

# Midland Region Hockey Umpiring Association

## Constitution

### 1. Title and Control

The Association will be called the Midland Region Hockey Umpiring Association (MRHUA) hereinafter referred to as the Association. It shall be a constituent part of the Midland Region Hockey Association (MRHA), to whom its rules and later amendments must be submitted for approval.

### 2. Objects

Within the Men's and Women's Outdoor and Indoor, and Mixed games:

- a) To provide umpires to matches designated by England Hockey or MRHA.
- b) To develop regional level umpires.
- c) To promote the interests of umpiring within England Hockey and MRHA.
- d) To consider the support of umpires within the County/ies HUAs and clubs.
- e) To encourage the participation in the game of hockey as an umpire.
- f) To develop Umpire Coaches, Umpire Managers and Technical Officials.
- g) To embrace the principles of Sports Equity.

### 3. Affiliations

Any County Umpires/Umpiring Association and any Group Umpires/Umpiring Association controlling two or more Counties within the area of the Midland Region and the Midlands Young Umpiring Group (MYUG) shall affiliate to the Association. Such Associations (hereinafter called a Constituent Association) and the MYUG shall be formed, or continued, only with the approval of the Association, and shall be subject to the authority of the Association, to which all their rules and later amendments shall be submitted for approval.

### 4. Membership

The Association shall consist of:

- a) **Full Members** who will be entitled to vote at an AGM or SGM, and will include:
  - i. Umpires currently receiving appointments at National and/or Regional level, and who are on the Level Two register.
  - ii. Officers and others elected to the Executive Committee, Selection and Coaching Sub Committees of MRHUA.
  - iii. Representatives to MRHUA from the Constituent Associations.
  - iv. Umpire Coaches and Umpire Managers currently active at National or Regional level.
- b) **Associate Members** who will not be entitled to vote at an AGM or SGM who will be:
  - i. Life Members, who shall include all former Life Vice Presidents and Vice Presidents of MCHUA.
  - ii. Level Two or Level Three and above umpires no longer receiving appointments.
  - iii. Level Two or Three Umpire Coaches and Umpire Managers no longer active.
  - iv. Other Level One umpires who receive Regional appointments.

All members of MRHUA will be entitled to purchase and wear the approved MRHUA regalia.

## 5. Annual General Meeting

The Annual General Meeting shall be held not later than **ten** days before the Annual General Meeting of MRHA, for the purpose of electing the Executive Committee, all Sub Committees, the Appointments Secretaries for the men's and women's game, representatives to MRHA (and England Hockey if applicable) and for the presentation of accounts and for other business. It may be attended by all members of the Association as defined under Rule 4. Officers and representatives elected at an AGM or SGM shall be elected by a show of hands, or, if deemed necessary by the President, or by the appointed Chairman, by a ballot. All those entitled to a vote may have one vote only.

**Twenty** full members shall form a quorum for an AGM.

Notice of the Annual General Meeting, a list of nominations for Officers, and a copy of the agenda shall be sent to each member as defined in Rules 4a and b at least 14 days before the date of such meeting.

Save in exceptional circumstances (which shall be determined by the President or appointed Chairman), nominations for Officers, Representatives and other appointments shall be received in writing by the Honorary Secretary of the Association at least four weeks before the date of the meeting.

1. All officers, representatives, sub-committee members and secretaries and scrutineers, shall be elected at an AGM and will serve for one year, when they will be eligible for re-election. The exceptions to this are:
  - The President, who shall be elected for a period of two years, when he/she shall not then be eligible for immediate re-election.  
The office of President, save in the first instance, shall normally be elected from the two Vice Presidents, following a recommendation from the Outgoing President and endorsement from the Executive Committee.
  - The Immediate Past President, who shall serve for the term of his or her successor following his or her Presidency.
  - The two Vice Presidents, who shall be from different areas of the game, that is to say the Men's, Women's or Mixed, who shall normally be appointed to the post on a non re-elective basis, following a recommendation from the President and endorsement from the Executive Committee.
  - The MRHUA Webmaster, who shall normally be appointed to the post on a non re-elective basis, following a recommendation from the Executive Committee.
  - The MRHUA Welfare Officer, who shall normally be appointed to the post on a non re-elective basis, following a recommendation from the Executive Committee.
  - The MRHUA Data Protection Officer, who shall normally be appointed to the post on a non re-elective basis, following a recommendation from the Executive Committee.
  - The Chairmen of the Selection and Appointment Sub Committees and the Coaching and Development Sub Committee, who shall be elected by those Committees at their first meeting following the Annual General Meeting. Each shall serve for one year.
2. In the case of the Selection and Appointment Committees, only those active in the particular game, i.e. Men's, Women's or Mixed, may vote for that Committee.

