Collections Development Policy 2026-2030

Approved by the Board of Trustees of The Hockey Museum	
Chair's signature:	
Name:	
Date:	
Date of next review:	

Policy review procedure: The Collections Development Policy will be published and reviewed from time to time, at least once every five years.

Arts Council England will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of collections.

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1. Relationship to other relevant policies/plans of the organisation

1.1 The Hockey Museum's Vision and Mission statements

MISSION 2035: The Hockey Museum protects hockey's heritage and tells stories of its history and influence on a global community.

We do this so that…

VISION 2035: Our collection materials will connect, engage, and inspire diverse communities through hockey.

The Hockey Museum's Charitable Objects:

"Advancing the education of the public in the history and development of hockey and its antecedents, in particular by establishing and maintaining a museum for the permanent exhibition and preservation of items of education and/or historic value."

The Hockey Museum acquires, preserves, and makes available to the public, for study and through exhibitions and digital storytelling, heritage items relating to the sport of hockey (alternatively known as field hockey). The Hockey Museum's primary audience is the 'hockey family' (i.e. current and former participants in the sport). However the museum recognises its commitment to non-hockey-playing audiences and to this end directs its educational efforts towards young people in education and at hockey clubs to increase their awareness of hockey, its history and values, and to encourage participation in playing and officiating for social and health purposes.

The Hockey Museum's Strategic Commitments 2030

BUILD OUR NEW HOME

We will review our current facilities and develop the scope for a 'new home' that includes non-negotiables and a high-level financial projection.

CARE FOR OUR COLLECTION

We will develop sustainable collections management practices and make the collection more accessible for public use and benefit by developing organisational knowledge of our collection and opportunities for dedicated and trained collection volunteers.

REFLECT A MORE DIGITAL WORLD

We will create a realistic and achievable Digitisation Plan and prioritise and prepare our collection for digitisation.

DEVELOP ENGAGED AUDIENCES

We will create and execute a manageable communications strategy that broadens our appeal and value.

ACHIEVE FINANCIAL SECURITY

We will recruit a dedicated trustee with responsibility for grant writing and increase the annual total of donations.

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3 By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift or bequest, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

1.7 The museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

The National Hockey Museum was formally set up in 1992 to display memorabilia, archives, and illustrations at the National Hockey Stadium at Milton Keynes – Mike Smith and David Wareham were invited to be the first curators. The National Hockey Stadium opened in 1995 but it proved to be a short-lived facility which closed in 2003. Upon closure, the memorabilia and some of the donated collections were rescued by Mike, David, Pat Rowley, and Dil Bahra. The material was put into storage, primarily in the warehouse of Mercian Sports Company in Woking. Mercian also housed the library and playing records and made them available to hockey enthusiasts and students.

In July 2007, at the instigation of Pat, the English national governing body, England Hockey (EH), set up the Archives Steering Group (ASG) to work towards a museum reincarnation. The EH Finance Director, Ian Wilson, and EH board member and former England player Katie Dodd joined the original four. Katie was voted in as chairperson. Unfortunately, this was a period of serious financial constraints for EH and no further initiatives were forthcoming from the governing body. The ASG met regularly but there was little to report.

Prior to this, in May 2005, EH had discovered that it still possessed the archive of the All England Women's Hockey Association (AEWHA). Realising its importance, they entered a partnership with the University of Bath (UOB) for the professional storage and cataloguing of the AEWHA papers. In return, the university would store and care for the archive on loan and provide public access. Today, the AEWHA archive remains in the care of the UOB, but ownership has passed from EH to The Hockey Museum.

In 2011, following discussions between Mike and Woking Borough Council, the museum was offered vacant premises near Woking town centre which became its first proper home. Mike was appointed to the role of trustee curator. The ASG members began to centralise heritage material from their lofts, garages, and the Mercian warehouse. Additional volunteers joined the team and work started to organise the formative collection, which was soon complemented by the personal collections of the founding trustees. New collections also arrived from donors nationwide. The museum moved into more modern premises two years later and, having proved to the council that larger accommodation was needed, moved into its current premises in Woking High Street in late 2017.

