

**WELSH HOCKEY
UNION LIMITED
UNDEB HOCI CYMRU
CYFYNGEDIG**



BYE LAWS

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1. Title

The Welsh Hockey Union Limited ("Union") shall be the governing body for hockey in Wales and these bye laws shall be the bye laws of the Union.

2. Membership

Membership of the Union shall be open to any club, school or association situated in Wales wishing to participate in the game of hockey.

3. Regions

All clubs, schools and associations shall forthwith upon becoming a member of the Union be allocated in accordance with the situation of their principal home ground or principal area of operation to one of the regional organisations of the Union from time to time in place (collectively hereinafter referred to as "the Regions"). The current Regions are as follows:

- ❖ **North Wales (Men) & North Wales (Women)** - the unitary authorities of Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd, North Powys and Wrexham
- ❖ **South Wales (Men) & South Wales (Women)** - the unitary authorities of Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthenshire, Ceredigion, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, South Powys, Rhondda Cynon Taff, Swansea, Torfaen and Vale of Glamorgan

4. Regional Committees

Each Region shall be represented by a committee (collectively hereinafter referred to as "the Regional Committees") to whom the board of directors for the time being of the Union ("the Board") may delegate such of their powers as are required to allow the Regional Committees to operate and manage the Regions in accordance with the rules, byelaws, guidelines and regulations of the Union from time to time in force ("the Policies"). Each Regional Committee shall operate in accordance with its rules and regulations from time to time in force PROVIDED THAT such rules and regulations and any amendments thereto shall be subject to the prior approval of the Board and shall be subject to the Board's right from time to time to require amendments of such rules and regulations to bring them into line with the Policies.

5. Election of Player/Umpire Representatives as Directors

In accordance with article 36 of the articles of association of the Union two Player or Umpire representatives will also be elected to the Board at each AGM for a period of 1 Year. Nominations must be made in writing and received by the Operations Manager at least 28 days prior to the date of the AGM. Details of the nominations will be circulated with the AGM papers. If more nominations are received than there are vacancies available a ballot will be held to determine the representatives elected. In the absence of any nominations being received the Board shall have the right to appoint such individuals as it may consider appropriate in the circumstances.

6. Certificate of Merit

- (a) A Union Certificate of Merit may be awarded to individuals for distinguished service or exceptional contribution to Welsh hockey over a period of at least 7 years (for Union members) or at least 10 years (for non Union members).
- (b) Any individual or group within Welsh hockey may nominate an individual for the award. All nominations should be accompanied by a simple CV setting out the reasons why the individual should be awarded a Union Certificate of Merit.
- (c) The Board shall determine who should be in receipt of the award. Not more than 6 awards shall be made in any year. Recipients of the award will be announced at the Union's AGM and preferably the award will be presented at that meeting. Each recipient shall receive a formal certificate detailing the nature of the award signed by the president of the Union.

7. Finance

- (a) The financial year of the Union shall end on 31st August in each year.
- (b) A balance sheet and income and expenditure account shall be prepared in respect of each financial year and shall be audited by a suitably qualified Auditor.
- (c) A copy of the audited accounts for the previous financial year shall be made available to the AGM.
- (d) At the AGM, an Auditor shall be appointed to act for the ensuing year.
- (e) The Union Finance Officer shall be responsible for the Union's current accounts, deposit accounts or other accounts as may be required for the purposes of and in the name of the Union All cheques and other

documents relating to such accounts shall be signed by any two of the Finance Officer, Operations Manager, Chief Executive Officer, the National Performance Director, the National Development Manager, the Union Administrator or the Chairman or a Director of the Union.

