



# Hampshire Hockey Umpires' Association

[www.hampshirehockeyassociation.co.uk](http://www.hampshirehockeyassociation.co.uk)

President David Adams

## HAMPSHIRE HOCKEY UMPIRES' ASSOCIATION (formed on 1<sup>st</sup> June 2000) CONSTITUTION

Last amendment: 14 May 2019

**1. The Association.** The Association shall be called the "HAMPSHIRE HOCKEY UMPIRES' ASSOCIATION ("HHUA"). It shall be affiliated to the Southern Counties Hockey Umpires' Association (SCHUA) and the Hampshire Hockey Association (HHA).

**2. Purposes of the Association.** The Purposes of the Association shall, as a not for profit organisation, be to support participation in the amateur sport of outdoor and indoor hockey by:

- 2.1 recruiting, developing and promoting umpires within the County
- 2.2 developing and promoting umpire developers within the Association
- 2.3 looking after the well-being of umpires in the County
- 2.4 promoting communication between umpires and players/coaches
- 2.5 appointing umpires to league, cup and appropriate matches
- 2.6 continually developing all Association umpires to maintain standards
- 2.7 developing and maintaining relations with clubs, team coaches and players
- 2.8 representing the views of HHUA at the SCHUA level

**3. Membership.** Membership of the Association shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of umpiring hockey. The Association may have different classes of membership and subscription on a non-discriminatory and fair basis. The Association will keep subscriptions at levels that will not pose a significant obstacle to people participating. All Umpires are expected to comply with the England Hockey Code of Ethics and the HHUA Code of Practice at Appendix 1. The Association Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Association or sport into disrepute. Appeal against refusal or removal may be made in accordance with the Code of Practice.

Umpires qualified to join the Association can apply using the form available on the website and paying the registration fee. The registration fee shall be determined by the Management Committee.

The Association shall comprise Full, Associate and Affiliate Members

**3.1 Full Members** - This membership is intended for umpires who having passed their Level 1 assessment would like to take neutral appointments on behalf of Hampshire. As a member of HHUA they will be insured for any matches that they umpire.

- a. Active umpires at Level 1 (Assessed) and above and umpire developers, taking appointments from this Association.
- b. Active umpires at Level 1 (Assessed) and above and umpire developers, taking appointments from a higher body e.g. SCHUA/NPUA
- c. Honorary Vice-Presidents for Life and Honorary Life Members
- d. Paid Life Members

**3.2 Associate Members** - This is intended for umpires who wish primarily to umpire for their club. Associate members do not pay a membership fee, and do not have voting rights at the Annual General Meeting.

- a. Any umpire, or member of a hockey club affiliated to the Hampshire Hockey Association, participating in activities in support of the amateur sport of outdoor and indoor hockey, officiating at matches outside of HHUA Appointments Policy. They may request, through their ULO, development support from HHUA if they desire to qualify for neutral appointments.
- b. Retired members who were taking appointments from this Association, but no longer do so.

## 4. Communication and Data Protection

### 4.1 Communication

4.1.1 The primary method of communication by HHUA to its membership is through email, although in exceptional cases members without an email address may be sent information by post.

4.1.2 If a member chooses to take appointments from HHUA, they must provide a telephone number and/or email address that they are willing to make public for Club Umpire Liaison Officers to contact them to confirm appointments.

#### 4.2 Data Protection.

4.2.1 A condition of membership of HHUA as listed in section 3 above carries agreement from the member that HHUA holds personal details about them in order to carry out its purposes as listed in section 2 above. In accordance with GDPR a member has to give positive consent to their data being used by the Association and has the right to be forgotten when they leave the Association.

4.2.2 HHUA will use this information only for carrying out these purposes and information about a specific member is freely available to that member only, for inspection by request. Such a request should be made in writing to the HHUA Membership Secretary and will be supplied within the timescales provided by the GDPR of the request being acknowledged. The Hampshire Hockey Privacy Policy is on the Hampshire website.

4.2.3 The information will be held in a secure environment. A member's name, contact telephone number(s) and email address is available to anyone with access to the internet. Other details will be restricted to specific Committee members dependent on the role of the Committee member. The Chairman of HHUA will decide which Committee members have access to those details.

