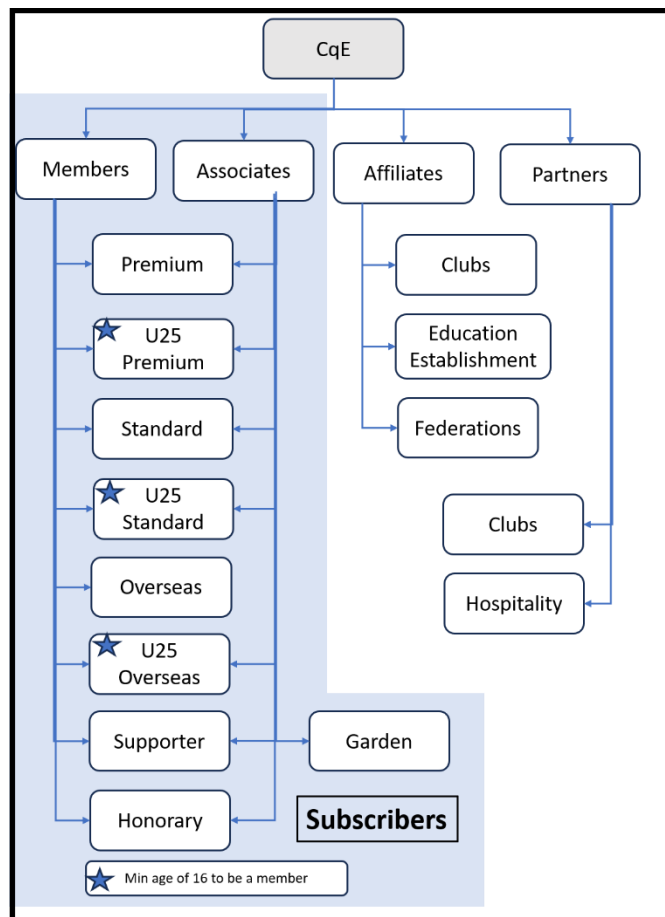


# Membership, Association, Affiliation and Partnership Rules

## 1 Introduction

- 1.1 As specified by the Charity Commission, a Member of a charity is an individual or an organisation that has voting rights. The Croquet England Constitution defines any individual or organisation that does not have voting rights as an informal or associate member.
- 1.2 The Croquet England Constitution delegates to the charity trustees the right to define the classes of informal and associate membership.
- 1.3 This document details the rules for Membership and details the classes of associate and non-voting membership that have been agreed by the charity trustees
- 1.4 The structure of these classes is shown in the diagram below. Section 2 defines each of the class groups with the remainder of the document detailing the rules and benefits for each class.



## 2 Definitions

- 2.1 **Subscriber:** An individual who subscribes to Croquet England is defined as a Subscriber. All Subscribers are either Associates or Members. There are a number of classes of Subscriber: Premium, Standard, Supporter, Overseas, Honorary and Garden. These are detailed in the subsequent sections.

In addition, some classes have special conditions for those under the age of 25 at the start of the calendar year. An individual can only belong to a single Subscriber class at a time.

- 2.2 **Associate:** A Subscriber who does not have voting rights is termed an Associate. Associates of Croquet England are individuals that have been registered as Associates by Croquet England in accordance with Clause 9(6)(a) of the Constitution and these rules.
- 2.3 **Member:** An Associate who has applied for, and has been granted, voting rights becomes a Member. The term Voting Member is sometimes used to differentiate between Members of Croquet England and a member of a club or other organisation. An individual will initially join Croquet England as an Associate of the appropriate class. As an Associate they can then apply to become a Member. Not all classes of Subscriber carry the right to become a Member. An individual does not change class on becoming a Member. (For example, a Premium Associate who is granted voting rights becomes a Premium Member and retains all the benefits of a Premium Associate.)