Written reports to the AGM shall be required from: The Associations' President, Secretary and Treasurer, the Women's and Men's Selection Sub-Committees, the Coaching and Development Sub Committee and the MYUG.

Should any position become vacant during a period of office, a replacement will be appointed by the Executive Committee to serve until the next AGM, when members may elect a new officer or representative.

## 6. AGMs of Constituent Associations

Constituent Associations shall hold their AGMs prior to that of the Association.

## 7. Special General Meeting

- a) A Special General Meeting may be requisitioned by the Executive Committee, or, by written request, from fifteen full members.
- b) Any such requisition shall state the reason for the meeting, which shall be convened within 42 days.
- c) At least 14 days notice shall be given to those entitled to attend.
- d) **Fifteen** full members shall form a quorum.
- e) No business shall be transacted at any such meetings other than that which is specified in the calling notice.

## 8. Committees and Co-options

### a) Executive Committee.

The Association shall be governed by the Executive Committee, comprising the following:

- President, who shall chair the meeting
- Immediate Past President
- 2 Vice Presidents
- Honorary Secretary
- Honorary Treasurer
- MRHUA Webmaster
- MRHUA Welfare Officer  
(This post shall not normally be required to attend Executive Committee meetings unless the Officer needs to report matters in person or is specifically requested to attend.)
- MRHUA Data Protection Officer  
(This post shall not normally be required to attend Executive Committee meetings unless the Officer needs to report matters in person or is specifically requested to attend.)
- Women's Selection Sub Committee Chairman or nominated representative
- Men's Selection Sub Committee Chairman or nominated representative
- Coaching and Development Sub Committee Chairman or nominated representative
- Midlands Young Umpiring Group Chairman or nominated representative
- Women's County Association Representative No.1
- Women's County Association Representative No.2
- Men's Umpire/Umpiring Association Representative No.1
- Men's Umpire/Umpiring Association Representative No.2
- Mixed Umpire/Umpiring Representative
- Women's Level 2 Umpire Representative No.1
- Women's Level 2 Umpire Representative No.2
- Men's Level 2 Umpire Representative No.1
- Men's Level 2 Umpire Representative No.2

Written reports to the Executive Committee meetings shall be required from: The Associations' Secretary, Treasurer, Webmaster, Welfare Officer and Data Protection Officer, the Women's and Men's Selection Sub-Committees, the Coaching and Development Sub Committee, the MYUG and the MRHA reps, plus any such other reports as requested by the Executive Committee from other persons who may represent MRHUA on external bodies or members of any ad hoc working groups which may be formed from time to time.

The President, 2 Vice Presidents, Honorary Secretary and Treasurer of MRHA will be ex officio non-voting members of the Executive Committee.

The Executive Committee shall have the power to co-opt an Assistant Treasurer in a non-voting capacity.

**Eight** shall form a quorum.

The Terms of Reference of the Executive Committee shall be:

- i. To develop, monitor and review a three-year rolling strategy for umpiring within the Midland Region.
- ii. To consider and approve annual programmes and budgets for each sub-committee and to review their progress.
- iii. To ensure the co-ordination of sub-committees.
- iv. To determine policy on financial matters and membership.
- v. To deal with any other matters of a general nature not covered by the terms of reference of the sub-committees.
- vi. To maintain the Level Two Register in the Region.
- vii. To appoint two representatives from the Executive Committee to sit on MRHA Council.

**b) Selection and Appointments Sub-Committees.**

There shall be two Selection and Appointments Sub-Committees, one for the Men's game and one for the Women's game.

If required at a future date, a Mixed Selection and Appointments Sub-Committee will be added.

Each Sub-Committee will comprise of:

President, Immediate Past President and the Vice Presidents of MRHUA

Outdoor Appointments Secretary

Up to 6 Selectors

One of the above shall be elected as the Chair and one shall be elected as Indoor Appointments Secretary.

**Four** shall form a quorum for each Selection and Appointments sub-committee.

A Secretary will be appointed to each Selection and Appointments sub-committee, who shall have no voting rights.

