companies

**“Area Companies”** means eight Companies Limited by Guarantee with Constitutions approved by England Hockey (the Company) and admitted to membership of the Company to facilitate governance by the Company of hockey in eight geographical Areas of England as defined by the Company pursuant to the Company's Articles and regulations made pursuant to those Articles;

**“BUCS”** means British Universities & Colleges Sport

**“club”** means an association of persons or organisation, whether or not including 'club' within its name, established for purposes that include the playing of hockey;

**“Company”** means England Hockey, the National Association and sole and exclusive Governing Body for hockey in England;

**“County (Sub-Area)”** means an organisation, often this will be a County hockey body, admitted to membership of the Company pursuant to the Company's Articles and any regulations made pursuant to those Articles to facilitate the governance of hockey in England as a County (Sub-Area) within the geographical area of an Area Company;

**“Dispute Resolution Procedure”** means the procedure for deciding disputes concerning membership issues as described in Article 57.4 of the Company Articles.

**"Members"** means all the individuals, corporations, associations, clubs and organisations admitted to membership (of any class or category) of the Company either pursuant to the Company’s Articles or in accordance with regulations made pursuant to those Articles whether entitled to vote at General Meetings or not;

**“Non-Voting Member”** means a Member admitted to membership of the Company as a Non-Voting Member pursuant to the Company’s Articles and any regulations made pursuant to those Articles;

**“NPUA”** means National Programme Umpiring Association

**“Other Organisations”** means an entity wishing to offer hockey activity and not an Area, County (Sub-Area), club, Welsh Club or Schools

**“Regions”** means the East, Midland, North, Southern Counties and West Hockey Associations

**“Schools”** means establishments for primary, secondary, tertiary or further education

**“Voting Member”** means a Member admitted to membership of the Company as a Voting Member pursuant to these Articles and any regulations made pursuant to these Articles.

**“Welsh Club”** means a club that is a member of Hockey Wales

**“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.

All words in the singular also include the plural.

## 1. Classes of Membership

1.1 There are two classes of membership of England Hockey.

1.1.1 **Voting Member**; to include, but not limited to Areas, Counties (Sub-Areas), clubs, NPUA and Other Organisations wishing to offer one or more of the following to their membership: adult league hockey (excluding BUCS competitions), adult recreational hockey, junior hockey, Flyerz, walking hockey and officiating, and have a legal status agreed by EH.

1.1.2 **Non-Voting Member**; to include, but not limited to, clubs and Other Organisations wishing to offer BUCS or informal hockey activity to their membership.

1.2 The Articles of the Company permits further classes of membership to be created.

1.3 The classification of Members and the number of votes accorded is set out in Appendix I.

1.4 The Company reserves the right to vary the criteria for membership.

## 2. Applications for Membership

2.1 All applications for Membership must be submitted in writing, in accordance with the application process set out by England Hockey signed by or on behalf of the applicant in such form as the England Hockey Board may determine from time to time. Such applications may be made by other governing or membership bodies (such as BUCS) on behalf of their members.

2.2 The Board is not obliged to give reasons for refusing to accept any application for Membership however an applicant who has been refused membership may appeal in accordance with the Dispute Resolution Procedure. Any such appeal must be made within 21 days of the date of refusal.

2.3 The England Hockey Board reserves the right to consider any application for membership which falls outside the criteria below. Such application must be submitted in writing to England Hockey who will deal with it in accordance with the Dispute Resolution Procedure.

2.4 To be admitted to Membership and for that membership to continue, applicants must pay any and all subscriptions, fees or other payments as set, or varied from time to time, by England Hockey, the Areas and/or Counties (Sub-Areas).

2.5 To be admitted to membership and for that membership to continue applicants must adopt and agree to be bound by those Codes, Rules, Regulations, Policies and Procedures as set out by England Hockey Board from time to time, including, but not limited to, England Hockey's Code of Ethics and Behaviour, Safeguarding Young People Policy and Injury Reporting Policy.

