

	WORK HEALTH SAFETY MANAGEMENT SYSTEM			
	Affiliation and Membership Policy			
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1. Purpose of this Policy

- 1.1. The purpose of this policy is to outline the requirements of affiliation and being a member of Hockey NSW. It also stipulates the procedures for Affiliated Associations and Individual Members applying for or renewing affiliation and membership with Hockey NSW Ltd.

2. Benefits of Affiliation and Membership

- 2.1. When an Association is affiliated with Hockey NSW it has the benefit of a wide range of services commencing from grass root level through to the elite level:
- 2.1.1. Providing support to the affiliated Associations and their officials
 - 2.1.2. Conducting accreditation course and clinics for officials throughout the State for the continued development of officials
 - 2.1.3. Providing pathways for those officials to further their pursuits, by offering update courses and seminars
- 2.2. Hockey NSW provides Associations with support by offering significant corporate support, management and governance structure, operating processes and procedures which will offer significant opportunities for growth of hockey in each Association
- 2.3. Hockey NSW offers Associations to participate in Hockey NSW State Championships for Field and Indoor Hockey
- 2.4. Hockey NSW will only provide access to services and programs for affiliated Associations. Therefore any clubs, teams or other organisations must be affiliated with their respective Association in order to gain access to Hockey NSW services and programs.
- 2.5. Notwithstanding clause 2.4, Hockey NSW will also provide access to those individuals teaching in educational institutions and approved Hockey NSW higher education institutions, who are participating in an accredited course approved by Hockey NSW.
- 2.6. All registered financial members of Hockey NSW will be covered by Personal Accident Insurance in accordance with the Hockey NSW Insurance Policy.
- 2.7. In accordance with the Hockey NSW Insurance Policy, coaches, umpires will only be covered for Professional Indemnity insurance if they maintain a current accreditation in their respective disciplines.

3. Association Affiliation

- 3.1. Each Association must pay an affiliation fee prescribed by the Hockey NSW Board. Such fee must be lodged by 1 April in each year.
- 3.2. The affiliation fee payable by each Association is calculated per registered player in the previous year. This is outlined in Schedule A.

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- 3.3. Each Association shall complete the Association Affiliation form, signed by the District Association Representative and together lodge a current copy of their constitution and By-Laws or governing documents
- 3.4. It is a requirement of an Association to ensure that each and every individual member of the Association is registered before the commencement of the season
- 3.5. An Association which establishes, supports or allows another domestic hockey competition which is not affiliated with Hockey NSW in its local area (that is, within the area defined by the Association and endorsed by the Directors of Hockey NSW) may have its affiliation application refused or, if affiliated, may have its membership suspended or face expulsion. In addition, those individual members of the Association may have their membership application refused or, if already accepted, may have their membership suspended or face expulsion.

4. Individual Member Renewal

- 4.1. In order to remain Members, Individual Members must:
- 4.1.1. Renew their membership with their respective Association annually by completing the Hockey NSW registration form online using the IMG-STG system
 - 4.1.2. Pay their annual Hockey NSW Membership fees as prescribed by the Directors of Hockey NSW online with a credit card through the IMG-STG system

5. Registration of Members

- 5.1. Affiliated Association/Clubs must ensure that each and every individual member is registered using the IMG-STG membership database system. Valid, accurate and complete data must be entered at all times.
- 5.2. Individual member registration details for that year shall be input to the IMG-STG database system on or before April 1 each year.
- 5.3. Where an individual members are registered between 1 January and 31 March in any year, and within that period the member is unable to continue as member for the ensuing year, the individual member can make written application stating such reason together with documentary evidence, if required, through the Association and Hockey NSW for a refund of Membership. No membership refunds will be given where a member has made a sports injury insurance claim during this period.
- 5.4. If the registration details of an individual are not entered onto IMG-STG, the individual will be deemed not to be a registered player of Hockey NSW and will not be covered by the Sports Injury Insurance. The individual will not be able to make a sports injury claim against the Sports Injury insurance. Hockey NSW will consider the facts of each individual case and make an assessment of acceptance, or not, of the sports injury claim on a case by case basis.

