

# Midland Region Hockey Umpiring Association

## New Member Welcome Pack

Firstly, congratulations on becoming a member of the Midland Region Hockey Umpiring Association (MRHUA) where you'll receive plenty of support to help develop and grow your umpiring skills. Subject to your availability and grading, you'll be allocated games across the Midland region and will get to know the friendly network of umpires, coaches and assessors along the way.

Here are a few pointers to help guide you through the season:

### **MRHUA website**

[www.mrhua.org.uk](http://www.mrhua.org.uk)

The MRHUA website is the main tool that umpires, teams and the various committees use to communicate with each other. If not already done so, you will become a member on the website and will be expected to update the system with your availability as the season progresses. Members are advised to keep their email addresses up to date and check the website on a regular basis as appointment details can vary.

Take a look at the site for contact details, latest MRHUA news and announcements of meetings or development sessions.

Should you experience any problems accessing the website or navigating around it, please contact the MRHUA Webmaster Jerry Yates on [jerry.yates@sky.com](mailto:jerry.yates@sky.com) or 07971 173423.

### **MRHUA kit**

The Association has adopted a style of shirt that is supplied to all umpiring members. This is financed by way of a £20 levy per season so that new shirts can be issued every two to three years. Members are expected to wear these shirts (together with black trousers or skirt/skort as applicable) when appointed to matches by MRHUA. It is recognised that there may be times when this is not possible, for example when umpiring with a candidate or a new member who has not yet received his/her shirts.

New members should contact Donna Seager (contact details below) to order shirts upon joining the Association. Please note that we need a minimum order number so there may be a delay between ordering and receipt of the shirts.

The Association can also organise the supply of a range of umpiring kit including tops, fleeces and outer jackets at a cost. For more information or to order, please contact Donna Seager on [donna@carlisle@aol.com](mailto:donna@carlisle@aol.com) or 07900 685139.

# Midland Region Hockey Umpiring Association

## New Member Welcome Pack

### Radios

The Association has invested in Umpire Talk radios and currently has a sufficient number to equip all members. Upon joining the Association, you should contact Donna Seager to request the allocation of a unit. If you have previously been issued a radio unit by BCHUA or EMHUA, this should be returned to them upon receipt of your MRHUA unit. Many other Associations, including NPUA use Umpire Talk radios so there is a wide range of compatibility across England. Please note that all units are numbered and a log is maintained of who is currently in possession of each unit.

Further information on Usage, Care and Conditions of Loan can be found in the Information and Downloads section of the Web site

### Your availability

To access your account and to input your availability, click on the 'Personal Area' tab located on the website's homepage. The relevant Appointments Secretary will use this information to allocate umpires to matches; if left blank, you will not be appointed to any games for those dates.

(If you are a member of both the Men's and Women's panels, you'll need to add comments identifying which section you intend to umpire for that particular date. The comments box is also useful if you would like to request an early or late game for example.)

If you are also a member of either BCHUA or EMHUA, you should enter availability for both Associations. This means that if, for any reason, you do not get a game with MRHUA, you will still be showing as available to your County HUA.

*Q. What do I do if a team cancels the game?*

Two things: Firstly, please let the relevant Appointments Secretary know as soon as possible of the cancellation (contact details are on the website) or enter your Personal Area on the website, looking for a green box marked 'Do you know a match is cancelled'. Take note of the comments in the box and if the match is to be cancelled, click the button marked, 'Mark the selected match as cancelled' and then you will be asked to confirm the fixture as cancelled by clicking the button marked 'Confirm'. This records the match as cancelled and sends an email to the relevant Appointments Secretary.

Secondly, if any mileage expenses have been incurred these can now be claimed as normal, but you will not be asked for any additional feedback for results, team behaviour or hospitality etc. If you ever attempt to enter your mileage for expenses for a cancelled match and the system asks you for feedback on the teams, please do not enter anything and contact the person who appointed you or the MRHUA Webmaster immediately. They will ensure that the appointment is changed so that you can claim expenses if necessary, minus the feedback option. If you have not travelled to the game please click the 'no expenses incurred' button.

# Midland Region Hockey Umpiring Association

## New Member Welcome Pack

### Game etiquette

#### *Before the game*

Teams are expected to confirm match details with both umpires at least 8 days beforehand (although Men's League rules state confirmation to umpires must be no earlier than 8 days and no less than 6 days before the match). This is a safeguard to check start times, pitch and clubhouse locations and arrangements for teas. If confirmation of the game is received late, please advise the relevant appointments secretary.

#### *Arriving at the game*

You should aim to arrive one hour prior to the start of the game, to allow for any difficulties on your journey. It will also give you time to locate your colleague for a thorough pre-match discussion, get mentally switched on, meet the teams and to complete your warm up.

#### *After the game*

After the game, it is expected that you will stay for teas, to unwind, talk through any events with your colleague, coaches and captains in hopefully a friendly and relaxed atmosphere!

Your travel expenses will be reimbursed and so after each game, the website will prompt you to enter your return mileage (including extra distances covered to get to the clubhouse). The process also involves entering feedback on the teams and any Umpire assessor or coach appointed to your game. If you don't complete the feedback, the site will automatically remind you every week until you do. Members are requested to input their travel expenses as soon as possible after each completed game – this is to help with financial reporting as required by the Executive Committee.

#### *Q. What do I need to do if a coach, selector or assessor is appointed to my game?*

As soon as practicable, you should make courtesy contact with them to confirm match details (usually after receiving confirmation from the home team). If a coach is appointed to your match, you should be mindful that they will want to have a pre-event dialogue with you, to find out more about how they can help you on the day.

After the game, there will be a post-match chat with the Selector or Coach. Please allow sufficient time for this to take place before planning on returning home.

Now you have become a Midlands umpire, should you wish to be coached then please advise one of the following officers of MRHUA (details of whom are on the website):

- Secretary to Coaching Committee
- Chair of Men's Selection
- Chair of Women's Selection

# **Midland Region Hockey Umpiring Association**

## **New Member Welcome Pack**

### **Claiming your expenses**

Members usually claim their expenses once or twice a season via their Personal Area on the website. Payments are mostly made by BACS transfer for speed and added security. It is possible to claim expenses more frequently if needed; please contact the Honorary Treasurer with your bank details so that this can be done. Expense claims are processed over the last weekend in the month except for December, when claims are paid before Christmas. Please note that you will not be able to claim your expenses unless all of your feedback, including reports on watchers, is up to date.

### **Red Card/Match Day Misconduct Offence Reporting**

As an umpire, should you have to issue a Red Card or Match Day Misconduct these need to be reported. All the requisite forms and information for completion and reporting are contained in the Information and Downloads section of the website. You should also report the incident to the relevant Chair of Selectors - contact details are on the website.

### **Selection Policy**

MRHUA has published a Selection Policy including details of Gradings within the Association. A copy of the Policy may be downloaded from the Information and Downloads section of the website.

### **Insurance**

Members of BCHUA and EMHUA are covered by their respective County HUA's. For other members, MRHUA does arrange insurance cover and a summary can be found in the Information and Downloads section of the website.

For any queries or claims, contact the MRHUA Secretary, Jerry Yates on [jerry.yates@sky.com](mailto:jerry.yates@sky.com) or 07971 173423.

### **Further queries**

Feel free to contact any one of the Executive Committee should you have any questions or queries, the details of whom are on the website.

Enjoy your games, with best wishes,  
MRHUA Secretary