### **3. Application for Voting Membership**

3.1 **A club** wishing to offer their members one or more of the following: adult league hockey (excluding BUCS competitions), adult recreational hockey, junior hockey, Flyerz, walking hockey and officiating must apply to be a Voting Member of England Hockey and must meet, and may be required to certify as such as part of the membership application. and any annual subscription process, the following criteria:

3.1.1 A club must have an open membership policy

3.1.2 A club must create, maintain, and promote a safe and inclusive environment for all their members, including young people and vulnerable adults;

3.1.3 A club must have a transparent constitution with a dissolution or winding-up clause and clear purpose in line with England Hockey recommendations;

3.1.4 A club must appoint a member-elected committee based on the requirements, skills and diversity of the club, with at least three members unrelated or non-cohabiting;

3.1.5 A club must appoint a Discipline Officer;

3.1.6 A club must appoint a Welfare Officer;

3.1.7 A club must have an appropriate bank account with appropriate independent signatories and suitable online banking requirements. Accounts are to be independently reviewed on an annual basis and made available to members;

3.1.8 A club must have insurance that meets standards approved by England Hockey relevant to activity provided by, and on behalf of, the club;

3.1.9 A club must provide to the Company, and maintain as up-to-date and accurate, such details as required for the Register of Members and any additional details as required by the Company from time to time.

- 3.2 A club making an application to be a Voting Member of England Hockey will, at the same time, be considered to have made an application for membership of the geographically relevant Area and any geographically relevant County (Sub-Area).
- 3.3 A club may be a Member of only one Area but may take part in hockey activity in more than one Area.
- 3.4 **An Area** wishing to apply to be a Voting Member of England Hockey must meet, and may be required to certify as such as part of the membership application and any annual subscription process, the following criteria:
- 3.4.1 An Area must be a company limited by guarantee with Memorandum and Articles of Association which meet the requirements of the England Hockey Board;
  - 3.4.2 An Area must have insurance that meets standards approved by England Hockey relevant to activity provided by, and on behalf of, the Area;
  - 3.4.3 An Area must provide to the Company, and maintain as up-to-date and accurate, such details as required for the Register of Members and any additional details as required by the Company from time to time.
- 3.5 **A County (Sub-Area)** wishing to apply to be a Voting Member of England Hockey must meet, and may be required to certify as such as part of the membership application and any annual subscription process, the following criteria:
- 3.5.1 A County (Sub-Area) must have a constitution or Articles of Association that have been approved by the England Hockey Board.
  - 3.5.2 A County (Sub-Area) must have insurance that meets standards approved by England Hockey relevant to activity provided by, and on behalf of, the County (Sub-Area);
  - 3.5.3 A County (Sub-Area) must provide to the Company, and maintain as up-to-date and accurate, such details as required for the Register of Members and any additional details as required by the Company from time to time.
- 3.6 A County (Sub-Area) making an application to be a Voting Member of England Hockey will, at the same time, be considered to have made an application for membership of the geographically relevant Area.

3.7 A County (Sub-Area) making an application to be a Voting Member of England Hockey for the first time must obtain the written consent of the Areas Standing Committee before proceeding with the application.

3.8 **Other Organisations** wishing to be a Voting Member of England Hockey must meet, and may be required to certify as such as part of the membership application and any annual subscription process, the following criteria:

3.8.1 Other Organisations must have insurance that meets standards approved by England Hockey relevant to activity provided by, and on behalf of, the Organisation;

3.8.2 Other Organisations must create, maintain, and promote a safe and inclusive environment for all their members, including young people and vulnerable adults;

3.8.3 Other Organisations must provide to the Company, and maintain as up-to-date and accurate, such details as required for the Register of Members and any additional details as required by the Company from time to time.

#### **4. Applications to Non-Voting Membership**

4.1 **A club** wishing to apply to be a Non-Voting Member of England Hockey must meet, and may be required to certify as such as part of the membership application and any annual subscription process, the following criteria:

4.1.1 A club must have an open membership;

4.1.2 A club must create, maintain, and promote a safe and inclusive environment for all their members, including young people and vulnerable adults;

4.1.3 A club must appoint a Discipline Officer;

4.1.4 A club must appoint a Welfare Officer;

4.1.5 A club must have insurance that meets standards approved by England Hockey relevant to activity provided by, and on behalf of, the club;

4.1.6 A club must provide to the Company, and maintain as up-to-date and accurate, such details as required for the Register of Members and any additional details as required by the Company from time to time.