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5.5. Once an individual member registration has been entered on the IMG-STG there are no membership refunds under any circumstances after 31 March. Membership refunds will not be given once the competition has commenced or where the member has made a sports injury insurance claim.

5.6. An individual member must update the IMG-STG database system of any changes in personal details. Valid, accurate and complete data must be entered at all times into the IMG-STG database.

5.7. All persons who are training with a hockey team of an affiliated Association/Club with the intent of playing hockey within a competition structure operated by an affiliated Association must be a registered in IMG-STG before playing in any competition game. Should a person who is at hockey training with that hockey team, and before playing in a hockey competition game of that affiliated Association/Club, be injured from authorized team hockey training, the injured person must be registered and financial on IMG-STG before being entitled to lodge a sports injury insurance claim.

5.8. Persons who are affiliated Association/Club office administrators, players, managers, coaches or umpires must be registered financial members by 31 March each year. If a person joins an affiliated Association/Club after 31 March, then the person must be a registered and financial member before playing in, or officiating at, any competition games

6. Dual Registrations

6.1. Dual Registrations is to provide clarity on the issue of secondary affiliation for Association entries into Hockey NSW State Championships and other Hockey NSW governed competitions

6.2. Affiliated Associations/Clubs are to be advised that once a player registration has been collected by Hockey NSW through IMG-STG no refunds will be made under any circumstances except where applications are made in accordance with 5.4.

6.3. An individual member only needs to pay their Hockey NSW registration fee once

7. Trailing Members

7.1. For the purpose of encouraging new participants to hockey and embracing introductory hockey programs, Hockey NSW will define a “trailing member” as a person who participates in any of the following events:

- 7.1.1. Come and Try Days
- 7.1.2. Gala Days
- 7.1.3. School Holiday Programs
- 7.1.4. Any other event as determined by Hockey NSW

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7.2. During such Hockey NSW affiliated Association/Club sanctioned events participants will be notified that they are trialing members for the purpose of the event

7.3. Trialing Members will be covered by Personal Accident Insurance under the Hockey NSW insurance policy, for the duration of the event they are participating in, provided they have completed the appropriate registration form relevant to the event

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2016 Affiliation and Membership Registration Fee Schedule

The following fees are applicable for membership to Hockey NSW:

Association Affiliation: $\$7.50 + 0.75 \text{ (GST)} = \8.25 (incl. GST) per registered player

(Players primary Association to pay)

Fee to be based on 2015 Registrations

Invoiced 1st March 2016 – Payment due 31st March 2016

Associate Membership: $\$22.00 \text{ (incl. GST)}$

(For individuals not affiliated with a Club or Association)

Invoiced 1st March 2016 – Payment due 31st March 2016

Member Registration Fees

The following fees are applicable for individual registrations to Hockey NSW and MUST BE paid online via the IMG console:

As at Jan 1st	Definition	Registration Fee	Personal Accident Insurance	Public Liability Insurance	Sub Total (incl. GST)	IMG Admin Fee 4.4%*	TOTAL
Over 18	DOB 1/01/1900 to 31/12/1997	\$104.75	\$2.16	\$8.09	\$115.00	\$5.06	\$120.06
Under 18	DOB 1/01/1998 to 31/12/2004	\$57.75	\$2.16	\$8.09	\$68.00	\$2.99	\$70.99
Under 11	DOB 1/01/2005 to 31/12/2008	\$29.75	\$2.16	\$8.09	\$40.00	\$1.76	\$41.76
Under 7	DOB 1/01/2009 to today	\$12.25	\$2.16	\$8.09	\$22.50	\$0.99	\$23.49
Non-Playing Officials		\$14.25	\$2.16	\$8.09	\$24.50	\$1.08	\$25.58

* Please note: this fee is incurred across all players in Australia as an administration fee for IMG system. This fee goes back into the development of the IMG system to better develop Hockey across the nation.

All fees are GST inclusive.

PLEASE NOTE: Fines will be incurred if Associations do not meet deadlines. The fines will include a 10% fee owed to Hockey NSW and the withdrawal of any future teams due to participate at Hockey NSW State Championships.

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