In 2015, following receipt of financial support from the International Hockey Federation (FIH), The Hockey Museum appointed its first professional staff who reported to Mike. The staff took on more curatorial responsibilities, and the museum began to professionalise. Museum accreditation was achieved in 2018.

The collection continued to grow significantly in its High Street premises as the museum sought to acquire 'all things hockey'. Important new collections and archives were acquired, notably from the families of hockey historians Ken Howells and Alan Walker, and from the estate of administrator Mike Ward. Important material continues to be found and offered. Since its inception, the museum has found it difficult to refuse offers of collection material, whatever its size or significance. With no other recognised hockey museum in existence, it was felt that everything must be saved or risk being lost to the sport; rejecting offered material would be received negatively by the public and the museum risked missing out on historic gems. Little structure existed around collection entry, with trustees continuing to draw on their extensive networks in hockey to acquire large volumes of heritage material, which staff then had to process. Collecting practices quickly became burdensome and unsustainable for an organisation of The Hockey Museum's limited size and resources.

In 2025, the Board of Trustees approved a new method of documenting the museum's archives. This was implemented by the Curatorial Team who also began to develop finding aids to increase public awareness and researcher access to the archival collections. In 2026, the trustees approved a new strategic plan that included a comprehensive review of the collection and the museum's collecting practices.

With this revised Collections Development Policy, a more focused approach to collections management has been approved by the trustees. This policy supports the stated strategic aims of The Hockey Museum and more clearly sets out the priorities and boundaries for new collection acquisitions.

The Hockey Museum was constituted as a Charitable Trust in July 2012, with the assets and operations later transferred to a Charitable Incorporated Organisation (CIO) formed in January 2017. Each structure recognised that the history and traditions of the sport of hockey needed to be preserved and its stories shared for the benefit of future generations.

3. An overview of current collections

The Hockey Museum preserves, shares, and celebrates the rich heritage and history of the sport of hockey (field hockey) in keeping with its Vision, Mission and Charitable Objects.

The museum holds the world's largest collection of hockey and pre-code hockey material, in physical and digital formats, from the nineteenth, twentieth and twenty-first centuries. Stick-and-ball games are also evidenced across five continents over thousands of years.

Although the focus of the collection is the sport of hockey, the museum's collection also provides fascinating insight into the social history, dress history, and influence of team sport on popular culture. The collection includes hockey memorabilia and souvenirs reflecting the passion and involvement of players, coaches, administrators and supporters of the game.

The collection is divided into several areas; examples of key sections follow alphabetically.

ARCHIVE

Perhaps the single greatest resource of hockey history drawn from many varied collections of paper-based material. **Rule books**, **fixture lists**, **scrapbooks**, **photograph albums**, **press cuttings**, match and tour **reports**, **minute books** and **accounts** dating from the late-nineteenth century to the present day. These span the history of the sport and chart its development from amateur status to the semi-professionalism of today. Of outstanding archival importance are the game's first written laws, dating from 1874, the first minutes of the founding clubs of the first men's Hockey Association, of the International Hockey Federation (FIH), and of the Hockey Rules Board. The archive also holds the official minutes, accounts, and other records of English national, regional, county, and umpiring associations.

