



# Byelaws

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<b>Approved by</b>	<i>Board of Directors</i>
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## Hockey Wales

This document constitutes the Byelaws of the Welsh Hockey Union a Company Limited by Guarantee trading as Hockey Wales (Company Registered No: 4891518).

These Byelaws have been agreed by the Directors of the company as part of their regulations to ensure the proper conduct and management of Hockey Wales; they deal with matters of internal regulation and are binding on all persons within the organisation. The Byelaws should be read in conjunction with the company's Articles of Association which shall take precedence in all matters where an inconsistency or change might arise.

## Definitions

**"Chair"** – is the person chairing the AGM/EGM in accordance with the Articles of Association;

**"Commonwealth Games Council for Wales"** is the organisation that is responsible for Wales' participation in the Commonwealth Games

**"Commonwealth Games Federation"** is the organisation that is responsible for the direction and control of the Commonwealth Games;

**"Director"** - means a Director of the Company, and includes any person occupying the position of Director, by whatever name called;

**"European Hockey Federation"** is the governing body of hockey in Europe;

**"Hockey Wales"** is the trading name of the Welsh Hockey Union;

**"International Hockey Federation" (FIH)** is the international governing body for the sport of hockey;

**"Member"** has the meaning given in the Membership Regulations as amended from time to time;

**"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;

**"Officers"** means any individual holding a named administrative position within Hockey Wales;

**"Regional Board"** – is a regional subcommittee of the Board of Directors of the Company;

**"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.

## **1. Membership of Hockey Wales**

### **1.1 Membership regulations and responsibilities**

Hockey Wales will maintain an up to date copy of the membership regulations on its website so that all members and potential members may have direct access at any time. Detailed information on membership can be found in the Membership Regulations. Any member wishing to receive a paper copy may apply for one by contacting the Hockey Wales office enclosing a stamped addressed return envelope. The membership regulations are binding on all members in the same way as these Byelaws.

### **1.2 Registration and Fees**

Hockey Wales will advise the process for membership re-affiliation and individual member registration annually to Members and will also ensure that the process for new members to join for the first time is clearly accessible on the website. The applicable annual fees payable (if any), will be agreed at the Annual General Meeting (AGM) in advance of the membership year and shall be payable before the date(s) advised in the annual membership information to ensure continuous membership rights.

1.2.1 Member Clubs must register their members by the due date and pay the required fees to Hockey Wales. New club individual member registrations may be submitted at any time accompanied by the full fee, membership shall run until the next due date for club renewal. Member clubs are also responsible for registering their volunteers, coaches, umpires and officials.

1.2.2 Member Schools, Universities/Colleges and all other national Member organisations must register by the due date and pay the required fees (if any) to Hockey Wales

1.2.3 A rolling 12 month membership shall be available on payment of the appropriate fee to all recreational members (players) who are not members of a Welsh Member Club.

1.2.4 A 12 month membership shall be available on payment of the appropriate fee to individuals including players, coaches, umpires, volunteers and others who are not members of a Welsh Member Club. The membership period shall usually be September to August.

1.2.5 A 12 month membership shall be available on payment of the appropriate fee for competitive player members who do not reside in Wales or play hockey for a Welsh member club. Examples of players in this category may include Welsh

Internationals and Welsh Masters. The membership period shall usually be September to August.

## **2 Regions**

Hockey Wales currently works with the North and South Wales Regions via the Regional Hockey Boards. The regions shall bring clubs together at a regional and local level to ensure information is cascaded throughout the sport in Wales.

The Regional Boards are responsible for developing and delivering the Regional Plans including organising regional competitions and leagues as well as implementing the Hockey Wales rules, regulations and codes of conduct and dealing with any breaches thereof according to Hockey Wales policies and procedures.

Refer to North and South Regional Board Governing Documents for more information

The Regional Boards are not Members and do not have voting rights at meetings of the company.

## **3 Financial Matters**

The Business Strategy Group or equivalent, acting under its delegated powers from the Directors, shall deal with all Hockey Wales financial matters and advise the Directors accordingly.

