



CLUB MEMBERSHIP POLICY

Introduction

This policy sets out the arrangements for Penzance Hockey Club's (the Club) membership categories, their associated membership fees, match fees and related rules and associated procedures.

All individuals who attend training or who play hockey for the Club must be members by completing the online registration process, paying an appropriate annual membership fee and where they play matches, match fees. This requirement is set out in the Constitution of Penzance Hockey Club CIO and all members agree to this on joining the Club.

The annual membership income gives the Club the means to provide opportunities for members to participate in hockey, to help fund Club development for the benefit of our members and secure the future of Penzance Astro Park facilities, pitch and clubhouse.

Annual Membership Categories

There are seven main membership categories, their respective qualifying criteria and benefits are detailed in Appendix A to this policy.

1. Adult Member
2. Junior Member (Playing Adult Hockey)
3. Junior Member
4. Occasional Member
5. Associate Member
6. Temporary Member
7. Honorary Life Member

Membership runs from 1st November – 31st October annually, for all membership categories. This means that all the previous season's Club members are registered and fully paid up to the following 31st October. Annual Membership rates are available on the Club website.

All Members must pay their Membership fee, either in full or as follows by 31 October to be covered under the Personal Accident Insurance. Then if opting for a monthly standing order the set fee is stated below.

Category	Membership (31 Oct)	Monthly Payment (6 months)
Adult (GK – own Kit)	£55 (£32.50)	£40 (£20)
Junior / Adult Member (GK – own Kit)	£40 (£25)	£25 (£12.50)
Junior	£20	£15
Occasional	£38	£20

Players Who Owe Annual Membership fees or Match Fees

A player who owes the Club a membership fee(s) or match fees from a previous season shall not train or be selected to play hockey for the Club until they have cleared their debit in full with the Finance Trustee. The list of members will be updated to Team Captains to confirm the player's membership and hence, eligibility to be selected to play. These members will not be entitled to vote at the General Meeting.

Procedures to Join the Club/Renew Club Membership

The procedures to join the Club or to renew Club Membership can be found using the link on the home page of the Club website – www.penzancehockeyclub.com

Membership Renewal

Members, adult or junior, who renew their Club membership who intend to train and/or play competitive adult or junior league hockey shall pay the Club's full annual membership fee. All members renewing their membership must have their contact details re-confirmed by using the online Membership Registration. For applicants under 18 years of age, the registration must be made by a parent or carer. Registration details must include date of birth, emergency contact details and any medical considerations.

New Members

Players new to the Club, i.e., who were not Club members the previous season, who train and/or play competitive hockey from the start of the season must register with the Club Membership Secretary before they can train or play competitive games. All new members must complete the online Membership Registration. For applicants under 18 years of age, the registration must be made by a parent or carer.

Membership Deadline

All annual Membership fees must be paid, or a payment plan agreed with the Membership Secretary, by 31st October to be eligible to train and be selected for junior or adult league hockey.

Anyone who has not paid the Club's Annual Membership fee by 31st October or, who has not agreed payment arrangements with the Club's Membership Secretary will be ineligible to train and/or be selected to play for the Club in friendly, league or cup games on in other competitions from 1st November, inclusive.

Members Joining From 1st November

A new player joining in November will pay the full membership fee for their membership category. Pro rata arrangements are available for later applications, i.e., December and later and will be based on the remaining 'playing season'.

Application to Play for a Portion of the Season

Those players wishing to play for a portion of the season are able to do this and pay a reduced membership fee. Players must register and pay their membership fee through the Club Membership Secretary in advance. The rate paid is calculated on the pro rata basis described above. Any extension or change to the agreement can be discussed and agreed with the Club Membership Secretary. Any annual membership fees due relating to the extension must be made in advance.

Changing Membership Category during the Season

A member registered may wish to change their initial membership category in order to be able to attend adult training sessions or to start playing competitive adult hockey. A Junior would need to upgrade to a "Junior Playing Adult Hockey" member.

To do this, the member should, before they attend training or can be selected to play adult hockey, contact the Club Membership Secretary in order to upgrade their membership and pay the difference between their current and upgraded membership category.

Team Selection

Team selection by captains is made in accordance with the Club's Development and Selection Policy which can be found on the Club website.

Occasional Players

An "Occasional Player" is a player who intends to play no more than 5 games for the Club and attends training in a season. They must register with the Club Membership Secretary before they train or play a competitive game and will pay their annual membership fee (not including match fees) then pay a match fee per game at the rates shown below. A player who plays more than 5 games must join as a full member under the "Change Membership Category" arrangements described above. Occasional Players who attend training whilst playing 5 or less games are required to pay the appropriate membership fee. Occasional players will pay the regular match fee for their category. These rates apply per match and are paid in addition to the Membership fee:

- Adults £10
- Students, Juniors Playing adult hockey, Apprentices & Unemployed £7.50

Associate Membership

An Associate Member is an individual who do not play hockey for the Club but who act in a voluntary capacity to support the running of the Club. For example; non-playing Club affiliated umpires, coaches and volunteers. They are required to register as a member in the same way as other members.