Members:

- a) shall be appointed in accordance with Clause 9(1)(a) of the Constitution;
  - b) shall be at least 16 years of age;
  - c) will agree to exercise their powers as a Member of Croquet England in the way they decide in good faith would be most likely to further the purposes of Croquet England;
  - d) shall be entitled to vote in the elections of the charity trustees and the President and Vice-Presidents of Croquet England and to attend and vote at General Meetings of the Members in accordance with clauses 10 and 11 of the Constitution;
  - e) shall not be required to pay any additional fee to secure the right to vote.
- 2.4 **Affiliate:** Affiliates are a class of informal member. An Affiliate of Croquet England is a croquet club or a federation of croquet clubs that may join Croquet England in accordance with Clause 9(6)(a) of the constitution and these rules. Affiliates may not become Members of Croquet England and are not entitled to vote.
- 2.5 **Partner:** Partners are a class of informal member. Partners of Croquet England are other organisations or groups that may join Croquet England in accordance with Clause 9(6)(a) of the Constitution and these rules. Partners may not become Members of Croquet England and are not entitled to vote.
- 2.6 **Home Area:** The Home Area of Croquet England is defined as England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man.
- 2.7 **Primary Club:** An individual who is a member of more than one Affiliated club specifies one of the clubs as their Primary Club. Only the Primary Club pays a capitation fee for the individual.
- 2.8 **Constituency:** A geographic subset of the Home Area (as determined by an Electoral Commission appointed by the charity trustees) that elects a representative to sit on the Board of Trustees.

### 3 Eligibility to Join

- 3.1 Individuals may subscribe to Croquet England as an Associate as set out in section 11, and Associates may become Members as set out in section 12.

- 3.2 Clubs offering facilities for playing croquet within the Home Area are eligible to become Affiliated to Croquet England as set out in section 13.
- 3.3 Any federation of croquet clubs situated within the Home Area which aims to further the objectives of Croquet England in its region, in particular by supporting, representing and co-ordinating the activities of its clubs, is eligible to become an Affiliate provided that the majority of its member clubs are Affiliates and its region does not overlap with that of another Affiliated federation. An Affiliated federation may accept member clubs from within its own geographic boundary, or that of any bordering federation. If more than one Affiliated or applicant federation includes, or seeks to include, an area within its region, the charity trustees shall attempt to mediate, failing which they shall arbitrate between them.
- 3.4 Groups of persons, clubs, groups of clubs, federations and other croquet associations, organisations or councils that do not fulfil the conditions to become or remain Affiliates may be eligible to become Partners of Croquet England as set out in these rules and as the charity trustees may from time to time determine.
- 3.5 The charity trustees may from time to time, as they think fit, amend the classes of Members, Associates, Affiliates and Partners to meet the objectives of Croquet England.

#### **4 Classes of Individual Subscription**

- 4.1 **Standard:** Standard individual subscription is open to members in playing categories of Affiliated clubs who have not taken out a direct subscription to Croquet England. Affiliated clubs are responsible for registering their entitled members as Standard Subscribers in accordance with clause 11. Standard Subscribers shall not be required to pay a direct fee to Croquet England. They shall:
- a) be entitled to enter domestic tournaments listed in the Croquet England Calendar (known as Calendar Fixtures);
  - b) be eligible for Croquet England selection events and events representing Croquet England internationally;
  - c) be entitled to receive paper copies of the Croquet England magazine (for new members or associates until end of calendar year of joining, or of the following calendar year if joining on or after 1st August), in line with the entitlement rules at the time;
  - d) be entitled to receive a copy of the monthly Croquet England e-Newsletter;
  - e) be eligible to hold Croquet England coaching and refereeing qualifications;
  - f) have access to the Croquet England Awards Scheme;
  - g) be entitled to 2% member or associate discount from the Croquet England Shop.
- 4.2 **Under 25 Standard:** Standard Subscribers who are under the age of 25 on 1<sup>st</sup> January of the subscription year shall be further entitled to:
- a) priority entry to domestic tournaments listed as Calendar Fixtures;
  - b) eligibility for the Young Persons' Sponsorship Scheme
  - c) access to the Croquet England Mentoring Scheme and to the Croquet England Bursary Scheme.
- 4.3 **Premium:** Premium individual subscription is open to all residents of the Home Area. Premium Subscribers shall be required to pay a direct fee to Croquet England to be determined by the charity trustees in accordance with section 5 below. They shall be entitled to the same privileges as a Standard Subscriber set out in section 4.1 above and shall additionally be entitled to:

- a) discounted entry to domestic tournaments listed as Calendar Fixtures where a Croquet England levy is applied;
- b) paper copies of the Croquet England magazine (unless registered as paperless);
- c) an additional 8% discount from the Croquet England Shop;
- d) a fee reduction if paying by Direct Debit.