4.2 **A Welsh Club** wishing to be a Non-Voting Member of England Hockey must meet, and may be required to certify as such as part of the membership application and any annual subscription process, the following criteria:

4.2.1 A Welsh Club and Welsh Club Members must be current full members of Hockey Wales.

4.2.2 A Welsh Club must provide to the Company, and maintain as up-to-date and accurate, such details as required for the Register of Members and any additional details as required by the Company from time to time.

4.2.3 A Welsh Club must have a legal status agreed by England Hockey

4.2.4 A Welsh Club must have insurance that meets standards approved by England Hockey relevant to activity provided by, and on behalf of the Welsh Club

4.3 **A School** wishing to apply to be a Non-Voting Member of England Hockey must meet, and may be required to certify as such as part of the membership application and any annual subscription process, the following criteria:

4.3.1 A School must have an appropriate level of insurance relevant to activity provided by, and on behalf of, the school;

4.3.2 A School must provide to the Company, and maintain as up-to-date and accurate, such details as required for the Register of Members and any additional details as required by the Company from time to time.

4.4 **Other Organisations** wishing to be a Non-Voting Member of England Hockey must meet, and may be required to certify as such as part of the membership application and any annual subscription process, the following criteria:

4.4.1 Other Organisations must have an appropriate level of insurance relevant to activity provided by, and on behalf of, the Organisation;

4.4.2 Other Organisations must create, maintain, and promote a safe and inclusive environment for all their members, including young people and vulnerable adults;

4.4.3 Other Organisations must provide to the Company, and maintain as up-to-date and accurate, such details as required for the Register of Members and any additional details as required by the Company from time to time.

## **5. Continuity of Membership**

5.1 Members of the Company will continue to receive the benefits of that membership so long as they:

5.1.1 continue to meet the criteria required for applications to membership; and

5.1.2 complete any annual subscription process; and

5.1.3 settle any and all subscriptions, fees and other payments due to the Company, the Area or County (Sub-Area); and

5.1.4 are not subject to the clause(s) for suspension, termination or cessation of membership.

5.2 Membership of England Hockey is not transferable.

5.3 In the event of a new Club, Area, County (Sub-Area) or Other Organisation being formed by the merger of two or more existing Members of England Hockey;

5.3.1 the membership of the existing Members will cease in line with the Suspension, Termination and Cessation clause(s) below;

5.3.2 the new club, Area, County (Sub-Area) or Other Organisation should submit a new application to membership in line with the clauses above.

5.4 In the event of a change in status of an existing Member's entity, for example upon incorporation of an organisation:

5.4.1 the membership of the existing Member will cease in line with the Suspension, Termination and Cessation clause(s) below;

5.4.2 the new club, Area, County (Sub-Area) or Other Organisation should submit a new application to membership in line with the clauses above.

## **6. Subscriptions, Fees and Other Payments**

6.1 Payment of a subscription, fee or other payment may be required upon application for membership and subsequently to maintain continuity of membership. The rate of this subscription, fee or other payment will be set annually in accordance with the England Hockey Articles of Association and may be varied from time to time. The subscription, fee or other payment may be set at different rates for different Members, including Members of the same class.

6.2 The rates of subscriptions, fees and other payments will be published annually.



## **7. Voting rights**

- 7.1 Voting Members hold voting rights in General and Annual Meetings of the Company in accordance with their class of membership.
- 7.2 The number of votes accorded to Voting Members may be set at different rates for different Members of the same class.
- 7.3 Non-Voting Members do not hold any voting rights.
- 7.4 The classification of Members and the number of votes accorded is set out in Appendix I.

## **8. Suspension, Termination and Cessation of Membership**

- 8.1 Membership of the Company will cease in the case that:
  - 8.1.1 a Member entity (corporation, organisation or association) ceases to exist; or
  - 8.1.2 a Member gives notice in writing to the Secretary of the Company of their resignation, so long as there would still remain a minimum of two Voting Members.
- 8.2 Membership of the Company may be terminated if any subscription, fee or other payment is not paid on the due date and remains unpaid one month after the date a notice is served on the Member, in accordance with the Company's Articles, notifying the Member that membership will be removed in the sum is not paid.
  - 8.2.1 The England Hockey Board may determine to readmit to membership such entity upon payment of such sum.
- 8.3 In the event that any Member fails to comply with the terms as outlined in this Policy, or is found to be in breach of England Hockey's Code of Ethics and Behaviour, England Hockey reserves the right to consider disciplinary action. This action may include the suspension or termination of membership.
- 8.4 Any action to terminate a Member's membership by the Company should be carried out in accordance with the Company's Article 12.3.
- 8.5 Any Member whose membership of the Company is terminated, suspended or otherwise ceases, shall automatically have their membership of the relevant Area Company and County (Sub-Area) terminated, suspended or cease.