The Terms of Reference of the Selection and Appointments Sub-Committees shall be:

- i. To formulate policies for the selection and appointment of umpires at Regional level.
- ii. To appoint umpires to matches as requested by England Hockey and MRHA.
- iii. To arrange assessment for individual umpires in order to be able to decide promotion or demotion, and to ensure that all umpires are performing at least to their current grade.
- iv. Recommend to Coaching and Development Sub Committee any umpire who is considered to be in need of specialist coaching for whatever reason.
- v. To arrange the testing of umpires for grading purposes.
- vi. To appoint Umpire Managers and Technical Officials to tournaments under the jurisdiction of MRHA.
- vii. To arrange for the assessment of umpires nominated by Constituent Associations, according to the criteria laid down for the England Hockey Level Two Badge.

**c) Coaching and Development Sub-Committee** will comprise of:

President, Immediate Past President and the Vice Presidents of MRHUA

Two members from the Men's game and two members from the Women's game, each of at least Level Two Umpire Coach status (if possible), and one from the Mixed Game.

One of the above shall be elected as Chair.

One Player Coach representative from MRHA.

One member with special responsibility for youth umpire development.

**Three** shall form a quorum.

A Secretary will be appointed to the Coaching and Development sub-committee, who shall have no voting rights.

The Terms of Reference of the Coaching and Development Sub-Committee shall be:

- i. To formulate policies for the coaching and development of umpires, umpire coaches and umpire managers within the region.
- ii. To implement and monitor such policies for the coaching and development of umpires, umpire coaches and umpire managers.
- iii. To make the necessary arrangements for the testing of umpire coach candidates.
- iv. To monitor the log books of umpire coaches, and oversee the coaches development.

The President of MRHA shall be a non-voting ex-officio member of all above sub-committees.

d) **Midlands Young Umpiring Group ('MYUG')** will comprise of:

Up to 3 Representatives from MRHUA – to be determined by the Executive and normally to include the President (ex-officio) and one suitable qualified umpire coach.

All other representatives to the MYUG shall be determined as per the agreed Terms of Reference for this group.

The Terms of Reference of the MYUG are as agreed by the MRHUA Executive Committee and may be reviewed as required and amended where appropriate and without requirement for constitutional change and/or AGM approval. This document is attached as an appendix and as reference only.

The main aims of the MYUG shall be:

- i. The Group should form a key link between County, Regional and National young umpiring activity.
- ii. By appointing or controlling the appointment of young umpires to suitable opportunities within the region and by providing coaches and mentors, it supports the development of these umpires through three stages:
  - By **Starting** young umpires to become involved in the game.
  - By encouraging them to **Stay** involved and not be put off.
  - By **Succeeding** to progress up the umpiring ladder.
- iii. The MYUG has a responsibility to England Hockey to ensure that all coaches, umpire managers and mentors have a valid CRB certificate and if possible have attended a Child Protection and Good Practice course.

## 9. Committee and Sub Committee Proceedings

- a) If a Chairman is unable to attend, the voting members present shall appoint one of their number to chair the meeting.
- b) Each committee and sub-committee member shall have one vote.
- c) Decisions taken by each committee and sub-committee shall be decided by a simple majority, unless otherwise determined by the Chairman.
- d) If a representative of a Constituent Association is unable to attend, an alternative representative may attend with full voting rights.
- e) If Chairmen of Committees cannot attend Executive Committee, they may send a representative.
- f) Each committee shall have the power to co-opt, or invite others to a meeting, as they consider appropriate. Such people will not have voting rights.
- g) There will be no proxy voting, or postal voting rights at any meeting of the Association.

## 10. Meetings and Minutes

- a) The Executive Committee and all sub-committees shall meet up to four times, or more as agreed, in each year.
- b) Minutes shall be taken of all committees and sub-committees, and these shall be confidential to those committees unless otherwise agreed.

## 11. Finance and Accounts

- a) The Financial Year shall be 1 September to 31 August.
- b) The Honorary Treasurer shall keep accounting records in which all the financial transactions of the Association are recorded.

A revenue account and balance sheet for the last complete financial year, duly certified by the Scrutineer(s), shall be prepared and presented to the second available Executive Committee meeting after year end. These accounts, after ratification by the Executive Committee, will also be presented to members at the next AGM.

An up to date financial statement for the current financial year will also be presented to the AGM. These records shall be available to MRHA Finance Committee.

- c) In general, the policy of the Association shall be to break even in any one financial year.