4.4 **Under 25 Premium.** Premium Subscribers who are under the age of 25 on 1 January of the subscription year shall be further entitled to the privileges set out in section 4.2 above.

4.5 **Supporter.** Supporter individual subscription is open to all residents of the Home Area. Supporter Subscribers shall be required to pay a direct fee to Croquet England to be determined by the charity trustees in accordance with section 5 below. They shall be entitled to the same privileges as a Standard Subscriber set out in section 4.1 above and shall additionally be entitled to:

- e) paper copies of the Croquet England magazine (unless registered as paperless);
- f) an additional 8% discount from the Croquet England Shop.

4.6 **Overseas.** Overseas subscription is open to those whose principal residence is other than in the Home Area. Overseas Subscribers shall be required to pay a direct fee to Croquet England to be determined by the charity trustees in accordance with section 5 below. Overseas Subscribers shall be entitled to the same privileges as a Standard Subscriber set out in paragraph 4.2 above and shall additionally be entitled, to:

- a) discounted entry to domestic tournaments listed as Calendar Fixtures where a Croquet England levy is applied;
- b) paper copies of the Croquet England magazine (unless registered as paperless);
- c) an additional 8% discount from the Croquet England Shop.

4.7 **Under 25 Overseas.** Overseas Subscribers who are under the age of 25 on 1 January of the subscription year shall be further entitled to priority entry to domestic tournaments listed as Calendar Fixtures.

4.8 **Garden.** Garden association is open to any individual resident in the Home Area who is not entitled to be a Standard Subscriber through membership of an Affiliated club. They shall be required to pay a direct fee to Croquet England to be determined by the charity trustees in accordance with section 5 below. Garden associates shall be entitled to:

- d) paper copies of the Croquet England magazine;
- e) a copy of the monthly Croquet England e-Newsletter;
- f) a copy of Croquet England's Garden Croquet Rules;
- g) a 2% discount from the Croquet England Shop.

Garden associates also receive a £10 discount when upgrading to become a Premium Subscriber. Garden association does not carry the right to apply to become a Member.

## 5 Individual subscription fees

5.1 Clause 9(6)(a) of the Constitution provides that the charity trustees may determine the rights and obligations of individual Subscribers, including payment of fees in respect of their association with Croquet England.

- 5.2 The fee for a Subscriber who pays a fee direct to Croquet England shall not be raised by more than 50% above the rate payable for the previous year without the approval of a General Meeting of the Members.
- 5.3 Membership of an Affiliated club in a playing category shall entitle that member to be an individual Subscriber of Croquet England in the class determined by the charity trustees. The entitlement is conditional upon the Affiliated club paying the per capita subscription in respect of its members as detailed in section 7. The entitlement also applies to the individual members in playing categories of a school or university Affiliated Educational Body.
- 5.4 Notice of any alteration of the fees in respect of subscription to Croquet England for the following year shall be published by 1 November on the Croquet England website or given electronically to each Subscriber who pays a subscription direct to Croquet England.
- 5.5 All fees payable in respect of subscription to Croquet England shall become due and payable on 1 January each year.
- 5.6 Subscribers who are entitled to be Subscribers pursuant to section 5.3 above and whose Affiliated club's subscription is in arrears shall not be entitled to any of the privileges of Association, including the right to play in Calendar Fixtures, unless they pay a subscription directly to Croquet England.