8. Registration and Affiliation Fees

- (a) All clubs, schools and associations who are members of the Union shall pay to the Union an affiliation fee and clubs and associations shall also pay to the Union the affiliation fee for each member of such clubs and associations (excluding non playing social members) all of which affiliation fees shall be due on 1st September annually and the amount of such affiliation fees shall have been agreed at the prior AGM of the Union ("Affiliation Fees")
- (b) The Board shall have the power to impose sanctions on any clubs or schools or associations not paying the Affiliation Fees in full by 31st October in any year. The sanctions to be considered may include disqualification from competitions (cup / plate or league), deduction of league points, suspension from competitions (cup and / or league) and / or fines and such other penalties as shall be considered appropriate by the Board.
- (c) All clubs, schools and associations who are members of the Union shall provide to the Operations Manager, by 30th June each year, the name, address and telephone number of its Secretary (or Teacher in charge of hockey), to whom all Union correspondence shall be sent
- (d) Every club and association that is a member of the Union shall register each of its own members (including non-playing social members) by 31st October in any year.
- (e) Each club shall provide annually an up to date name and address list for every member, including dates of birth for all members under the age of 18, and such list shall designate any non-playing social members as such ("Registration List"). To provide the Registration List a club may update by clear annotation any previous Registration List. Each club must ensure that all members of the club have completed a registration form in a format acceptable to the Union ("Registration Form") which Registration Forms must be held by the club and may be required to be produced to the Union PROVIDED THAT any additional members joining a Club after the Registration List has been submitted shall also be required to complete a Registration Form and the club shall forthwith thereafter supply to the Union the required details of the new member for the updating of the club's then current Registration List together with any additional Affiliation Fee that may be payable. The membership list compiled by the Union from the information supplied on the Registration Lists and Registration Forms shall be maintained by the Union subject to the provisions of the Data Protection Act.

- (f) All clubs, schools and associations who are members of the Union shall be required to have appropriate civil liability insurance.
- (g) All clubs (and such associations as the Union shall direct from time to time) shall enjoy, upon full payment of the applicable Affiliation Fees, the benefit of designated civil liability insurance arranged through the Union PROVIDED THAT it is the obligation of each club (including any applicable associations) to ensure that it has appropriate insurance to cover all activities undertaken by the club (or association as applicable).

9. Minutes

Minutes shall be taken of all annual and extraordinary general meetings of the Union and of all meetings of the Board and such minutes shall upon being signed by the chairperson of the meeting be conclusive evidence of the correctness of the minutes. A summary of the minutes shall be forwarded to the secretaries of the Regional Committees and will also be published on the Union website

10. Qualification for International Matches

A player shall be eligible to play for Wales if he / she satisfies one of the following conditions:

- (a) Born in Wales
- (b) One or both parents born in Wales
- (c) One or more grandparents born in Wales
- (d) Can prove continuous residence in Wales for a period of three years (Seniors), one year (U-21's) or in the case of Youth players (U-18 and below) a period of not less than three months, immediately preceding initial selection. In all cases players must also be a member of a club or school affiliated to the Union or hold individual affiliation of the Union.
- (e) Players will only be able to represent Welsh under-aged squads (U-21, U-18, U-16 etc.) if they are under the necessary age by the 1st January in the year of competition or otherwise as deemed by the European Hockey Federation / International Hockey Federation.
- (f) Differing criteria applies for those players holding dual nationality or for those that have represented another country at U-21 or Senior level and any such person wishing to make themselves available for selection must first contact the WHU for clarification'

In case of doubt the Board shall determine any player's eligibility to play

for Wales.

11. Discipline

- (a) The Board hereby delegates to each of the various Regional Committees the power to appoint and authorise from time to time a panel to hear disciplinary matters in the respective Regions in accordance with the Disciplinary Regulations of the Union and these bye laws ("Regional Disciplinary Panel") Provided that each Regional Committee shall have the right where a disciplinary matter is considered by the Regional Committee to be of sufficient seriousness to ask the Operations Manager to appoint a disciplinary committee of not less than three persons ("Disciplinary Committee") to hear the matter in accordance with the Disciplinary Regulations of the Union.
- (b) The Board shall also have the right to appoint such a Disciplinary Committee (without the need to refer it to the Regions) in the event that any affiliated club or school, official, player, coach, umpire or member of an affiliated club or school has been reported in writing to the Operations Manager for an alleged breach of these byelaws or misconduct which has brought the game or the Union into disrepute.
- (c) After fully investigating the alleged breach or misconduct, a Regional Disciplinary Panel shall have the power to order the offending club, school, association, official, player, coach, umpire or member to be expelled, suspended or dealt with in such other manner as the Regional Disciplinary Panel shall think fit.
- (d) Any club, school, association, official, player, coach, umpire or member the subject of a decision of a Regional Disciplinary Panel may appeal such decision in accordance with the Disciplinary Regulations of the Union and these bye laws.
- (e) The Board hereby delegates to each of the various Regional Committees the power to appoint and authorise from time to time a Disciplinary Committee to hear appeals against decisions of the relevant Regional Disciplinary Panel in accordance with the Disciplinary Regulations of the Union and these bye laws.
- (f) After hearing an appeal the Disciplinary Committee shall have the power to confirm or reject the decision appealed and shall also have the power to impose upon the appealing party such additional penalties (including without limit expulsion and suspension) as the Disciplinary Committee shall think fit.
- (g) Any club, school, association, official, player, coach, umpire or member whose appeal is rejected, or who has imposed upon them further penalties by a Disciplinary Committee shall have the right to appeal in accordance with paragraph 12 below.

