



# Membership Code

## London Wayfarers Hockey Club

### 1. Definitions

**London Wayfarers Hockey Club** hereinafter referred to as Club

**Member:** Any person who participates in activities of London Wayfarers Hockey Club as described in the Club Constitution under point 4.

**Membership Fees:** Financial contribution that is due to London Wayfarers Hockey Club

**Executive Committee:** Body running the daily affairs of London Wayfarers Hockey Club and tasked with implementing the Club Constitution and Codes.

**Membership Administration:** The subcommittee, on behalf of the Executive Committee, in charge to process registration and cancellation of memberships, changes to membership data as well as collection of membership fees. This subcommittee includes the Club Treasurer, finance team and membership administrators.

**Financial Year:** July 1 to June 30

**AGM:** Annual General Meeting

### 2. Scope and Date of Application

2.1. The Membership Code, subject to the Constitution of London Wayfarers Hockey Club, will apply to all members of the Club.

2.2. The Membership Code came into effect on August 1, 2016, and is revised annually, version 5 applies to the 2019 - 2020 Financial Year.

### 3. Membership Registration

3.1. The Club uses an online application form. All prospective members can access this through the website ([www.londonwayfarers.com](http://www.londonwayfarers.com)). Alternatively the application form can be obtained from the Membership Administration via [memberships@londonwayfarers.com](mailto:memberships@londonwayfarers.com)

3.2. One can only become a member by returning the completed and signed application to Membership Administration via [memberships@londonwayfarers.com](mailto:memberships@londonwayfarers.com). Incomplete forms will not be accepted.

3.3. By ticking the appropriate boxes on the application, the applicant accepts and agrees to the terms of the Membership Code, which are published on the Club's website.

3.4. Within one month after submitting the application the applicant will receive a confirmation email and further information about placement on a waiting list or entry to team or age group. Only

when the confirmation is received the application is officially recognised by the Club.

3.5. The Executive Committee is entitled to refuse membership as set out in the Club Constitution.

3.6. The Membership Fees are payable from the date on which the applicant has been accepted as a member and is able to participate in activities offered by the Club.

#### **4. Membership**

4.1. The membership categories and fees are agreed and confirmed at the AGM each year.

4.1.1. The membership categories and fees for the 2019 – 2020 season are as follows:

Senior Full Membership	£320
Senior Goalkeepers with own kit	£160
Senior Flex Member (subject to approval Club Treasurer)	£220
Senior Occasional Member (subject to approval Club Treasurer)	£110
Junior Full Membership - first playing child	£150
Junior Full Membership - subsequent playing child (10% discount)	£135

4.2. Conditions Membership categories:

4.2.1. Full Membership - entitles players to all regular training, friendly matches and league matches for the entire season. Applies to seniors, GK Own Kit and juniors. Not applicable to additional programmes as set out in Article 6.5.

4.2.2. Senior Flex Membership - entitles players to all training, up to 10 matches (includes both friendlies and league matches) for the entire season. This category is only available at the discretion of the Club Treasurer and after written confirmation. Category reserved for exceptional circumstances such as work rosters.

4.2.3. Senior Occasional Membership - entitles players to all training, up to five matches (includes both friendlies and league matches) for the entire season. Players wishing to play occasionally with London Wayfarers Hockey Club must pay £110 up-front by 1 October.

4.2.4. In the event of a flex or occasional member playing more than the allowed number of matches, they must join a different membership category and amend their status accordingly.

4.2.5. Each senior squad is required to have a minimum of 18 full-time members prior to accepting flex or occasional members.

4.3. The Membership Administration shall determine, subject to the regulations of England Hockey, Surrey Hockey and London Hockey League, which membership category applies to a member.

4.4. Members who are late with payments under Article 7 of this Membership Code are no longer entitled to use or claim the usual amenities associated with membership.

4.5. Members must inform the Club of any changes in their submitted details most importantly their address, phone number and email address. In the event the Club incurs costs trying to retrieve new details these costs will be passed onto the member.

#### **5. Membership Fees**

5.1. Membership fees are the annual contribution members are required to pay in accordance with the Club Constitution. Membership fees will be set annually at the AGM.

5.2. The Membership Administration could at its discretion decide to waive part or all of the membership fees as set at the AGM if personal circumstances of a member warrant this. Only in exceptional cases will the Membership Administration consider doing so.

## **6. Payment**

6.1. The membership fees are to be paid by the registered member or legal representatives into the Club's bank account.

6.2. The senior membership fees can be paid at once or in maximum 4 instalments by the following dates:

- 1 September
- 1 October
- 1 November
- 1 December

6.3 The junior membership fees need to be paid by 9 September. Failure to do so may result in place(s) being offered to applicants on the waiting list.

6.4. Any member joining after any of the instalment dates will have the remaining dates to fully pay their membership fees.

6.5. Any member joining after the payment (instalment) deadlines will be required to pay membership fees due in full before being able to participate in any Club activities.

6.6. For any (junior) members who participate in additional programmes such as performance training, summer training, clinics, hockey camps, indoor hockey or back to hockey appropriate additional membership fees will be communicated by the Membership Administration and collected at a set date prior to the start or attendance of such sessions.

## **7. Late Payment**

7.1. If at any time a member misses the set payment dates the member will be considered to default on membership fees due.