### 5. Management of the Association.

5.1 The Association shall be managed by a Management Committee, chaired by the Chairman or, if absent, a person elected by the committee at the meeting for that meeting. The Committee shall comprise the Chairman, Secretary, Treasurer, Membership Secretary, Logistics member (Shop/radios) and 3 non-portfolio members (covering other duties as assigned). The Management Committee will appoint an Umpire Assessment Manager and Umpire Development Manager, and they will be co-opted as voting members of the Management Committee. The Committee may co-opt non-voting members as necessary for their expertise, including HHUA representatives to SCHUA and HHA.

5.2 Six members of the Committee shall form a quorum. In the case of equality of votes the Chairman of the meeting shall have a second or casting vote. There shall be no restriction on the period that any one person may hold office. A person nominated or co-opted to the Committee must be a member of the Association.

5.3 The Executive Officers of the Association shall be the Chairman, the Secretary and the Treasurer, who may act between meetings of the Committee, subject to advising the Committee of any decisions taken at its next meeting. Officers of the Association may include a non-executive President who may be elected at the Annual General Meeting of the Association. The officers may meet electronically or in person as often as required to enable its functions.

5.4 The SCHUA and HHA may each appoint a non-voting representative to attend this Committee. The President, if elected, has the discretion to attend all Committee Meetings

### 6. The Management Committee shall:

6.1 be responsible for the Association's achieving its purposes, defining such policies as necessary for the officers, committee and any sub-committee to conduct their business.

6.2 meet at least three times a year, or as necessary, and receive the reports of sub-Committees.

6.3 convene an Annual General Meeting (AGM) and other General Meetings as necessary.

6.4 prepare an Annual Report of the Association's activities, together with a Financial Statement, for presentation to the AGM.

6.5 take minutes of meetings to be published and filed on the web site

6.6 oversee the financial affairs of the Association, and approve a budget for the following season before each AGM.

6.7 form Discipline and Appeals sub-Committees as required, and take disciplinary action as required and as advised by those sub-Committees

6.8 delegate authority to the Secretary to suspend and recommend removal of any member for any breach of the Code of Practice (Appendix 1). The member concerned shall be notified of the proposed action and shall have the right to appeal to an Association Appeals Panel and be represented

6.9 advise on matters of clothing and equipment

6.10 review the structure and Constitution of the Association and recommend changes as appropriate

6.11 fill any vacancy occurring during the year, by co-opting members as necessary

6.12 appoint members of the Association to serve on sub-Committees and delegate authority to sub-Committees as appropriate. These sub-Committees and the Committee shall have the power to co-opt additional members. The Chairman and Vice-Chairman shall be ex-officio members of these sub-Committees.

6.13 liaise with the EH Umpire Development Manager in the administration of the county register of Umpires and ensure games are recorded as appropriate.

6.14 act on any matter on which the Rules are silent.

## 7. Development Sub-Committee.

The Development Sub-Committee, appointed in accordance with paragraph 6.12 above, shall be co-chaired by the Umpire Development Manager and the Umpire Assessment Manager, or in his/her absence the sub-committee may elect a Chairman on the day, and comprise the Appointments Secretaries (Saturday, Midweek, Sunday and Indoor), the Lead Umpire Developer, the Level 1 Umpire Coordinator, the Young Umpire Lead Umpire Developer, the Affiliate Coordinator, and the Lead Umpire Assessor (indoor), and shall:

7.1 oversee day-to-day umpiring matters

7.2 report to the Management Committee on umpiring matters

7.3 This Committee may meet electronically or in person as often as required to enable its functions.

7.4 liaise closely with the Appointments Secretaries, who will appoint umpires as required by the HHA, the appropriate Leagues, clubs and schools, and appoint Umpire Developers as required.

7.5 develop individual and group development programmes for members and as required by clubs

7.6 train, develop and appoint, and maintain umpire grading lists for all umpires and nominate potential level two candidates to SCHUA.

7.7 train, develop, appoint, and prepare for assessment, potential Club Umpire Developers and County Umpire Developers

7.8 provide training and assessment for Young Umpire Award and Level One candidates

7.9 through Youth Development, liaise closely with schools and colleges to identify and train young umpires

7.10 maintain a list of qualified county Umpire Developers

7.11 liaise with the EH Umpire Development Manager in the administration of Umpire Developer Registers

7.12 report to the Management Committee on Appointment, Assessment, and Development matters.