## **9. Member Benefits**

- 9.1 England Hockey, as the sole and exclusive Governing Body for hockey in England, reserves the right to restrict participation in activities organised by one or more of England Hockey, the Area Companies or the Counties (Sub-Areas) to Members of the Company.

9.1.1 England Hockey may further restrict participation in such activities based on the class of membership.

9.2 England Hockey will provide support to its Members in order to protect the safety and reputation of the sport by providing relevant rules, regulations, policies, and guidance where appropriate.

9.3 England Hockey will provide education and training opportunities and guidance where appropriate.

Appendix I

Classification of Membership Table

Membership Class/Organisation Type		Examples of Organisations
<b>Voting Member</b>		
VM 1	Club	Clubs which offer their playing members one or more of the following: adult league hockey (excluding BUCS competitions), adult recreational hockey, junior hockey, Flyerz, walking hockey; and have a legal status agreed by EH [including but not limited to one of the following]: <ul style="list-style-type: none"> <li>• Unincorporated organisations</li> <li>• University/higher education hockey clubs</li> <li>• Charities</li> <li>• Companies limited by guarantee</li> </ul>
VM 2	Area	From 1 <sup>st</sup> July 2021 the 8 Area Companies for geographic areas: North West, Yorkshire and North East, Midlands, East, West, South Central, London, South East
VM 3	County (Sub-Area)	County Hockey Associations and entities performing the role of County (Sub-Area), with constitution/articles approved by EH. Hockey Associations for Jersey, Guernsey, Isle of Man
VM 4	Other Organisations	All other types of organisations, including, but not limited to: NPUA, UK Armed Forces, Civil Service, LX Club
<b>Non-Voting Member</b>		
NVM 5	Clubs or Other Organisations	BUCS only Clubs with no adult league teams who subscribe/affiliate through BUCS
NVM 6	Schools	All schools, whether state or private, whether primary, secondary or tertiary/further education establishments.
NVM 7	Welsh Clubs	Clubs, located in Wales and which offer their playing members adult league hockey in one or more leagues regulated by England Hockey or an Area Company and have a legal status agreed by England Hockey.
NVM 8	Other Organisations	Any other organisation offering hockey activity in England opting to operate in accordance with all of the codes, policies and regulations of England Hockey, including, but not limited to: <ul style="list-style-type: none"> <li>• Coaching companies</li> <li>• The Regions until finally dissolved or Wound Up</li> <li>• County Umpiring Associations - 31<sup>st</sup> Dec 2022</li> <li>• County Hockey Associations and entities performing the role of County (Sub-Area), with constitution/articles not approved by EH.</li> </ul>

## Voting Rights Table

<b>Membership Class/Organisation Type</b>		<b>Number of Votes*</b> <small>*votes cannot be split</small>
<b>Voting Member</b>		
VM 1	Club	Vote at General Meeting 1 vote per club present or by proxy Weighted voting in the event of a poll: 0 – 2 adult league teams = 1 vote 3 – 6 adult league teams = 2 votes 7 – 11 adult league teams = 3 votes 12 – 19 adult league teams = 4 votes 20+ adult league teams = 5 votes
VM 2	Area	Vote at General Meeting 1 vote per Area present or by proxy Weighted voting in the event of a poll: 4 votes
VM 3	County (Sub-Area)	Vote at General Meeting 1 vote per County (Sub-Area) present or by proxy Weighted voting in the event of a poll: 4 votes
VM 4	Other Organisations	Vote at General Meeting 1 vote per Other Organisation present or by proxy Weighted voting in the event of a poll: 1 vote
<b>Non-Voting Member</b>		
NVM 5	Clubs or Other Organisations	0 votes
NVM 6	Schools	0 votes
NVM 7	Welsh Clubs	0 votes
NVM 8	Other Organisations	0 votes