- (h) Notwithstanding any of the foregoing the Board reserves the right to refuse, suspend or cancel the registration of any member or proposed member for such reasons that may be deemed appropriate. Any person so affected may make a written appeal against the decision to an Appeals Panel whose decision shall be final. Any such appeal must in accordance with the Right of Appeal provisions set out in paragraph 12 below be lodged in writing with the Operations Manager within 10 working days of notification of the penalty or decision. In the event that there is an appeal the Operations Manager will then progress the matter having regard to the said Right of Appeal provisions.

12. Right of Appeal

- (a) There shall be the right of appeal:-
- for any club, school, association, official, player, coach, umpire or member found guilty by a Disciplinary Committee against such decision of the Disciplinary Committee; and
 - by any club, school, association or member affected by a decision of a Disciplinary Committee against such decision of the Disciplinary Committee.
- (b) Any such appeal must be lodged in writing with the Operations Manager within 10 working days of notification of the penalty or decision of the Disciplinary Committee and must be accompanied by an appeal deposit of £150 (or such other sum as may be determined from time to time by the Board). Such deposit may be refundable if the appeal is upheld or if the Appeal Panel (as hereinafter defined) deems it to be appropriate. No costs of the appellant shall be paid by the Appeal Panel irrespective of the Appeal Panel's decision.
- (c) The appellant(s) should provide at the time of lodging the appeal a written statement of the appeal, indicating the grounds for the appeal, together with such accompanying documents as they feel are appropriate.
- (d) The Board shall set up a special appeal panel comprised of three independent and impartial persons to consider the appeal ("the Appeal Panel"). One member of the Appeal Panel will be a representative from a sport other than hockey. One member of the Appeal Panel shall be nominated as the chairperson of the Appeal Panel ("the Chairperson of the Appeal Panel"). Any person who was involved in the decision against which the appeal has been lodged shall be excluded from the Appeal Panel
- (e) The Appeal Panel will hear the appeal no later than 28 days after the receipt of the appeal by the Operations Manager and notice of the appeal hearing date, time and place and the members of the Appeal Panel shall be sent to the appellant no later than 14 days prior to the date of the hearing.

- (f) The appellant(s) shall be entitled, within 48 hours of being so notified, to lodge an objection with the Operations Manager against any member of the Appeal Panel who can be shown to have a direct personal involvement or interest in the matter. The appellant(s) shall provide appropriate evidence in support of any such claim. The Operations Manager (consulting as appropriate with other members of the Board) shall be authorised by the Board to make an alternative appointment forthwith and SO THAT the date of the hearing shall be postponed to a date no less than 14 days after the date of any such alternative appointment.
- (g) The chairperson of the Disciplinary Committee or the chairperson of the Regional Committee responsible for the decision the subject of the appeal shall provide to the Operations Manager not less than 10 days prior to the date of the hearing a written statement for the Appeal Panel, together with any relevant supporting documents, detailing (as appropriate):
- ❖ The circumstances of the alleged breach or misconduct
 - ❖ The decision taken
 - ❖ Any appropriate justification or explanation
 - ❖ The information that was considered in reaching the original decision (e.g. regulations, reports, correspondence)
- (h) The Operations Manager shall ensure that all relevant information is provided to the appellant(s), the person or body responsible for the original decision, and to all members of the Appeal Panel, in good time prior to the Appeal meeting (ideally at least seven days prior to the meeting, but if this is not possible by virtue of the short notification then as soon as practical, and certainly prior to the start of the meeting).
- (i) The appellant(s) may present to the Appeal Panel whatever written submission they consider appropriate. The appellant(s) shall ensure that the members of the Appeal Panel receive this information as far in advance of the meeting as possible, to give them an opportunity to study the submission, but information may also be presented to the meeting by the appellant(s) on arrival at the meeting. In this case the appellant(s) must accept that the Appeal Panel may not be able to study fully this information, and may require the opportunity to research the matter further in the light of the information provided, before reaching a final conclusion.
- (j) The appellant(s) shall not, under any circumstances, verbally address any member of the Appeal Panel, or enter into any discussion, either in person or through an intermediary, with any member of the Appeal Panel prior to the appeal being heard or during the course of the hearing other than by way of direct representation during the hearing. Any member of the Appeal Panel who is approached improperly is bound to notify the Chairperson of the Appeal Panel immediately, and may be required to stand down as a member of the Appeal Panel at the