## **6 Classes of Affiliation**

- 6.1 **Club.** Club Affiliation is open to clubs providing croquet playing facilities in the Home Area. An Affiliated club is entitled to:
- a) paper copies of the Croquet England magazine;
  - b) an entry in the online Croquet Directory of Clubs;
  - c) hosting and administration of a club website;
  - d) cover by the Croquet England Public Liability Insurance Scheme;
  - e) financial advice and help from Croquet England including the possibility of starter and development grants or loans;
  - f) advice on lawn construction and maintenance;
  - g) the opportunity to participate in inter-club tournaments and competition;
  - h) access to equipment insurance at competitive rates through Croquet England's brokers;
  - i) recruitment advice on how to increase club membership;
  - j) the opportunity to negotiate special rates of discount on major purchases of equipment;
  - k) provide Standard Association to all members of the club for whom the club plays the per-capita playing member category fee.
- 6.2 **Educational Body.** Universities or schools are entitled to register as an Affiliated Educational Body. They will receive the same benefits as other Affiliated Clubs and:
- a) will pay a lower annual Affiliation fee;
  - b) are only entitled to register a maximum of 30 of their members as Standard Associates.
- 6.3 To enable the registration of Standard Associates, Affiliated clubs should, after getting each member's consent, provide to Croquet England details of members entitled to free Standard Association. The information must include name, contact details and other information reasonably required by Charity Trustees.

- 6.4 **Federation.** A Federation is a group of croquet clubs situated within the Home Area. A Federation will receive:
- a) an entry in the online Croquet Directory;
  - b) cover by the Croquet England Public Liability Insurance Scheme;
  - c) access to services covering; support and advice on governance, policy making and safeguarding;
  - d) publicising events;
  - e) training of referees, coaches, welfare officers;
  - f) calendar entry of Federation events.

## **7 Affiliation fees**

- 7.1 The annual fee payable by an Affiliated Educational Body shall be fixed by the charity trustees from time to time.
- 7.2 The annual fee payable by an Affiliated federation shall be fixed by the charity trustees from time to time.
- 7.3 Affiliated clubs will pay an annual fee based on a per capita rate for each member in a playing category for whom the club is their only or Primary club, subject to a minimum fee. For the first three years of affiliation, Croquet England may introduce reduced fees. The right to pay a reduced annual fee may not be claimed if the club, or a previous club operating at the same venue, has previously claimed it. The per capita rate, and the reduced annual fee, shall be fixed by the charity trustees from time to time.
- 7.4 The per capita rate shall not, without the approval of a General Meeting of the Members, be raised by an amount greater than that needed to match inflation in the period since the current rate first applied, except that it may be rounded to the nearest 50 pence. The value of the Consumer Price Index for the April immediately preceding the subscription year to which the subscription rate first applied, is to be used as the measure of inflation.
- 7.5 All annual fees for Affiliates shall become due and payable on 1 January each year.
- 7.6 Affiliates whose annual fees are in arrears shall not be entitled to any of the privileges of affiliation including the right to play in Calendar Fixtures. Affiliates in arrears on 1 May shall forthwith cease to be Affiliated to Croquet England and shall remain liable for the sum in arrears.

## **8 Partners of Croquet England**

- 8.1 **Club.** Club Partnership is available to groups formed primarily for purposes other than playing croquet (e.g. Women's Institutes, Livery Companies, etc.) but which make occasional use of an Affiliated Club's facilities to enjoy the sport and wish to be part of Croquet England. Club Partners shall be entitled to:
- a) paper copies of the Croquet England magazine;
  - b) a copy of the monthly Croquet England e-Newsletter;
  - c) an entry in the on-line directory of clubs.

8.2 **Hospitality.** Hospitality partnership is open to corporate entities providing facilities for croquet (e.g. hotels, National Trust properties & English Heritage properties). Hospitality partners shall be entitled to:

- a) paper copies of the Croquet England magazine;
- b) a copy of the monthly Croquet England e-Newsletter;
- c) a copy of the “Know the Game” book;
- d) a copy of the Garden Croquet Rules;
- e) a 2% discount from the Croquet England Shop;
- f) an entry in the on-line directory of clubs and inclusion on club map, a web link and the ability to utilise the profile section of Croquet England’s website.

## **9 Partner Fees**

9.1 The annual fee payable by each class of Partner shall be fixed by the charity trustees from time to time.

9.2 All annual fees for Partners shall become due and payable on 1 January each year.

9.3 Partners whose annual fees are in arrears shall not be entitled to any of the privileges of partnership. Partners in arrears on 1 May shall forthwith cease to be partners of Croquet England but shall remain liable for the sum in arrears.