## **12. Affiliation Fees and Charges**

- a) All full member active umpires, as defined in section 4 a) i of this document, shall pay an annual membership fee, the level of which shall be determined by the AGM each year. Such fees to be designated for Coaching and Development purposes within the Association.  
Duly elected Life Members of MRHUA, who are still active umpires, shall be excused payment of an annual membership fee.
- b) The Association shall pay any registration fees due to England Hockey in respect of new umpires, nominated by their respective Constituent Association and placed on the Level Two Register by the Association.
- c) The level of charges payable by the clubs or other bodies to whom the Association are asked to appoint, will be determined by the Executive Committee, approved by the AGM and ratified by MRHA.
- d) Any changes to membership fees or charges to clubs, agreed at the AGM and ratified by MRHA, shall take effect from the beginning of each new financial year.

## **13. Umpires and Officials Expenses**

- a) Each umpire and official appointed by the Association may claim travel expenses at a rate determined by the Executive Committee, approved by the AGM and ratified by MRHA.
- b) Other expenses incurred by umpires and officials on behalf of the Association may be paid, in part or whole, as authorised by the Executive Committee or, in emergencies, by the President.
- c) Any changes to expense claims rates, agreed at the AGM and ratified by MRHA, shall take effect from the beginning of each new financial year.
- d) All expenses must be submitted via the Website or on the appropriate forms and conform to the MRHUA expenses claim procedures as published from time to time on the Website Handbook and Downloads page.

## **14. Nomination of Umpires**

- a) Each Constituent Association may have the power to submit, at any time, the names of umpires they consider to be suitable for inclusion on the Regional Panel. All submissions shall include the full name and initials, postal address and telephone numbers and date of birth.
- b) Each club properly affiliated to MRHA may have the power to submit, at any time, the names of umpires they consider to be suitable for inclusion on the Level 2 Register. All submissions shall include the full name and initials, postal address and telephone numbers and date of birth. These nominees shall first be assessed by the Constituent Associations on a suitable game before they are assessed by the Region.
- c) Nominations under rules a) and/or b) shall be submitted in writing to the Secretary of the appropriate Selection and Appointments Sub-Committee.
- d) Any umpire who is an active member of another Regional HUA, who wishes to join the Association, may be considered for membership without the need for nomination by a Constituent Association, provided that he/she applies for membership to the Constituent Association prior to acceptance.
- e) The respective Appointments Secretaries shall have the power, in consultation with the President, to appoint from outside the Regional Panel where circumstances require it.

## **15. Complaints and Appeals**

### **a) Umpires and Officials**

Notwithstanding the England Hockey Code of Ethics and Behaviour by which our members must abide at all times, any complaint against a member of the Association must be submitted, in writing, to the Honorary Secretary or to either of the Vice Presidents of the Association.

The complaint shall be considered by a Complaint Committee, consisting of no less than three and no more than five members, appointed by the Executive Committee. The Complaint Committee may call for evidence from any person(s) involved in consideration of the complaint. The outcome of the Complaint Committee's deliberations and any necessary action(s) taken will be notified to the member complained against.

The member(s) concerned shall have the right to appeal, in writing and within seven days of receipt of the Complaint Committee's decision, to the Honorary Secretary or to either of the Vice Presidents of the Association against any decision or action(s) taken. Once the appeal has been formally received, then the appellant shall be entitled to receive all relevant documentation created or considered by the Complaint Committee.

The appeal shall be heard by the Executive Committee, or a sub-committee appointed by the Executive Committee. At the hearing of such an appeal, no nominees of an association which is appealed against, and no other person who has sat or voted before on the question under appeal shall be entitled to hear the appeal or to attend the hearing unless at the request of the Executive Committee or sub-committee, and then only in order to answer questions or clarify detail as required by the committee. The appellant shall have the right to attend the hearing in person, and to be represented by some other person on their behalf.

### **b) Clubs and Players**

Notwithstanding the England Hockey Code of Ethics and Behaviour, any complaints by a member against a club, player, or official of that club, must be notified in writing to the Honorary Secretary of the Association, and shall be considered by the Executive Committee, or a sub-committee appointed by that committee, who may call for evidence from the club or person(s) concerned.

After consideration, the Association shall, if necessary, submit any complaint, together with any recommendation, to the appropriate Hockey Association. The Association may withhold the appointment of umpires to any club, should it consider that the club or any of its members have behaved in any manner which adversely affects the Association or any of its members.

## **16. Alteration of Rules**

The foregoing rules shall be the rules of the Association. No new rule shall be made, nor any existing rule amended or rescinded, except by resolution at an AGM or SGM of the Association. Such resolution must be passed by a two-thirds majority of those present and entitled to vote and voting.