Key archives owned by The Hockey Museum include:

- Patrick Rowley (photography and papers: international hockey journalist)
- Marjorie Pollard (photography and papers: England player and *Women's Hockey Field* magazine editor)
- Peter Luck (photography: *Hockey Digest* and *Hockey Sport* magazine editor)
- Patricia Ward (photography: *Women's Hockey Field* magazine editor)
- Mercian Sports Company / Michael Smith (papers)
- Mary Eyre (photography and papers: Western Counties Ladies Hockey Association)

- English NGBs: the Hockey Association; the All England Women's Hockey Association (AEWHA); the English Hockey Association; England Hockey (photography and papers)
- Alan Walker (papers: Navy Hockey Association and coaching)
- Bob Mason (papers: England national team manager and statistician)
- Midland Counties Hockey Associations (papers)
- Northern Counties Hockey Associations (papers)
- Mike Ward (papers: Southern Counties Hockey Association and Hampshire County Hockey Association)
- Middlesex County Hockey Associations (papers)
- Kent County Hockey Associations (papers)

ART

The art collection includes **paintings**, **sculpture** and **textiles** pieces, **limited-edition prints** and mass-produced **engravings** and **posters**. Two important acquisitions are the oil paintings by Aubrey Sykes: one depicts two artisans from the Indian sub-continent hand carving hockey sticks from wood; the other captures the final of the 1986 men's Hockey World Cup, contested by England and Australia. Another is a limited-edition print of a female hockey player by the Spanish artist Jordi Alumà, donated to the museum by FIH past President Leandro Negre. The museum also holds in its collection a five-part applique quilt by Pat Deacon which depicts Home Nation and Great Britain Olympic medal successes.

BADGES AND PINS

This collection area includes **pin badges**, **keyrings**, **cloth badges**, **medallions** and **tie pins**. The largest numbers of badges are from England and Great Britain, but there are also many international badges. The earliest Olympic pin badge is from the 1948 Games in London. There is a smaller collection of tournament and championship badges which include the World Cup and European Championships, Commonwealth Games etc., as well as badge collections chronicling overseas hockey tours and club hockey from around the world.

EQUIPMENT

Spanning the technological advancement and innovation in **goalkeeper equipment**, **hockey sticks** and **hockey balls** since the 1870s, from when the game was played on grass to its current use of artificial pitches. The evolution of sticks, balls and goalkeeper and **outfield protective equipment** reveal how the sport has become faster, more powerful, and more technical. The collection also includes **umpiring equipment** such as whistles and cards, as well as **training and match equipment**.

FILM AND VIDEO

The **cine film** reels in the collection cover events and matches from the 1930s-1970s. Examples include the International Federation of Women's Hockey Associations (IFWHA) Conference and Tournaments, England international matches played at Wembley Stadium, to educational film loops produced by the Hockey Association and the All England Women's Hockey Association (AEWHA). The museum has a collection of **VHS** and **Betamax** videos covering matches, hockey season highlights, umpiring, and coaching. The museum also holds an archive of **performance analysis tapes** used by England Hockey in the 2000s.

KIT AND CLOTHING

Reflecting fashion and ergonomic developments from across 150 years of the modern game. The kit and clothing collection includes male and female county, club, and national team **playing kits** (including **shirts**, **blouses**, **pinafores**, **shorts**, **skirts**, **skorts** and **tracksuits**), playing **shoes** and **boots**, and **uniforms** (including **blazers** and **ties**) for players, officials and umpires from the 1900s onwards, including the Olympic Games. The museum also holds a collection of **honours caps** formerly belonging to individuals who earned representative honours at club, county, territorial and national level.

LIBRARY

The largest hockey library in the world and an invaluable research resource. The library holdings include **books**, **magazines** and **handbooks** that provide commentary on the history and development of the sport from the 1890s to the present day. The library covers aspects such as **coaching**, **biographies**, official **club histories**, **umpiring** and **tournaments**. The ambition is to build the most comprehensive hockey research library practicable within available resources.

ORAL HISTORIES

Capturing the lived experiences of prominent hockey players, administrators, and officials spanning grassroots to international level. Their recollections are recorded, preserved, and presented accessibly online for the education of current and future generations.

PHILATELY

Stamps – the hockey stamp collection comprises over 250 stamps featuring the sport have been issued by 115 countries since the first hockey stamp was issued by Japan in 1951. It covers issues from around the world and is probably 95% complete. The stamps in the collection might be mint (unused), postally used, or **First Day Cover** with the envelope itself often depicting a hockey theme. There are also other variations such as special hockey **postmarks**, **miniature sheets** etc.

