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Hertfordshire & Bedfordshire Hockey Umpiring Association

POLICIES & GUIDANCE

(SEE CONSTITUTION §6.13)

1. General Principles:
 - England Hockey (EH) policies shall be adopted unless expanded or explicitly stated otherwise.
 - Copies of EH policies shall be held by the Secretary where possible
2. Financial policies.
 - Insurance: see Constitution §9.8.
 - The HBHUA insurance policy is available from the Treasurer
 - HBHUA will not borrow money. ~~Borrowing is excluded.~~
3. Safeguarding (as at 13th November 2017)
 - HBHUA will follow the EH Safeguarding Policy (no version, no date)
 - All L2 umpires require DBS checks.
 - L1 umpires require DBS if umpiring JAC games without Technical Delegates.
 - All L1 appointed (pool) umpires shall complete the EH Online Safeguarding Awareness [Committee 31st July 2017].
 - [Committee 31st July 2017]. The Welfare Officer shall record DBS checks, safeguarding training & the date.
 - See EH <https://hockeyhub.englandhockey.co.uk/umpires>
 - The EH Safeguarding Policy covers both children and vulnerable adults. (Inferred from the EH Guidance for Deployment of Coaches).
4. Diversity – Inclusion – Equality (as at 13th November 2017)
 - EH Equality Policy (July 2014, not reviewed since then)
 - EH Transgender Policy (July 2017). No specific requirements on umpires
 - Government Policy on Homophobia. **Not sure where to find this.**
 - See also Constitution §3.1.
5. General Data Protection Regulation GDPR
 - HBHUA shall hold membership information to enable it to support, progress & insure its members, and to support its commitments to appoint umpires where required
 - The Membership Secretary shall hold data from members as follows:
 - Name, address (home and email), phone numbers, date joined, subscription details as required, preferred contact method, and umpiring record.
 - **Someone(?)** shall hold a backup copy of the membership data. **TEX?**

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- Limited membership details shall be available on the website. These may be redacted at the member's request.
- Membership details shall be shared with League Hockey Associations, East Regional Hockey Umpiring Association (ERHUA), and EH. They will NOT be shared with any other person or organisation, except as required by law (for example HMRC).
- Membership data for young umpires shall be segregated and managed separately.
- Completion by members of the membership application & renewal forms shall be deemed to provide consent for the society to hold the information supplied.
- Payment of the membership fee by clubs or individuals shall also be deemed as consent for HBHUA to hold the information supplied.
- The Web Manager shall publish a data protection notice on the website, available to anyone viewing the site.
- The Secretary shall receive any data requests and complaints, forwarding them to the Compliance Officer, and shall respond within 28 days.
- The Compliance Officer shall ensure that complaints are considered and a result decided within 28 days, and shall then inform the complainant within 28 days.
- If the complaint is about the Compliance Officer, the Chairman shall take this role.
- The Compliance Officer shall retain a process statement identifying the HBHUA reasoning on GDPR, including not involving the Information Commissioner's Office (ICO), Data Design Privacy Assessments (DPIA), having a Data Protection Officer (DPO), or International implications.

Data Protection Notice (to go on the website)

Membership data:

- Is held in **what form?** In password-protected areas, accessible only by the Membership Secretary, Chairman, & database supplier (Tex).
- Will only be provided to League HA, ERHUA, & EH, except as required by law (for example HMRC).
- Is retained while subscriptions are paid. Data is then put into separate "suspense" storage unless requested otherwise. They shall be deleted after **x years**

Access

- Members may request a copy of their data by applying to the Secretary.
- Members may complain about the handling of their data by applying to the Secretary.
- HBHUA will respond within 28 days, take no more than 28 days to determine what to do, and 28 days to inform the complainant.

6. IT Policy **(more?)**

- HBHUA Committee members shall not access members' data from the database unless using a secure computer and network
- The Treasurer and Membership Secretary may hold members' data on their computers to carry out HBHUA duties.

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7. Risk Management

- There is no obvious EH risk management policy. There is one mention in the Respect Guidance for players, managers, etc, but not in the EH Respect Guidance for umpires.
- Pre-match checklist covers some risks such as pitch fit for use, equipment, injuries.
- HBHUA risks. A risk review will be made annually as part of policy reviews.

8. Ethics & Behaviour for Umpires. (as at 13th November 2017)

- EH Anti-Doping Policy. The EH Respect Code of Behaviour (COB) requires us to conform to this. EH has adopted the 65 page UKAD & the 85 page FIH policies. **How can we succinctly do this?**

9. RESPECT Campaign (includes Umpire Responsibility)

- Respect Campaign has been updated before the 2018 AGM
- EH Respect COB for Umpires & Officials (extension of Generic COB)
- Discipline of team officials and coaches. East League Guidance on Pitch-side Conduct covers Red card & MMO offences, and mentions some disciplinary breaches by team officials, but no explicit statement of sanctions such as Yellow cards. 27th November meeting; give the captain a Yellow card? **30th Nov: John Hendy ack**

10. Discipline & Complaints Process

- See Constitution §10.
- We infer ERHUA agree to their use for escalation if a complaint is against Chairman or Welfare Officer.

11. Health & Safety for Umpires.

- Concussion Guidance & Head Injuries. See the pre-match check-list.
- See EH Guidance on Head Injuries and their Concussion Policy

12. Team, Club, & League Responsibilities

- TEAM/CLUB. U18 players. Club & captain responsible, but may help to remind eg for short corners, mouth-guards, shin pads. EH policy **[where is this?]**
- TEAM. Treatment of injuries, especially to the head.
- CLUB. East League Rule 5.1.1. Clubs that are required to provide neutral pool umpires but do not so so, shall be penalised.
- CLUB. East League Rule 5.2. Clubs in East Leagues must list at least twice as many umpires as teams on the East Hockey website.
- CLUB. Ensure HBHUA & EH RESPECT policy is known and followed
- CLUB. Confirm matches with Pool umpires at least five days before matches
- CLUB. Notify HBHUA & Pool umpires of any alterations (such as time & venue). ERHA Rule 4.3.1
- LEAGUE/CLUB. Inform HBHUA of match times well before pool assignment
- LEAGUE. Retain records of cards issued over each season
- LEAGUE. Manage pitches that are consistently deemed not to be fit for play
- LEAGUE East ULO Policies. **To be checked & added here?**

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