## **10 Honorary Associates**

10.1 Croquet England may, on the proposal of the charity trustees, elect as Honorary Associates for life, individuals who have rendered special services to Croquet England. Honorary Associates shall be entitled to all the benefits of Premium Associates and will not be required to pay an annual subscription fee. Honorary Associates who apply for voting rights may become Honorary Members.

## **11 Individual Associate Application Process**

11.1 An application for registration as an Associate may be made either:

- a) by an individual including the name, address and other such information as the charity trustees may require and, if applicable, payment of, or authorisation to collect, the appropriate subscription, via the Croquet England website or sent to the Office; or
- b) in the case of Standard Associates, by an Affiliated club, on behalf of one of its members, providing name, address and other such information about them as the charity trustees may reasonably require. Data provided will be handled in accordance with the Data Privacy Notice of Croquet England.

11.2 The charity trustees may refuse an application for registration as an Associate for good cause, including but not limited to conduct likely to bring Croquet England into disrepute or hinder its operation.

11.3 Applicants are admitted as Associates and may exercise the privileges of Association immediately, though they shall cease to be and do so if informed by the Secretary within 30 days that the charity trustees have refused their application under section 11.2 above.

## **12 Member Application Process**

- 12.1 All applicants for Membership must first be registered as an Associate.
- 12.2 All Members of Croquet England must provide an address at which they may be contacted, an email address should also be provided if possible and other such information about them as the charity trustees may reasonably require.
- 12.3 A Member must be registered with a Constituency In order to vote for a Constituency related issue. Rules for specifying which Constituency a member is entitled to be registered with may be set by the Electoral Commission. A Member not specifically registered with a Constituency will only be entitled to vote on resolutions impacting Croquet England as a whole.
- 12.4 The charity trustees may refuse a fully completed application for Membership only if they believe that it is in the best interests of Croquet England for them to do so, in accordance with clause 9 of the Constitution.

## **13 Affiliate Application Process**

- 13.1 Clubs or Federations wishing to Affiliate should contact the Croquet England office.

## **14 Partner Application Process**

- 14.1 Organisations wishing to apply to become Club or Hospitality partners should contact the Croquet England office.

## **15 Resignation**

- 15.1 A Subscriber who pays a fee direct to Croquet England who wishes to resign must complete the on-line process or inform the Office not later than 31 December in any year or remain liable for the fee for the following year.
- 15.2 An Affiliated club or federation who wishes to resign must inform the Office not later than 31 December in any year or remain liable for the annual fee for the following year and must also pay any other monies due to Croquet England.
- 15.3 A Partner wishing to resign must inform the Office not later than 31 December in any year or remain liable for the annual fee for the following year.

## **16 Termination of Membership**

- 16.1 A Member who wishes to resign must do so either on-line, or in writing to the Office.
- 16.2 A Member who resigns as such will revert to an Associate of the same class if eligible, otherwise their subscription will be terminated.
- 16.3 If a Member ceases to be an Associate, Membership is automatically terminated.



## **17 Termination of individual subscription**

17.1 Subscription to Croquet England terminates if:

- a) the Subscriber dies;
- b) the Subscriber sends a notice of resignation to the Office;
- c) any sum of money owed by the subscriber to Croquet England is not paid in full within four months of its falling due;
- d) if a Standard Subscriber ceases to be named on an Affiliated club membership list in accordance with section 5.3;
- e) the charity trustees decide that it is in the best interests of Croquet England that the Subscriber in question (including an Honorary Subscriber) should be removed as a Subscriber, and pass a resolution to that effect, following the procedure set out in clause 9(4) of the Constitution.

## **18 Termination of Affiliation or Partnership**

18.1 Affiliation or Partnership to Croquet England terminates if:

- a) the organisation ceases to exist;
- b) the organisation sends a notice of resignation;
- c) the organisation fails to pay in full any sum of money owed to Croquet England within four months of it falling due;
- d) the charity trustees decide that it is in the best interest of Croquet England that the organisation in question should be removed as an Affiliate/Partner and pass a resolution to that effect, following the procedure set out in clause 9(4) of the constitution.

## **References**

Constitution of Croquet England

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