### **3.1 Financial Year**

The financial year of the company shall be April to March.

### **3.2 Annual Accounts**

The Directors shall ensure that proper company accounts are prepared and submitted as required to Companies House. A copy of the accounts shall be provided to members by placing them on the Hockey Wales website. Any voting member wishing to receive a paper copy of the annual accounts may apply for one by contacting the Hockey Wales office enclosing a stamped addressed return envelope. Members shall have the opportunity to ask any questions about the content of the company accounts at the Annual General Meeting (AGM); an item will be included on the agenda specifically dealing with the annual accounts.

## **4 Not for Profit**

Members of Hockey Wales will not benefit financially from any income generated by the company or any profit made. All money earned must be retained by the organisation and

used for its own expenses, operations and programs in the pursuit of delivery of the organisation's vision, aims and goals.

## **5 General Meetings**

The AGM of the company shall usually take place in July and shall be identified as such in the notice given by the Directors. Other meetings of the Company shall be called Extraordinary General Meetings.

### **5.1 Notice of Meeting**

The Board of Directors will circulate notices for the AGM and any Extraordinary General Meetings no later than 28 days before the date of the meeting.

### **5.2 Notice of Motion**

Any member wishing to put forward a motion or resolution to the AGM must supply the full wording of it along with the reasoning for it, at least two months prior to the AGM in writing to the Company Secretary. Acknowledgement of the motion or resolution will take place in writing to the proposer(s) as soon as reasonably practicable after such receipt.

### **5.3 Calling a Meeting**

An Extraordinary General Meeting may be called by

5.3.1 the Directors

5.3.2 the Company Secretary

5.3.3 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.

## **6 Nomination and Election Processes for President and Directors**

The Chief Executive shall devise and make available the Company's approved recruitment process including application forms in line with the requirements of the Articles. The application forms and associated processes for nomination and election shall be made available at least eight weeks prior to the meeting in which the election is to take place. Voting Members will be advised accordingly and the forms and specific instructions will be placed in a prominent position on the Hockey Wales website.

Voting Members will be advised of all nominations received at least fourteen days prior to the general meeting in which the elections are set to take place.

Wherever possible elections should be held by secret ballot and the following process observed:-

6.1 The election of a President shall take place prior to any other elections;

6.1.1 If there is only one nominee for President they are automatically elected without a vote;

6.1.2 If there is more than one nominee an election shall take place which shall be decided by simple majority of votes cast;

6.1.2.1 If the highest number of votes cast for two nominees is equal and there are more than two nominees, a second vote shall take place between those two nominees and the decision shall be made by simple majority;

6.1.2.2 If the highest number of votes cast for two nominees is equal the chair of the meeting shall have a casting vote to select the President.

6.2 The election of Directors will follow a rolling term process for deciding the number of director positions to be elected in any one year.

6.2.1 In Year 1 - the term of office of three elected Director positions shall end;

6.2.2 In Year 2 - the term of office of two elected Director positions shall end;

6.2.3 No elections shall be held in Year 3, save any required due to early resignation.

6.3 If an Elected Director resigns their Director position in either the first or second year of their tenure, to retain the election rolling term process, the term of the newly Elected Director shall be for the remaining term of the original appointment.

6.4 If there is only one nominee for any position being considered they are automatically elected without a vote;

6.5 If there is more than one nominee for any position an election shall take place which shall be decided by simple majority of votes cast;

6.5.1 If the highest number of votes cast for two nominees is equal and there are more than two nominees, a second vote shall take place between those two nominees and the decision shall be made by simple majority;

6.5.2 If the number of votes cast for two nominees is equal the Chair of the meeting shall have a casting vote.

## **7 Representation – Wales and Great Britain**

As a constituent member of Great Britain Hockey Limited, Hockey Wales is committed to supporting and implementing the Great Britain (GB) Framework, particularly the principle of GB Primacy. The eligibility to play for Wales or GB may vary dependent on the competition; eligibility to represent GB is set by the GB Hockey Board. Eligibility to represent Wales in the Commonwealth Games is set by the Commonwealth Games Council for Wales.