Postcards – hockey postcards were first produced in the early twentieth century with caricatures and cartoon images often of children playing or posing holding a hockey stick. The collection of hundreds of postcards includes many team photographs of men's, women's, mixed hockey and military teams, or individual players.

PHOTOGRAPHY

An extensive collection of **photographs** (printed and digital), **slides** and **photographic negatives** depicting matches and actions shots, teams, portraits of individuals, dinners and social activities, official presentations etc. The images range from personal snaps to professional photography and include photographs of the first English clubs and national sides. Photography gives a fascinating insight into the development of hockey: its kit and equipment, and the people who have played, officiated, and supported it.

PROGRAMMES AND BROCHURES

Hundreds of **match and event programmes** covering grassroots to international level hockey, outdoor and indoor. The Hockey Museum holds a complete set of programmes for women's international matches played at Wembley Stadium between 1951 and 1991. The

collection of programmes also includes schools and youth hockey events, festivals, continental and world tournaments, and Oxford vs Cambridge University Varsity matches.

STATISTICS AND PLAYING RECORDS

The Hockey Museum holds the most extensive database of playing records and statistics for **international hockey matches** and playing records for **England** and **Great Britain national teams** since the 1890s.

TABLEWARE AND EARTHENWARE

Cups, **plates**, **bowls**, and **cutlery** (non-trophy, often memorabilia, sometimes artistic) relating to hockey teams and events, from club to international level and including overseas tours.

TROPHIES AND PRESENTATIONS

A hockey trophy or presentation piece might take the form of a **cup**, **bowl**, **shield**, **plaque**, **vase**, **scroll**, **sword**, **plate**, **statue**, **decanter**, **honours board** or **flag**. The oldest trophy in the collection is a tankard from 1886.

4. Themes and priorities for future collecting

4.1 The Hockey Museum's remit is to collect material relating to the history of codified hockey and its antecedents in England and Great Britain. Specifically:

1. The sport's development from its codified origins in England.
2. Pioneering individuals, notable players, and administrators.
3. Significant governing bodies at national, regional, and county level in England.
4. Important hockey clubs and teams, from grassroots to elite international level.
5. Important hockey events and tournaments held in England.
6. International hockey events and tournaments participated in by the England and Great Britain national teams. E.g. Olympic Games, Commonwealth Games, European Championships etc.
7. Unique items, or unique series of items, of significant cultural value to hockey.

Since the International Hockey Federation (FIH) recognised The Hockey Museum's international role in hockey's heritage, the museum has broadened its remit to also collect material relating to:

8. The development and governance of hockey at world level, including the FIH the International Federation of Women's Hockey Associations (IFWHA).
9. Hockey events and tournaments organised by the FIH or the IFWHA. E.g. World Cup, IFWHA Tournament, the Pro League, Champions Trophy etc.

The Hockey Museum's interpretation of "hockey in Great Britain" (referred to above) relates solely to the development of the Great Britain governance structure and the hockey teams that played under the Great Britain banner. Hockey has been played in Ireland, Scotland, and Wales for as long as in England and these nations have developed increasingly professional hockey heritage activity of their own (see section 7). The museum therefore gives collecting priority to those organisations where they can demonstrate capacity for long-term care, except where offered collections relate to Home Nations players who were Great Britain stars or pioneers influencing the development of hockey in Britain.

The histories and activities of other FIH member nations remain the responsibility of their national governing bodies, although The Hockey Museum may provide advice in a consultancy capacity.

4.2 The Hockey Museum recognises that collecting has an impact on resources. Where the museum cannot accept offered collections (for example, from less significant hockey clubs and county hockey associations or on account of available space), it will endeavour to support prospective donors to locate a suitable home in the public domain. This is to ensure that the offered material is not lost. E.g. donation to a local museum, county record office, or university archive.

