

MEMBERSHIP POLICY 2016-17

PURPOSE – to outline Field Hockey Ontario (FHO) policies with respect to individual membership, including benefits of membership, eligibility, expectations of members, membership categories and fees, Club affiliation (including in-year transfer between clubs) and refunds of membership fees.

SCOPE – this policy relates to individual membership. Club Membership is covered under the Club Recognition Policy.

REFERENCE DOCUMENTS

- Club Recognition Policy
- FHO Code of Conduct
- FHO Constitution and Bylaws
- FHO Financial Policy

PURPOSE AND BENEFITS OF MEMBERSHIP:

- Identification of numbers and categories (players, coaches, umpires, officials, volunteers) participating in FHO, to use in planning programs and communicating program information, identifying and supporting funding grant applications, etc.
- Eligibility to participate in FHO events (e.g. tournaments), programs (e.g. development camps, provincial/regional teams), coach and officials training and certification.
- Coverage under the FHO (offered through FHC) Liability and accident insurance and Directors and Officers insurance while participating in accredited activities at Club, League and Provincial levels.
- Eligibility to vote or be represented at FHO General and Special meetings (as per Bylaw restrictions)
- Eligibility to become a Director of FHO (some restrictions as per Bylaws)

GENERAL POLICIES, ELIGIBILITY AND APPLICATION:

1. The membership year runs from September 1, 2016 to August 31, 2017. All memberships expire on August 31, 2017 and must be renewed in order to continue to avail of services and programs. Membership renewal is available starting August 15 through the online Membership Portal.
2. All Player, Coach, Umpire and Associate members of FHO are required to be registered participants of Field Hockey Canada (FHC). FHO collects registration payments through our online Membership Portal on behalf of FHC and remits the payments and individual names and contact information to FHC.
3. All Player members must provide a Club affiliation on their membership application in order for membership to be accepted - Club must be a 'Recognized Club' as per FHO Club Recognition Policy. An individual may be a member of only 1 FHO recognized club at a time.
4. All members agree to be bound by FHO policies and Codes of Conduct as published and updated from time to time on the FHO website. These terms must be accepted while buying

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Membership through the online Membership Portal. Members found guilty of breaching these policies and codes may be subject to sanctions under the FHO Complaints and Disciplinary Policy up to or including having their membership rescinded.

5. Eligibility and Application - Any person 18 years of age or older and any minor with written consent of legal guardian may apply and pay for membership through the online Membership Portal. Written consent is deemed when accounts for persons under the age of 18 are created by the applicant's legal guardian and terms are accepted in the Membership system at time of payment.
6. Approval - Membership status shall be considered Provisional for up to 30 days once application and fee payment have been received. Director in charge of Member Services, or designate, reviews applications and may contact the applicant if the information or payment is not complete or any clarifications are required. If applicant has not been contacted within 30 days with any concerns, membership is approved. All required information and correct fees must be received in order for membership to be approved. If an application is not approved, the fees paid shall be refunded in full.

MEMBERSHIP CATEGORIES AND FEES

Note: Any member who qualifies for more than 1 membership category (for example is a Senior Player, but also Umpire and Coach) will buy membership in the highest cost category, and indicate the other roles when they answer the Other Roles question when they buy Membership through the Membership Portal. It is important that members correctly identify roles for the administration of insurance matters, and for developing and maintaining umpire and coach lists.

Individual Membership categories are defined as follows for 2016-17 membership year:

- **Senior Player** – Those born 1998 or before
- **Junior Player** – Those born 1999 to 2008 inclusive
- **Youth Player** – Those born 2009 to 2011. Youth Player is a Junior Player for purposes of FHC registration.
- **Associate** - Those non-playing individuals born 1998 or before, who are volunteers, administrators, technical officials and others that do not qualify under any of the Player, Umpire or Coach categories and who wish to be FHO members.
- **Coach** - Those who are in-training, trained or certified Coaches according to the Field Hockey Canada Coach pathway and who are actively involved as coaches.
- **Umpire** – Those who are trained or certified Umpires according to the Field Hockey Canada Umpire Development pathway and are actively involved as umpires.
- **Honorary** - Those individuals who have made a notable contribution to field hockey in Ontario and who are elected according to provisions of FHO Bylaws.

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2016-17 Membership Fees

See chart below for breakdown of payment amount charged through the online Membership Portal.

Notes:

- FHO portion of fee is subject to 13% HST.
- Processing fees (4%) for the FHO portion of the fee and the system Convenience Fee (\$2) charged by RSM (the online registration system management company), are paid by FHO out of the FHO portion of the fee, for 2016-17.
- Processing fee for the FHC portion of the fee is charged to the member at time of payment

Fee Category	FHO Fee Amount	HST on FHO Fee	FHC Fee	Processing Charge on FHC Fee	Total Amount Payable
Senior Player	\$35	\$4.55	\$33	\$1.32	\$73.87
Junior Player	\$15	\$1.95	\$15	\$0.60	\$32.55
Youth Player	\$5	\$0.65	\$15	\$0.60	\$21.25
Associate	\$5	\$0.65	\$20	\$0.80	\$26.45
Coach	\$15	\$1.95	\$15	\$0.60	\$32.55
Umpire	\$15	\$1.95	\$15	\$0.60	\$32.55
Honorary	-	-	-	-	-
CLUB Registration	\$50	\$6.50	NA	NA	\$56.50

Transfer of Membership from one affiliated Club to another affiliated Club

Any individual who wishes to transfer their club membership from one member club to another member club must:

- Make a written request to the FHO.
- Obtain agreement to the transfer of membership, in writing, from the club the individual was originally registered with. This written agreement must be presented to the FHO.
- Obtain agreement to the transfer of membership, in writing, from the club the Individual is transferring to. This written agreement must be presented to the FHO.
- FHO will not refund the original registration fee to the original club, nor will it collect a second registration fee from the new club. Any outstanding fees issues must be resolved between the individual transferring their membership, and the 2 member clubs involved.

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Membership Refund Policy

Under certain circumstances FHO will refund membership dues.

1. Duplicate payments

- In the event that a member is inadvertently charged more than once for membership dues by the membership system a full refund will be issued.
- In the event that a member inadvertently registers more than once in a membership year FHO will refund the membership dues less a \$5 administration fee.

2. Withdrawal (limited time)

- If a member submits a request within 14 days of registering, indicating his/her intention to withdraw their membership from both the FHO and all Club, FHO and/or FHC programs before he/she has taken part in any program, a refund may be issued less a \$5 administration fee and less the transaction fees charged by the e-commerce supplier.
- The requestor must include a confirmation from his/her Club that he/she is not participating in the Club programs.
- FHO will only refund fees paid for FHO/FHC dues. It is the responsibility of the requestor to request any refunds from a Club for Club registration fees or program fees, and such would be subject to the Club policies.

Refunds for FHO programs, including, but not limited to, tournament or league fees, are covered under FHO's Financial Policy.