discretion of the Chairperson of the Appeal Panel. Any wilful breach of this clause by the appellant(s) shall be considered as misconduct, and may subsequently lead to disciplinary action, but such action should not be considered until the outcome of the appeal is heard.

- (k) The appellant may be accompanied by one person of the appellant's choice PROVIDED THAT where the appellant is a club, school or association it may be represented by two of its members.
- (l) The Chairperson of the Appeal Panel should ensure that the appeal is heard in a manner that allows all parties to state their case fairly and the Appeal Panel may, if they so choose, invite a technical adviser (for example, a respected senior official, lawyer or accountant) to be present, if they consider that this would be of assistance to the hearing of the appeal.
- (m) It is not appropriate for the appellant(s) and the other parties to be present simultaneously. No form of cross-examination should be permitted.
- (n) Once the appeal has been heard the Appeal Panel will withdraw to consider its decision and will upon the making of the decision recall the appellant(s) into the meeting and advise the appellant(s) of the decision. No further discussion is permitted at that time, and the appellant(s) will then leave the meeting. In certain circumstances the Appeal Panel may decide that they are unable to reach a decision at the time, and decide to reconvene to consider further on a subsequent occasion.
- (o) The Appeal Panel should then advise other interested parties present of the decision. No further discussion is permitted related to the matter at that time.
- (p) The Appeal Panel will confirm to the appellant(s) and the other interested parties the decision of the Appeal Panel in writing as expeditiously as possible, by fax, e-mail or post.
- (q) Where it is necessary to expedite the consideration of the appeal, the Chairperson of the Appeal Panel may vary certain of the above conditions but if this action is intended then the appellant(s) should be advised and given an opportunity to lodge an objection to this proposal to modify the procedure. Normally, the modification should not be carried through against the wishes of the appellant(s), except where the objection by the appellant(s) is without just cause.
- (r) The decision of the Appeal Panel is final and there is no further right of appeal.

13. Conflict of Interest

- (a) If any member, Director, or employee of the Union has a financial, commercial, personal or other interest either direct or indirect in any contract, proposed contract or other matter and is present at any meeting at which that contract, proposed contract or other matter is the subject of consideration, he or she shall at the meeting and as soon as practicable after its commencement disclose the fact and shall not take part in the consideration or discussion of the contract, proposed contract or other matter or vote on any question with respect to it
- (b) Interests as follows shall be disclosed, although the list is not exhaustive:
- ❖ any employment or income received from work undertaken within the sport
 - ❖ any income received from the sport as a partner, director or employee within a firm
 - ❖ any sponsorship personally received
 - ❖ any sponsorship given to any aspect of the sport
 - ❖ any contracts with the sport for the provision of services or goods for profit
 - ❖ any interests in any corporate bodies which do business with the Union
- (c) Any interest which any close members of the family of the member, Director or employee may have in these matters shall also be declared when matters or issues are discussed which could affect their financial position
- (d) For the record and for openness and scrutiny, a Register of Interests shall be maintained and in which shall be declared in writing the interests of those persons referred to in this section
- (e) Written disclosures shall be entered in the Register of Interests which shall be maintained by the Operations Manager and shall be available and open to any member or authorised official
- (f) All entries in the Register of Interests shall be checked annually by letter to those concerned who shall report any necessary deletions or additions
- (g) Any persons required by this section to declare orally or in writing any relevant interest and failing to do so shall be subject to the disciplinary procedure mentioned in paragraph 12 above or, if an employee, that

mentioned in his / her contract of employment.

14. Delegation

The Board may delegate from time to time and in such manner and for such period as is stipulated by the Board such of its powers to any persons or bodies as are necessary in the opinion of the Board to facilitate the operation and management of the Union in accordance with the Policies.

15. Amendments

No amendments to these bye laws shall be made save in accordance with the articles of association of the Union.

WHU AGM
January 2006