7.2. A default will incur a 10% administration fee of the total amount outstanding in any one financial year that will be due immediately.

7.3. A default will result in the member being suspended as per the rules set out in the Club's Constitution. The membership will only be reinstated through express agreement by the Executive Committee.

7.4. By agreeing to the Membership Code members also consent to periodic publication of the members' names and any outstanding overdue membership fees.

7.5. Members who have not paid their membership fees in full, including potential administration fee, by April 1 of each financial year will automatically forfeit their right to pay membership fees in instalments in future years.

7.6. Members who still have outstanding membership fees due by July 1 will have their membership terminated. Any fees due will remain outstanding and may be collected through a small claims court. Any extra judicial costs will be fully borne by the member where applicable.

7.7. By agreeing to the Membership Code members also consent to their names and outstanding membership fees being communicated to other London clubs and England Hockey.

7.8. The Club reserves the right to refuse membership to any applicant with outstanding membership fees to other hockey or sports clubs.

## **8 Hardship Clauses**

8.1. Terminating any membership during the financial year is not possible and a member's annual membership fees are due in their entirety.

8.2. Any member may request their membership status to be changed into a non-playing membership (up to one half of the season) for the next half of the financial year. The non-playing

membership is automatically converted back into a regular membership afterwards. A request for non-playing membership is only granted in case of a serious and long-term injury or illness, pregnancy or a mandatory stay abroad.

8.3. Members who think they qualify for the non-playing membership during a half of a financial year must submit a written request with proof to the Membership Administration which will determine eligibility.

## **9 Renewal or Termination of Membership**

9.1. The membership will be automatically renewed unless a termination notice is received or the membership registration lapses.

9.2. Each member will receive an annual request to update their details and renew their membership for the following financial year. Failure to renew this membership will result in an automatic termination.

9.3. Alternatively the membership can also be terminated in writing or by email. Cancellations must be addressed to the Membership Administration. You can contact them via [memberships@londonwayfarers.com](mailto:memberships@londonwayfarers.com)

9.4. If a member decides to terminate the membership after the annual registration has been received the termination request must be made before June 1 of any financial year. Failure to terminate membership by this date will result in the membership continuing until January 1 of the following financial year and membership fees for this period will be due as set out in this Code in accordance with the Club Constitution.

9.5. Within 14 days of receipt of the termination request the member will receive an acknowledgement by letter or e-mail letter terminating the membership.

## **10 Data Protection & Consent**

10.1. By submitting Personal Information to our website or any of our Club Officials, you agree that London Wayfarers Hockey Club may process it in the manner described in our privacy policy which describes our current practices with regard to Personal Information which is hosted by ClubBuzz Ltd and our Membership Administration. The term 'Personal Information' refers to information about you personally, which, from time to time, you will be asked to submit (e.g. name and email address) in order to receive or use services on our website (database). As a result of changes in the law and technology, their practices will change over time. When this happens, we will post the changes in our privacy policy on our website as soon as is practicable and, therefore, we encourage you to check the site frequently. We will always deal with your Personal Information fairly and in accordance with your instructions.

10.2. Use of Personal Information. Purposes for which we will process personal information include the following:

10.2.1. Maintaining our membership database.

10.2.2. To inform you of selection for teams or invitations to Club events.

10.2.3. Contacting you with information pertinent to your Membership or application for Membership and details of events and other matters which we think will be of interest to you as member or parent or legal representative of any member.

10.2.4. Communication by club officials with you as volunteer or other official.

10.2.5. Marketing and market research.

10.2.6. Internal use to help us improve our services and to help resolve any problems.

10.3. Any information you provide to us will only be used by us and possibly passed to our partners for the purpose as described in Article 10.2. It may also be disclosed to relevant Governing Bodies. You should also be aware that your information may be disclosed where we are obliged or permitted by law to do so.

10.4. We will hold your Personal Information within our systems for as long as you remain a member of our Club as we require your Personal Information for administration purposes enabling us to run the Club and associated activities. When you cease to be a member all personal data will be deleted at the end of the annual registration period or whenever you put a request forward.

10.5. Your data will be managed by ClubBuzz Ltd, who manage data for hundreds of similar clubs in a secure hosting environment and by our Membership Administration. Your data will be retained within the European Economic Area (EEA).

10.6. The Club is hereby asking you to consent to the use of any photo or video material taken during Club activity or shared on any of our media channels to promote the Club and its activities.

10.7. If for any reason you do not wish the Club to use any material containing your image or that of underage members you are legally responsible for please inform the Membership Administrators at your earliest convenience. You can change your consent status at any time.

## **11 Code of Conduct**

11.1. I agree to respect those who volunteer their time to support the successful running of the Club, and engage with Club Officials and other Volunteers in an appropriate manner. I understand that behaviour contrary to this may result in action including the (temporary) suspension of my membership of the Club.

11.2. The Code of Conduct explicitly applies to all behaviours when representing or being seen to represent the Club or parts thereof, in any capacity, interacting with Club Officials and Members.

## **12 Amendments to the Membership Code**

12.1. The Membership Code may only be amended by a proposal meeting the quorum and passed by a simple majority at the AGM.

APPROVED AND SIGNED ON June 30th 2019

Marcel van Eldik - Club Chairman

Bernadette Stanfield - Club Secretary