8. **Insignia.** Only Full Members and Retired Members shall be permitted to wear the Association Badge with the words 'HHUA UMPIRE' on an approved umpiring shirt or other clothing. Associate Members may purchase and wear the approved umpiring shirts with a Hampshire Logo, with the words 'CLUB UMPIRE' underneath. Alternatively, Associate members may purchase and wear a non-logo'd version of the approved umpiring shirts.

## 9. Finance.

9.1 The finances of the Association shall be overseen by the Treasurer who shall report, at each Committee meeting, on the financial position of the Association.

9.2 The funds of the Association shall be banked and all payments drawn upon the account of the Association shall be authorised in writing by the Treasurer or by such officer or officers as the Committee may from time-to-time appoint for this purpose, who shall have power to pay the out-of-pocket expenses of all officers, the general expenses of the Association and any other expenses or fees authorised by the Committee

9.3 Any bank or other accounts shall be opened only with the approval of the Committee who shall also state what official signatories are required and decide at what level of finance a single person's authority shall be in order.

9.4 An Examiner shall be appointed, or re-appointed, by the AGM to examine the accounts annually. The Committee shall, in the event of an Examiner's resignation other than at the AGM, appoint another Examiner.

9.5 The Treasurer shall present the accounts at the AGM and recommend to the meeting any changes to the charges to be made for the forthcoming hockey season, such changes having been already agreed by the Committee.

9.6 The Association's financial year shall start on the 1st June and finish on the 31st May of the following year.

9.7 Membership fees shall be paid by 31<sup>st</sup> December of the current season. Any member not having paid a due fee by 31<sup>st</sup> January in the immediately following year will be deemed to have resigned from the Association.

9.9 All members (of whichever category as defined in point 3 above) who wish to claim expenses must provide evidence of the expenses incurred as reasonably requested by the Treasurer.

9.10 The Management Committee may appoint a Travel Claims Coordinator to assist the Treasurer in resolving travel claim issues and pay approved claims.

9.11 All surplus income or profits are to be reinvested in the Association. No surpluses or assets will be distributed to members or third parties.

## 10. General Meetings

10.1 **Annual General Meeting.** The Annual General Meeting (AGM) of the Association shall be held at the end of every hockey season. The membership will be given at least 21 days' notice of the date and agenda

10.1.1 The AGM shall receive the report of the Management Committee on the work of the season with the statement of accounts.

10.1.2 The AGM shall elect the Officers, Management Committee and Hon. Finances Examiner for the following season. Nominations for these elections to be sent to the Secretary in writing at least 14 days before the published date of the meeting; Nominations should include a proposer and seconder and be endorsed by the nominee. Exceptionally, nominations may be made at the meeting.

10.1.3 The AGM shall also elect Honorary Members. Written nominations must be received by the Secretary at least 14 days before the date of the meeting, proposed and seconded. Honorary Members will be people in the County who have rendered signal service to Hockey Umpiring or directly to Hampshire Hockey Umpiring.

10.1.4. A member requiring a particular subject to be raised at the AGM must give notice to the Secretary not later than one week before the date of the meeting. Subjects not on the Agenda will only be addressed with the approval of the Chairman of the meeting.

10.2 **General Meeting.** A General Meeting (GM) may be called at any time at the discretion of the Chairman or by the order of the Management Committee by request of at least 5 members and be chaired by the Chairman if available, otherwise by the President. Fourteen days' written notice of the dates of all General Meetings and of the matters to be discussed shall be given to all members (of whichever category as defined in point 3 above). No other business shall be transacted.

10.3 **Voting Rights.** Only Full Members or Associate Members who have paid their membership fee for the current season, and Honorary Members, are entitled to vote at General Meetings.

11. **Changes to the Constitution.** The Constitution may be changed only at an Annual or General Meeting. Notice of any proposed change shall be sent to the Secretary eight weeks prior to the date of the meeting. Such a proposal must be approved by 75% of those attending (who are entitled to vote) for it to be passed. The Chairman shall nominate tellers as required.

## 12. **Winding-up of the Association.**

12.1 The Association may only be wound up at an Annual or General Meeting following a vote in favour cast by two thirds of those attending and entitled to vote and who may carry proxies. The total of votes cast must exceed 50% of the total membership for the motion to be carried.

12.2 In the event of the Association's being wound up its funds shall be donated to a body or bodies having similar objectives, or to a suitable Sports Charity, as decided by a majority vote at an AGM or GM.

## **Appendix 1**

### **Disciplinary Code**

### **Code of Practice**

The umpires are the sole judges of fair play.