4.3 The Hockey Museum has the following priority themes for developing the collection (which crossover the collection areas in section 3):

- The evolution of the codified rules of hockey.
- Personal memorabilia and archives of important and/or pioneering players, coaches, officials, and administrators, spanning grassroots to elite level.
- Memorabilia and archives relating to important or pioneering English clubs, with attention to geographical diversity.
- The early development of the game in the mid-nineteenth century through to the Second World War.
- The technical development of hockey equipment. E.g. sticks, balls, goalkeeping equipment, outfield protective equipment etc.
- The technical development of hockey playing surfaces, especially artificial pitches.
- The technical development of men's and women's playing kit and officials' uniforms.
- Statistical records and documents recording all England and Great Britain international matches.
- Documentation pertaining to the development of the national governing bodies (NGBs) of England and Great Britain, and of the world governing body, the International Hockey Federation (FIH).
- Oral histories of significant, pioneering or famous players, coaches, officials and administrators, from grassroots to elite level.
- National teams' playing kit inclusive of and beyond England and Great Britain, with particular focus on Olympic Games, and European and World tournaments.

- The equality, diversity and inclusion (EDI) values of the sport of hockey and material relating to communities within the 'hockey family' under-represented in The Hockey Museum collection and/or national sporting heritage collections. E.g. Black, Asian and ethnic minorities, masters/veterans hockey, disability hockey, mixed hockey etc.
- Nineteenth- and twentieth-century British social history crossover with hockey. E.g. hockey and: the World Wars, women's suffrage, leisure and recreation, dress history, the British education system, the British Empire, migration, religion etc.
- Hockey as a sociable team sport, on and off the pitch, including hockey festivals and other social activity.

The archive of the All England Women's Hockey Association (AEWHA) records the development of the women's game under the AEWHA. It is held at the University of Bath Library, to whom it was loaned by England Hockey. In April 2025, England Hockey transferred ownership to The Hockey Museum, which has chosen to continue the loan agreement with the university.

5. Themes and priorities for rationalisation and disposal

5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

The Hockey Museum's past collecting practices have created a swollen collection at odds with its available space, human resource, and financial capacity. The accessioned collection contains unnecessary duplicate material and material of limited value and purpose for telling the story of hockey. Furthermore, past inexperience of collections management has led to an unsustainable accessioning – many items were added to the Accession Register unnecessarily with limited flexibility to support the museum's audience engagement work. Subsequently, The Hockey Museum commits to:

1. A tighter collecting scope (outlined in section 4) and to rationalise, de-accession, and/or dispose of items that fall outside of this scope.
2. A new Collections Framework of accessioned and non-accessioned areas of the collection that better supports the museum's strategic priorities.

5.3 Framework of accessioned and non-accessioned areas of the collection

Accessioned collection

The permanent collection recorded in the Accession Register, which comprises:

- Unique/one-of-a-kind objects (star objects: e.g. metal trophies, medals)
- Archives recorded at top fonds level (bulk accessioned)
- Rare/unique archival items (e.g. scrapbooks, minute books, early programmes)
- Mass produced memorabilia to a defined maximum of duplicates (e.g. pin badges, pennants, ties, plastic trophies/medals, club handbooks, stamps, posters, postcards)

Archive collection

Catalogued to the ISAD-G standard and bulk accessioned at fonds level

- Paper records
- Digital records
- Mass produced paper items with significant provenance or relevance to their archival 'whole'
- Photographic items (e.g. slides, negatives, photographic prints)

Reference collection

Supporting collection; not accessioned but catalogued to the Spectrum standard

- Library books
- Library magazines (bulk catalogued)
- Mass produced paper items (e.g. county/regional/national association handbooks, match programmes not in the permanent collection)

Handling collection

Supporting collection; not accessioned but catalogued

- Duplicate material with tactile/storytelling value
- Duplicate equipment used for re-enactments

6. Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museums Association (MA) Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museum(s)/organisation(s):