### **Hockey Wales Criteria**

In order to be eligible to represent Wales players have to fulfil one of the following criteria:

- Player born in Wales
- Have a Welsh Parent or Grandparent
- Can prove residence in Wales for 2 years continuously to the point of first selection

Players will only be able to represent Welsh under age squads (U21, U18, U16) if they are under the necessary age by 1<sup>st</sup> January in the year of competition or otherwise as deemed by the European Hockey Federation / International Hockey Federation.

Differing criteria applies for Masters, those players holding dual nationality and for those that have represented another country at U21 level or senior level. Any such person wishing to make themselves available for selection must first contact Hockey Wales for clarification.

### **Commonwealth Games Criteria**

To be eligible to represent Wales at the Commonwealth Games, the eligibility criteria outlined by Team Wales will be adhered to as follows:

- Player born in Wales
- Have a Welsh Parent
- Can prove residence in Wales for 5 years continuously to the point of selection for the Commonwealth Games

Any consideration for residency will need to be considered by Hockey Wales and the Commonwealth Games Council for Wales Committees.

Any appeal made by an athlete with regard to Hockey Wales eligibility rules shall be considered by the Board (or delegated sub group of the Board) whose decision shall be final.

Any appeal made by an athlete with regard to GB or Commonwealth Games eligibility will be considered in line with the regulations set by the relevant body.

## **8 Equality and Discrimination**

Hockey Wales is fully committed to the principles of the equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer, child, young person, competitor or official receives less favourable treatment on the grounds of age, gender, colour, disability, ethnicity, race, parental or marital status, nationality, religious belief, political persuasion, social background or sexual preference. The full equality policy is available on the Hockey Wales website.

## **9 Anti-doping**

Hockey Wales accepts as its own rules, the UK Anti-Doping Rules as amended from time to time, which support the requirements of the World Anti-Doping Code within the UK.

## **10 Conflicts of Interest, Hospitality and Gifts**

Hockey Wales is committed to maintaining the highest standards of corporate governance and conducts its business in an open and transparent manner setting policies for Conflict of Interest and Hospitality and Gifts which shall be reviewed regularly by the Directors.

## **11 Codes of Ethics**

Hockey Wales is responsible for setting and maintaining the standards of behaviour within the sport and for ensuring that codes of conduct are in place. There are clear expectations in terms of standards of behaviour that apply throughout the organisation. All members, athletes, coaches, umpires and volunteers are responsible for being aware of and abiding by the Hockey Wales rules, regulations and codes. The full code and guidance documents are available on the Hockey Wales website.

## **12 Complaints and Disciplinary Matters**



Hockey Wales maintains a full complement of complaints and disciplinary regulations which clearly show the processes to be followed relating to any type of complaint or disciplinary matter. This power and jurisdiction shall be in respect of and in relation to:

- Hockey Wales Directors, Officers and employees
- Regional Board Members and Officers
- Associations affiliated to Hockey Wales
- Clubs affiliated to Hockey Wales
  - individual club members and Officers
- Schools and Universities affiliated to Hockey Wales
  - individual students, teachers and Officers
- Committees and committee members acting on behalf of Hockey Wales
- Coaches and Officials
- Athletes registered directly to Hockey Wales
- Volunteers acting on behalf of Hockey Wales

Any matter relating to an employee shall be dealt with using the respective Human Resources (HR) policies.

For the avoidance of doubt, all matters relating to safeguarding young people shall be managed through safeguarding related policies and processes which may be different from the disciplinary and complaints policies outlined above.

### **13 Safeguarding**

Hockey Wales is committed to creating and maintaining a safe and positive environment for all young people involved in the organisation and accepts its responsibility to help safeguard the welfare of young people and protect them from poor practice, abuse and bullying. All reasonable steps are taken to ensure that all individuals who work with young people in hockey, whether in a paid or unpaid capacity, are suitable and appropriate. Full details of policies, guidelines, forms, requirements and contact details for all safeguarding matters are available on the website.