Umpires should:

- Umpire to the best of their ability, fairly and with a sense of justice
- Respect, protect and encourage playing skills
- Eliminate unsafe and dangerous play
- Adopt an impersonal attitude to the game
- Co-operate with each other

Umpires should:

- Recognise that no umpire can be perfect
- Dismiss mistakes from their minds and concentrate all the more

Umpires should:

- Keep themselves up-to-date with the Rules, their Interpretations and Guidance
- Help raise the standards of the game
- Promote, develop and encourage umpiring at all levels throughout the Region
- Develop their own skills
- Encourage and assist others in developing umpiring skills
- Promote and protect the interests of umpires in general and the Association's umpires in particular

Hampshire Umpires should show a professional approach by:

- Arriving in good time for a match
- Wearing clothing appropriate to the match: umpires taking regular appointments are required to wear the HHUA badged shirt.
- Discussing with their colleague(s) the conduct of the match
- Warming up
- Using radios effectively
- Meeting their colleague(s) for half-time discussion
- Leaving the field together
- Avoiding any post-match confrontation with players, managers, team coaches or spectators
- Accepting hospitality
- Being prepared to discuss aspects of the match with the teams, in a non-confrontational manner

As players Hampshire Umpires shall:

- Support the principles of fair play and abide by the umpires' decisions
- Do nothing contrary to the spirit of fair and safe play
- Abide by the spirit and letter of the Rules

As team managers or coaches Hampshire Umpires shall:

- Keep their own counsel regarding umpiring decisions
- Require their teams to abide at all times by the principles of fair play
- Not coach skills and tactics known to be contrary to the principles of fair play

As spectators Hampshire Umpires shall:

- Remain in the areas designated for spectators
- Refrain from destructive criticism of umpiring decisions
- Give full support to colleagues faced with difficult situations

All members of the Association shall:

- Promote and protect the interests of umpires in general and the Association's umpires in particular
- Behave in a professional manner and not bring the Association's name into disrepute

## **Complaints**

- Any complaint by an umpire against a club, its players, coaches, officials or member spectators should be discussed immediately with the Secretary. In no circumstances is a direct approach to be made to the club by the complainant. Complaints against a club or its members concerning non-playing behaviour may be formally dealt with under the relevant Regulation of the EH Disciplinary Code

## **DISCIPLINARY CODE**

- Umpires are required to observe the Code of Practice
- Failure to observe the Code of Practice will result in disciplinary action being taken by the Association
- Action following a complaint
- The Secretary of the Association shall, following written or verbal complaints concerning members' conduct, investigate the complaints and, if appropriate, refer the matter(s) to a Discipline sub-Committee. The Secretary may recommend to the sub-Committee the penalty considered appropriate to the offence(s). The member(s) concerned shall be notified in writing of the complaint(s) and, if the matter(s) is to be considered by a Discipline sub-Committee, the date, time and place of the hearing

## **Discipline sub-Committee**

- A Discipline sub-Committee shall comprise 3 members of the Association appointed for the purpose by the Management Committee. It may impose any penalty that it considers appropriate including but not limited to verbal or written warnings as to future conduct, levy fine(s), suspend the member(s) for periods considered relevant or expel the member(s) from the Association

## **Appeals**

- A member may appeal any decision of the Discipline sub-Committee to an Appeals sub-Committee comprising 3 members of the Management Committee who were not themselves members of the Discipline sub-Committee. The Appeals Committee shall have power to confirm, reduce, increase or annul any penalty previously imposed

## **Implementation**

- Where the Discipline sub-Committee expels a member no action is to be taken to implement this expulsion until the Appeals sub-Committee has decided any appeal. Any appeal from a decision made by the discipline sub-Committee must be submitted in writing to the Secretary within 14 days of date of the notification of the Discipline sub-Committee's decision. The Secretary shall inform the appellant(s) in writing of the decision(s) of the Discipline sub-Committee
- Any member who has committed an offence covered by the EH Disciplinary Code shall receive a penalty no less than that required by that Code and any automatic part of that penalty should not be subject to appeal except as provided by that Code

## **Rights before HHUA Committees**

- A member who is subject to any disciplinary action shall, except for any automatic suspension arising from the EH Disciplinary Code, have the right to make written representation to any Committee of the HHUA, shall have the right to appear in person before any Committee or sub-Committee and may be accompanied by a friend