- Scottish Hockey Heritage Group (collections stored at the University of Dundee and Scottish Hockey)
- National Records of Scotland (Scottish Women's Hockey Association, Scottish Hockey Association and Scottish Hockey Union)
- The Irish Hockey Archive (collections stored at Dublin City Library)
- Hoci Cymru (embryonic activity; collections stored at Hoci Cymru offices)
- University of Bath Library (where the AEWHA archive held on long-term loan from The Hockey Museum)
- County and regional record offices nationwide (e.g. Surrey History Centre)
- The Lightbox (Woking sports heritage)

The museum uses the following mechanisms for checking other museum(s)/organisation(s) collections and collecting policies when it is offered heritage material:

- Sporting Heritage collections map
- Museum Data Service
- National Archives
- Archives Hub

8. Archival holdings

The Hockey Museum holds paper-based archives, including records, photographs and printed ephemera. As such it will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

The museum catalogues its archives to the ISAD(g) standard.

9. Acquisition

9.1 The policy for agreeing acquisitions is:

All proposed acquisitions are considered by the Curatorial Team under the direction of the Curator. No decisions are taken by staff or trustees in isolation.

Before material arrives at the museum, donors must submit a detailed listing or photographs of offered material to allow the Curatorial Team to make informed acquisition decisions.

Acquisition will depend on the capacity of The Hockey Museum to provide adequate storage, conservation, access, and display facilities as well as documentation in accordance with the Spectrum standard.

The museum will always seek to acquire items outright by gift, purchase, or bequest. Only in extraordinary circumstances will incoming loans be accepted into the collection. Long-term loans in these circumstances must be for a fixed period. The exemption to this will be short-term loans if required for temporary exhibitions.

The museum will aim to acquire the copyright and other rights of items it wishes to add to the collection.

The Hockey Museum may acquire duplicate items to populate the Collections Framework in section 5. Accordingly, the museum will hold a maximum of 4 versions of a given item:

- x1 for the permanent collection
- x1 for the reference collection
- x2 for a 'handling collection' for educational purposes.

Offers of additional duplicates will be declined. Exceptions will only be made where acquiring an item greatly enhances the story of a collection or individual, or where items are vulnerable, fragile, or prone to rapid deterioration.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10. Human remains

The museum does not hold or intend to acquire any human remains.

11. Biological and geological material

The museum will not acquire any biological or geological material unless in exceptional circumstances. The museum does not collect natural history specimens for scientific study; however, some collections (e.g. those concerning touring hockey) contain natural materials collected as keepsakes. These may only be acquired at curatorial discretion.

The museum will not acquire by any direct or indirect means any biological or geological material that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12. Archaeological material

The museum will not acquire any archaeological material.

13. Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- Acting as an externally approved repository of last resort for material of local (UK) origin.
- Acting with the permission of authorities with the requisite jurisdiction in the country of origin.

In these cases, the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14. Spoliation

14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15. The repatriation and restitution of objects and human remains

Not applicable

16. De-accessioning into supporting collections

16.1 A programme of de-accessioning items from the permanent collection will populate the areas of the Collections Framework (set out in section 5). De-accessioning to populate the Framework is considered distinct from de-accessioning for disposal: items de-accessioned into the collection areas within the Framework do not leave The Hockey Museum's collections; they are removed from the accession register allowing for greater flexibility of use to better support the museum's strategic objectives.

16.2 The Hockey Museum's Curator has authority to authorise the de-accessioning of items to populate the Collections Framework. No de-accessioning decisions will be taken by one individual alone.

17. Disposal procedures

17.1 All disposals will be undertaken with reference to: the Spectrum procedures on disposal; the Museums Association (MA) disposal toolkit *Off the Shelf;* and the MA Code of Ethics.

17.2 The governing body will confirm to the best of its knowledge that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account – these may be recorded on Object Entry Forms or within filed letters/emails. Where gaps in knowledge exist, the museum will take a risk-based approach to proposed disposals (using a Disposals Risk Matrix).