Temporary Club Membership

All players who represent the Club, i.e., at a tournament, one off match or in the Summer League, and do not attend training are required to register and pay for Temporary Club Membership with the Club Membership Secretary before they can represent the Club. Temporary members will pay the regular match fee for their category plus an increment to cover the annual Membership fee. These rates apply per match;

- Adults £10
- Students, Juniors Playing adult hockey, Apprentices & Unemployed £7.50

Honorary Life Membership

The Club may award Honorary Life Membership to an individual who is no longer active within the club in regards to playing or volunteering but has given many years of service to the Club. Honorary Life Members are recognised in accordance with the Club's Constitution.

Flexible Payment

Members who need to make flexible payment arrangements should contact the Club Membership Secretary in the first instance and not a team captain. Arrangements will need to be agreed before they can train or be eligible for team selection.

Pro Rata Refund in Event of Serious Injury or Illness

In the event of a member suffering a serious injury or illness that prevents them playing for the remainder of the season or long period of the season, the Club will consider an application for a refund of the "unused" Annual Membership fee. The refund will be calculated on a pro rata basis from the date of application. An

application for refund under these circumstances is to be made to the Club Finance Trustee in writing (e-mail or letter) or through the Club Membership Secretary. Serious injury or illness is the only circumstances under which a refund of the “un-used” annual membership fee is available.

Goalkeepers with All their Own Kit

Goalkeepers with their own kit will pay 50% of the relevant Club Membership fee plus Match fees. They are required to register as a member in the same way as other members.

Match Fees

Match fees are included in the Annual Membership fee for Adult and Junior Playing Adult Hockey membership categories only. Occasional and Temporary membership players must pay on match day to team captains or their nominated representative at the following rates:

- Adults £10
- Students, Juniors Playing adult hockey, Apprentices & Unemployed £7.50

Tournament Fees for Players

For adult tournaments and some Junior tournaments players’ fees are to be charged at a rate that, when added together, covers the full cost of the Club’s participation in the tournament. This might include, but is not limited to, the team entry fee and actual petrol costs, accommodation and other associated charges. Individual fees for all tournaments shall be collected in advance.

Inter-Club Player Transfer

In accordance with the regulations of the West Hockey League, the Club requires all players transferring to/from the Club to be fully paid up - i.e., the player has paid all outstanding Annual Membership fees and/or Match fees to the Club before they can register and play for the receiving club. Annual Membership fees are non-refundable in the event of player transfer.

Insurance

The Club holds Public Liability Insurance cover and Personal Accident Insurance cover (included in England Hockey Membership) for its Members who have completed the online registration, registered on GMS, are fully paid-up members or have agreed with the Club Membership Secretary a payment plan that is currently up to date at the time of the incident.

Gift Aid

As a registered Charity, for past, present and future donations to Penzance Hockey Club – members will complete a declaration form will be securely retained in line with HMRC guidelines to enable the club to claim Gift Aid on your subscriptions and donations while you are a member of the club unless advised.

Review

Club Membership fee including Match fee rates shall be reviewed and agreed annually at the Club AGM or at a General Meeting where it/they are formal agenda item(s).

Sarah Thomas

Finance Trustee

Dated: 24 June 2025

PENZANCE HOCKEY CLUB: MEMBERSHIP CATEGORIES & ASSOCIATED BENEFITS

Appendix A

Membership Category	Rate (2025/26)	Penzance HC Member Benefits	England Hockey Membership
<p>Adult Member Players 18 years of age+ or aged 16 or 17 years in full time employment.</p> <p>Goal keeper with own kit</p>	<p>£295</p> <p>Penzance £285 EH £15.50</p> <p>£152.50</p> <p>Penzance £142.50 EH £15.50</p>	<ul style="list-style-type: none"> • Benefits of clubhouse and pitch • Club membership to Cornwall Hockey and West Hockey • Personal membership to West Hockey League • Eligibility for weekly Club team selection • Access to the Club’s training sessions • Use of changing facilities • A vote at Club General meetings • Public liability insurance cover for Club training and matches • Subsidised opportunities to qualify for advanced coach or umpire courses • Access to Club social events and friends & family as guests • Free room hire for one private function per year 	<ul style="list-style-type: none"> • Individual membership to England Hockey (£15.50 subsidised by Penzance HC) • Personal Accident Insurance • Free England Hockey coaching, umpiring and safeguarding courses • Exclusive discounts on hockey essentials e.g. mouth guards • Priority Ticket Access • Free to air hockey on Channel 4 • Targeted funding for State School hockey
<p>Junior Playing Adult Hockey Playing adult hockey aged over 13, up to U18 in full time education.</p> <p>Goalkeeper with own kit</p>	<p>£190</p> <p>Penzance £180 EH £15.50</p> <p>£100</p> <p>Penzance £90 EH</p>	<ul style="list-style-type: none"> • Benefits of clubhouse and pitch • Club membership to Cornwall Hockey and West Hockey • Personal membership to West Hockey League • Eligibility for weekly Club team selection • Access to the Club’s training sessions • Use of changing facilities • A vote at Club General meetings • Public liability insurance cover for Club training and matches • Subsidised opportunities to qualify for advanced coach or umpire courses • Access to Club social events and friends & family as 	<ul style="list-style-type: none"> • Individual membership to England Hockey (£15.50 subsidised by Penzance HC) • Personal Accident Insurance • Free England Hockey coaching, umpiring and safeguarding courses • Exclusive discounts on hockey essentials e.g. mouth guards • Priority Ticket Access • Free to air hockey on Channel 4 • Targeted funding for State School hockey