Notice of the details of any alteration intended to be proposed at any such meeting shall be sent, in writing, to all members of the Association at least 14 days before that meeting. Any such amendments shall be submitted, in writing, to the Honorary Secretary at least 60 days before the date of that meeting.

All alteration of the rules shall be subject to approval and ratification by MRHA.

## **17. Dissolution**

A resolution to dissolve the Association shall be put to a General Meeting and shall be passed only by a majority of three quarters or more of those present, entitled to vote and voting, and ratified by MRHA.

In the event of the dissolution of the Association, no monies shall be paid or distributed to members of the Association. Any such monies may be paid, as determined by a General Meeting, to any association, body or corporation having similar objects to those of the Association, or formed for the purpose of encouraging, promoting, developing or controlling other amateur games in the Midland region.



## MIDLANDS YOUNG UMPIRING GROUP (Previously known as MRYUAG)

### TERMS OF REFERENCE

The purpose of these Terms of Reference is to provide a framework for Midlands Young Umpiring (MYU) who will work within the Midlands region to recruit, train and support young umpires.

#### 1. AUTHORITY

Midlands Young Umpiring Group (MYUG) is a sub group of the Midland Region Hockey Umpiring Association (MRHUA), being authorised by this body and guided by England Hockey to conduct its business in accordance with the Terms of Reference set out below. MRHUA is a constituent body of the Midland Region Hockey Association (MRHA). These Terms of Reference may be reviewed annually by the MRHUA and England Hockey and where appropriate, revised to accord with the changing requirements of MRHUA and England Hockey.

#### 2. MEMBERSHIP

MYUG membership may be drawn from each of the following bodies: MRHUA, Birmingham Counties Hockey Umpiring Association (BCHUA), East Midlands Hockey Umpiring Association (EMHUA) together with young umpires from the MYU panels, or graduates from the NYUPL programme. In addition MYUG shall co-opt onto the group the treasurer of MRHUA (who will be responsible for the finances of the group) and any other person deemed necessary for the efficient running of the group. All members of the Group (save the MRHUA Treasurer) may serve for a period of two years from the date of appointment but may thereafter be re-appointed for further periods of two years at a time.

A chairperson shall be nominated by the members of the group and ratified by MRHUA. Appointment to the group shall be the responsibility of the "MYUG Management Committee" (see paragraph 5 below). A quorum of a minimum of 5 members shall be required for all FULL group meetings.

#### 3. FINANCES

Finances of MYU and any funding forwarded by other bodies will be held in an account set up by MRHUA for MYU and controlled by the MRHUA treasurer. Any external funding bids required by the MYU will be written and forwarded to MRHUA for approval before being submitted. MYU will not be directly funded by MRHUA or MRHA.

In the long term it is expected that MYU will be a self-financing group and will charge its members an annual affiliation fee which will be used towards covering coaching costs.

#### 4. RESPONSIBILITIES

MYUG reports to MRHUA and liaises with the National Young Umpire Group.

The aims of the group are:

- a. To appoint young umpires to appropriate level competitions/games
- b. To support young umpires by providing umpire managers, coaches and mentors to the competitions/events to which young umpires are appointed
- c. To ensure that all MYUG appointed umpire managers, coaches, tutors and mentors have a current enhanced CRB certificate and attend training courses and events (as appropriate) to ensure they are up to date with other certificates i.e. Safe Guarding and Protecting Children
- d. Feedback to the National Group on any relevant matters
- e. To guide Counties, where appropriate, in the setting up of any young umpiring programmes/events
- f. To support Counties who are hosting JDC and JAC competitions by providing coaches to assist the counties own young umpiring team, and the umpiring development programme
- g. To recruit, support and retain umpire managers, coaches, mentors and tutors by supplying a resource to guide and aide them
- h. To assist the MRHUA Coaching Committee in providing umpire coaching opportunities to develop both candidate and fully qualified coaches

#### 5. MEETINGS

The MYUG shall meet face to face at least 4 times annually. The group will elect annually a "Management Committee" to oversee timely interventions, good practice, deal with umpire selection and cover any other urgent issues that may occur outside the normal schedule of full meetings. These decisions shall be ratified at the next full Group meeting if necessary.

The MYUG Chair will always be the lead member on the Management Committee or in his/her absence any other member of the Management Committee as agreed by the members thereof. In addition working Sub Groups may be appointed by MYUG to investigate and report back on specific project areas.

All minutes of the main group meetings shall be circulated within 14 days of each meeting to all members of the MYUG.

J.D. Litchfield  
Chairman  
24 September 2012