

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, 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 Regions County/ies HUAs and clubs.
- e) To encourage the participation in the game of hockey as an umpire.
- f) To develop Umpire Coaches, Umpire Assessors, 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 Management Committee (MYUMC) shall affiliate to the Association. Such Associations (hereinafter called a Constituent Association) and the MYUMC 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 attend and vote at an AGM or SGM and will include:
 - i The Associations Honorary President, Chairperson and Vice Chairperson.
 - ii Umpires currently receiving appointments at National and/or Midland Regional level, and who are on the Regional or National Umpire Panels.
 - iii Officers and others elected to the Executive Committee, Selection and Coaching Sub Committees of MRHUA.
 - iv Representatives to MRHUA from the Constituent Associations.
 - v Umpire Coaches, Umpire Assessors and Umpire Managers currently active at National or Midland Regional level.
- b) **Associate Members** who will be entitled to attend, but not to vote at an AGM or SGM and will include:
 - i Life Members, who shall include all former Life Vice Presidents and Vice Presidents of MCHUA.
 - ii Regional or National Panel and above umpires no longer receiving appointments.
 - iii Regional or National Umpire Coaches, Umpire Assessors and Umpire Managers no longer receiving appointments.
 - iv County HUA umpires who receive Regional appointments.

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, 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 circulated in accordance with the time period specified below. 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 Association Chairperson, or by the appointed Chairperson, 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 and a list of all posts available for nomination by members, shall be sent to each member as defined in Rules 4a and b at least 6 weeks before the date of such meeting.

Save in exceptional circumstances (which shall be determined by the Association Chairperson or appointed Chairperson), 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.

A copy of, the agenda, the previous AGM minutes, all Officer reports as detailed below, a list of nominations received for Officers and Representatives and any papers relating to other agenda matters shall be sent to each member as defined in Rules 4a and b at least 14 days before the date of such meeting.

No other business other than that specified on the agenda shall be conducted at the Association's AGM.

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 Associations Honorary President, who shall be nominated by the Executive and shall remain in post until they no longer wish to do so.
 - The Association Chairperson who shall be elected, in the first instance, for a period of three years, upon proper nomination and election by members. After which they may stand for re-election on an annual basis subject to proper nomination and election by members.
 - The Association Vice Chairperson who shall be elected, in the first instance, for a period of two years, upon proper nomination and election by members. After which they may stand for re-election on an annual basis subject to proper nomination and election by members.
 - The MRHUA Webmaster, who shall normally be appointed to the post on a non re-elective basis, following an annual recommendation from the Executive Committee.
 - The MRHUA Welfare Officer, who shall normally be appointed to the post on a non re-elective basis, following an annual 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 an annual recommendation from the Executive Committee.
 - The Chairpersons 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, shall each 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 or Women's, may vote for that Committee.

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

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

Minutes shall be taken of Annual General Meetings and shall be published on the website, once ratified by members at the following years AGM.

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:

- Association Chairperson, who shall chair the meeting
- Association Vice Chairperson
- Honorary Secretary
- Honorary Treasurer
- MRHUA Webmaster
- MRHUA Welfare Officer
- MRHUA Data Protection Officer
(The posts of MRHUA Webmaster, Welfare Officer and Data Protection Officer shall not normally be required to attend Executive Committee meetings unless the Officer(s) needs to report matters in person or are specifically requested to attend.)
- Women's Selection Sub Committee Chairperson or nominated representative
- Men's Selection Sub Committee Chairperson or nominated representative
- Coaching and Development Sub Committee Chairperson or nominated representative
- Midlands Young Umpiring Management Committee Chairperson or nominated representative
- EMHUA Umpiring Association Representative
- BCHUA Umpiring Association Representative
- Regional Umpire Representative No.1
- Regional Umpire Representative No.2
(The Regional Umpire Representative posts will, where possible, be one from the women's game and one from the men's game. But it should be noted that they will both be there to represent all full member active umpires.)

Written reports to the Executive Committee meetings shall be required from: The Association's Secretary, Treasurer, Webmaster, Welfare Officer and Data Protection Officer, Women's and Men's Selection Sub-Committees, the Coaching and Development Sub Committee, MYUMC and 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. **Six** shall form a quorum.

The Executive Committee shall operate in accordance with the Terms of Reference as published on the Website.

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.

Each Sub-Committee will comprise of:

Association Chairperson

Secretary

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.

The Selection and Appointments Sub-Committees shall operate in accordance with the Terms of Reference as published on the Website.

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

Association Chairperson

Secretary

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

One of the above shall be elected as Chair.

One member with special responsibility for youth umpire development.

Three shall form a quorum.

The Coaching and Development Sub-Committees shall operate in accordance with the Terms of Reference as published on the Website.

The Association Vice Chairperson shall be entitled to attend all above sub-committees if necessary or as required.

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

d) **Midlands Young Umpiring Management Committee ('MYUMC')** will comprise of:

The Association Chairperson and the Chairperson of the Coaching and Development Sub-Committee as representatives from MRHUA.

All other representatives to the MYUMC shall be determined as per the agreed Terms of Reference for this sub-committee.

The MYUMC shall operate in accordance with the Terms of Reference as published on the Website.

9. Committee and Sub Committee Proceedings

- a) If a Chairperson 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 Chairperson. In the event of no majority being reached, the Chairperson shall have the casting vote.
- d) If a representative of a Constituent Association is unable to attend, an alternative representative may attend with full voting rights.
- e) If the Chairpersons 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 financial records of the Association shall be available to MRHA if or as and when required.

- c) The Honorary Treasurer shall present to the Executive Committee up to date financial statements at each Executive Committee meeting.
- d) 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. Any other charges made to members shall also be approved by the AGM each year.

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 Regional Umpire List 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 Association Chairperson.
- 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 within two weeks of the appointment, if no good reason is provided as to non-compliance, then the Treasurer will input a zero amount. The submission must also 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, email address, telephone numbers, date of birth and EH Registration number, any such submissions shall also be in full compliance with the MRHUA Outdoor Selection Policy as published on the Website.
- 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 Regional Umpire list. All submissions shall include the full name and initials, postal address, email address, telephone numbers, date of birth and EH Registration number, any such submissions shall also be in full compliance with the MRHUA Outdoor Selection Policy as published on the Website. 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 Association Chairperson, 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, who shall not sit on either of the Complaint or Appeals committees.

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, 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 Association Chairperson or Honorary Secretary.

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.

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 6 weeks 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 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.