### **14 Recognition and Reward**

Hockey Wales recognises the importance of volunteers within the game of Hockey and will facilitate a number of recognition opportunities which can be seen in detail on the Hockey Wales website. These include:

14.1 Hockey Wales Awards, an annual opportunity that encompasses a number of nomination categories, including but not limited to, players, officials, coaches and volunteers; decided by an awards panel.

14.2 A Certificate of Merit may be conferred following nomination, to an individual for service and/ or an exceptional contribution to Hockey in Wales over a long period of time; decided by an awards panel.

14.3 Life Membership – may be awarded to a person who has made a significant contribution and/or provided exceptional service to Hockey in Wales over many years; decided by the Board of Directors.

## 15 Staffing

The role of the staff team is to deliver the operational objectives of the Hockey Wales vision as set by the Directors. The Chief Executive Officer or equivalent is responsible for the operational delivery of the organisation's vision and leadership of the staffing team. The staffing structure and areas of individual responsibility will be reviewed regularly in line with agreed HR policies. Staff contact details will be available on the Hockey Wales website.

## 16 Links with Other Organisations

Hockey Wales may work with any organisation in the pursuit of delivery of the organisation's vision, aims and goals; these organisations may include but shall not be limited to:-

**International Hockey Federation (FIH)** – Hockey Wales is a registered member of the FIH and will act under the guidance of the FIH which is responsible for setting international rules and regulations. Hockey Wales may compete in relevant international competitions where appropriate to do so. Hockey Wales will also work with the FIH Executive Board and staff in the best interests of the game both internationally and in Wales.

**European Hockey Federation (EHF)** – Hockey Wales will work under the guidance of the EHF in so far as relevant. Hockey Wales may compete in relevant European

competitions where appropriate to do so. Hockey Wales will also work with the EHF Board and staff in the best interests of the game both across Europe and in Wales.

**Great Britain Hockey Ltd (GBHL)** – GB Hockey is the body responsible for Olympic qualification and representation. Hockey Wales is part of the GB Framework and as such has director representation on the GB Hockey Board. The Board will appoint a representative to the GB Hockey Board as required; this will ordinarily be from within the Board.

**Sport Wales** – Hockey Wales works closely with Sport Wales who are the appointed government agency responsible for the development of sport in Wales and the distribution of funds. Sport Wales is a significant funding partner to Hockey Wales and operates to deliver relevant government policy and agenda.

**UK Sport** - UK Sport is the strategic lead body for high performance sport in the UK. It invests Exchequer and National Lottery funds in Britain's best Olympic and Paralympic sports and athletes to maximise their chances of success on the world stage.

**Welsh Sports Association** – acts an independent body to support and represent the National Governing Bodies (NGBs) of sport and physical recreation in Wales.

## **17 Amendments to the Byelaws**

The Directors are required to review the Byelaws at least every two years or sooner when necessary to ensure the proper conduct and management of the Company. The Directors shall adopt such means as they deem sufficient to bring to the notice of members any changes to the Byelaws. In addition, the Company in General Meetings shall have power to alter or repeal the Byelaws and to make additions thereto provided, nevertheless, that no bye law shall be inconsistent with, or shall affect or repeal anything contained in the Articles of the Company.

## **18 Dissolution**

The Company may only be wound up by Special Resolution of the Members at a General Meeting. If the Company is wound up or dissolved and there is any property remaining after all its debts are settled, this will be given to some other institution or institutions that support Hockey provided that the receiving institution(s) also prohibits the distribution of income and property among its members in the same way as Hockey Wales. The institutions(s) will be decided by the Members at or before the time of dissolution.

## **19 Matters Not Covered**

In the event of any question or matter arising which is not provided for in these Byelaws, or relating to interpretation or any conflict or error herein such question or matter shall be dealt with by the CEO in the first instance and may be referred to the Board of Directors. If a situation should arise whereby a question or dispute cannot be resolved using any of the means available to the Directors they may refer the matter to Sport Resolutions UK (or any subsequent successor).

### **Further Information**

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

Hockey Wales

Sport Wales National Centre

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CF11 9SW



[www.hockeywales.org.uk](http://www.hockeywales.org.uk)



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