17.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

17.4 In most circumstances disposal should only be motivated by curatorial reasons. The museum will not undertake disposal motivated principally by financial reasons.

17.5 The only exception to the above will be objects where there is considered to be an unmanageable hazard present.

17.6 The decision to dispose of material from the collections will be assessed by the Curatorial Team and taken via a system of delegated authority (as recommended in the MA disposal toolkit *Off the Shelf*, 2023). With reference to the Disposals Risk Matrix:

- The Hockey Museum's Curator has authority to authorise the disposal of objects considered 'low risk'.
- The Hockey Museum's collections management trustees have authority to authorise the disposal of objects considered 'medium risk'.
- Only the Board of Trustees can authorise the disposal of objects which are 'high risk'.

17.7 The decision to dispose of material from the collections will only be taken after full consideration of the reasons for disposal. Consideration is given to:

- The collecting remit outlined in this Policy
- Uniqueness and/or existing duplication

- Storytelling/audiences potential
- Condition and/or conservation expense
- Hazardous items
- Available storage space

Other factors will be considered including:

- Public benefit
- Whether an item was incorrectly accessioned in the past. E.g. as part of a bulk accessioning process, or that it represented the particular collecting interests of an individual in the past.
- The implications for the museum's collections.
- The implications for collections held by museums and other organisations collecting the same material or in related fields.

Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

17.8 The Hockey Museum's Curator has authority to replace mass-produced memorabilia and/or reference items from the collections (e.g. books, magazines, handbooks, programmes, stamps etc.) for versions in superior condition. This is only permitted where there are no unique additions/personalisation present (e.g. hand annotations) and where provenance is considered less important than completing collection areas or sets to the highest standard/condition.

17.9 No decision to dispose of an object will be taken by one individual alone. All decisions to recommend disposal, whether to the Curator or the Board of Trustees, will have been reached by the Curatorial Team following the Disposals Risk Matrix.

17.10 Where a decision to dispose has been made, the procedures outlined below will be followed and the method of disposal may be by gift (transfer), sale, recycling, exchange or, as a last resort, destruction.

18. Methods of disposal

18.1 A proportional approach to disposal will be taken and will follow guidelines and suggestions laid out in the MA disposal toolkit *Off the Shelf*, 2023.

18.2 Where there is a good likelihood of an object finding a new home, priority will be given to retaining the object within the public domain. The Hockey Museum may choose to prioritise another accredited museum but it will also seek to benefit other public institutions including but not limited to heritage organisations and educational institutions (as per updated guidance from the MA *Off the Shelf* disposals toolkit, 2023).

18.3 In finding a home for an object, the museum will make use of resources including but not limited to: the MA's Find an Object web listing service; an announcement in the MA's *Museums Journal*, and in other specialist publications and websites.

18.4 The museum will ensure accountability and impartiality in decisions of transfer by measures including but not limited to: ensuring at least two months advertising period; informing other accredited museums which collect in the same or related areas of the proposal and inviting comment.

18.5 The Hockey Museum will not dispose of items by exchange.

18.6 Sale of an object or specimen may only be considered in very limited circumstances: where there is no uptake when offered for transfer (***note:*** all objects being disposed of by this method should go via the Board of Trustees for approval irrespective of risk level); and where an object is damaged beyond repair as scrap. The proceeds of a sale will be spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

18.7 Recycling of an object will also be considered in the above circumstances with the additional circumstance of 'low-risk' objects which have an unlikely transfer value.

18.8 If it is not possible to dispose of an object through transfer, sale, or recycling, it may be possible to destroy it. Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required. The destruction of objects should be witnessed by a member of the Curatorial Team. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

18.9 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition or has high associated health and safety risks.

19. Documenting disposal

Full records will be kept of all decisions on disposals and the items involved, and proper arrangements made for the preservation and/or transfer (as appropriate) of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum Procedure on deaccessioning and disposal.