	£15.50	<p>guests</p> <ul style="list-style-type: none"> • Free room hire for one private function per year 	
<p>Junior Member Players U16 years but not playing adult hockey.</p>	<p>£110</p> <p>Penzance £100 EH £10</p>	<ul style="list-style-type: none"> • Benefits of clubhouse and pitch • Club membership to Cornwall Hockey and West Hockey • Personal membership to West Hockey League • Eligibility for weekly Club team selection • Access to the Club's training sessions • Use of changing facilities • A vote at Club General meetings • Public liability insurance cover for Club training and matches • Subsidised opportunities to qualify for advanced coach or umpire courses • Access to Club social events and friends & family as guests • Free room hire for one private function per year 	<ul style="list-style-type: none"> • Individual membership to England Hockey (£10) • Personal Accident Insurance • Free England Hockey coaching, umpiring and safeguarding courses • Exclusive discounts on hockey essentials e.g. mouth guards • Priority Ticket Access • Free to air hockey on Channel 4 • Targeted funding for State School hockey
<p>Occasional Member Players over 18 who play 5 or less matches and attend training</p>	<p>£158</p> <p>Penzance £142.50 plus match fee EH £15.50</p>	<ul style="list-style-type: none"> • Benefits of clubhouse and pitch • Club membership to Cornwall Hockey and West Hockey • Personal membership to West Hockey League • Eligibility for weekly Club team selection • Access to the Club's training sessions • Use of changing facilities • A vote at Club General meetings • Public liability insurance cover for Club training and matches • Subsidised opportunities to qualify for advanced coach or umpire courses • Access to Club social events and friends & family as guests 	<ul style="list-style-type: none"> • Individual membership to England Hockey (£15.50) • Personal Accident Insurance • Free England Hockey coaching, umpiring and safeguarding courses • Exclusive discounts on hockey essentials e.g. mouth guards • Priority Ticket Access • Free to air hockey on Channel 4 • Targeted funding for State School hockey

		<ul style="list-style-type: none"> • Free room hire for one private function per year 	
<p>Associate Member Individuals who do not play hockey for the Club but who act in a voluntary capacity to support the Club. (Non-playing Club affiliated Umpires, Coaches & Volunteers)</p>	FREE MEMBERSHIP	<ul style="list-style-type: none"> • Benefits of clubhouse and pitch • Club membership to Cornwall Hockey and West Hockey • Use of changing facilities • Public liability insurance cover for Club training or games • Club Personal Accident Insurance • Subsidised opportunities to qualify for advanced coach or umpire courses • Access to Club social events and friends & family as guests • Free room hire for one private function per year 	
<p>Temporary Member Players who participate for the Club in one off matches, summer league or other occasional competitions, festivals or tournaments. As well participation programmes like Hockey Heroes, Holiday activities, Pay & Play, Walking or Back to Hockey.</p>	Set fee per session or match fee plus membership increment for competition, summer league, festival or tournament.	<ul style="list-style-type: none"> • Benefits of clubhouse and pitch • Club membership to Cornwall Hockey and West Hockey • Use of changing facilities • Public liability insurance cover for Club training and games • Club Personal Accident Insurance • Access to Club social events and friends & family as guests • Free room hire for one private function per year 	
<p>Honorary Life Member Individuals who are no longer active within the Club but are recognised for their many years of service.</p>	FREE MEMBERSHIP	<ul style="list-style-type: none"> • Benefits of clubhouse and pitch • Access to Club social events and friends & family as guests • Free room hire for one private function per year 	

Notes:

1. Gift Aid – members will complete a Declaration Form in line with HMRC guidelines.
2. Junior Ages - School Year from September at the start of the season and ages as of 1st September annually.
3. Payment Plans - these are available on request to the Club Membership Secretary.
4. Concessions will be considered where a Member has suffered a change in circumstances.