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# Hertfordshire & Bedfordshire Hockey Umpiring Association

## CONSTITUTION

### 1. NAME OF ASSOCIATION

The Association shall be called the Hertfordshire & Bedfordshire Hockey Umpiring Association (HBHUA), referred to below as the Association. It shall be affiliated to the East Region Hockey Umpiring Association (ERHUA) and any relevant County Associations.

### 2. AIMS AND OBJECTIVES

The objects of the Association shall be to:

1. Provide and promote high quality umpiring through networking, development, training, support, exchanges and opportunity for all members and teams, which it serves.
2. Appoint umpires to competition hockey as appropriate.
3. Organise financial affairs for the Association and its members
4. Provide a duty of care, insofar as the Association has the capacity, to all current paid members of the Association.
5. Provide all its services in a way that is fair and accessible to everyone.
6. Effect and maintain an insurance policy which provides Public Liability cover for all current paid members of the Association when umpiring any type of hockey match.
7. Control and manage members' personal data in line with current data protection regulations.

### 3. MEMBERSHIP

1. Membership shall be open to all persons irrespective of gender, ethnic origin, sexual orientation, class or disability. The Association follows England Hockey's Policy on Equality.
2. Membership of the Association shall be open to any person, subject to payment of the annual subscription and approval of the Committee.
3. Each member shall contribute such sum as is determined at a General Meeting (Annual, AGM, or Extraordinary, EGM), payable not later than 31<sup>st</sup> October in each year.
4. Only members of the Association shall be entitled to wear the official HBHUA symbols and kit.
5. On acceptance, each member shall be informed of the links to a copy of the Rules of the Association and the current issue of the FIH Rules of Hockey.

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6. Members may resign from the Association by informing the Secretary in writing of their intention to do so. Members remain liable for their subscription for the year in which they resigned. A year for this purpose shall run to the end of the Association's financial year.

### 4. MEMBERSHIP CATEGORIES

The Association shall consist of the following three categories of membership:

1. **Full Members:** these members shall be persons who have completed the England Hockey Level 1 umpire course, or higher accreditation. These members shall have all the privileges of full membership.
2. **Life Members:** in recognition of an outstanding and sustained contribution to the activities of the Association, the Committee may nominate any person for election at an AGM as a Life Member. Life Members shall have all the privileges of full membership but shall not be liable to pay any further subscriptions.
3. **Youth Members:** these members shall be persons under 23 years of age, who have completed the England Hockey Level 1 umpire course, or higher accreditation.
4. **Associate Members:** these members include people who have completed the EH Level 1 umpire course, but have not yet paid their subscription; Umpire Liaison Officers & Umpire Development Officers not in the above categories; and any individual not in the above categories who wishes to be involved in the work of the Association.
5. Youth and Associate Members shall have all the privileges of full membership, with the exception that they are unable to vote at a General Meeting, and they are not eligible to take regular HBHUA Officer roles.

### 5. ELECTION OF MEMBERS

1. Each category of membership shall be agreed by the Committee; any changes must be voted and approved at a General Meeting.
2. An application for membership must be made to the Membership Secretary (or any other Officer named in clause 7.1) for process and approval.
3. Applications must include all details required in the "Contact Details" form on the Association's website. These are essentially: name, address, phone number(s), email address(es), and any club affiliation. Information on umpiring history may be supplied to assist the committee.
4. The Committee will not confirm any person as a Full Member unless it is satisfied that the applicant has the knowledge and ability to apply the rules of hockey, and is otherwise suitable to be confirmed as a member of the Association.

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### **6. ASSOCIATION GOVERNANCE**

1. The Association shall be governed by a Committee, which shall include the following Officers: President, Secretary, Treasurer, Compliance, Welfare, & Umpire Development. Other Committee members may be elected or appointed.
2. The Officers will be elected each year at the AGM, or an EGM if necessary. The term of office will be for one year and members can be eligible for re-election. Nominations must be in writing and notified to the Secretary at least 21 days before the AGM and must be endorsed by the nominee, the proposer and the seconder.
3. Each Officer will operate with the interests of the Association and its members. The Committee will conduct its business without discrimination.
4. All Committee Officers must be current members of the Association.
5. One representative from the playing Association of each county shall be ex-officio members of the Committee and shall be entitled to attend Committee meetings.
6. The Association year shall end on 30<sup>th</sup> April.
7. The Committee shall meet at least four times in the Association year.
8. Five Committee members (including at least two Officers) present at Committee meetings will be deemed to form a quorum. Only elected Officers are entitled to vote.
9. All decisions will require a simple voting majority. In the event of a tie, the President will have the casting vote.
10. If an Officer post falls vacant after election, the Committee will have the power to fill the vacancy in the interim. The replacement shall have a committee vote 14 days after the membership has been notified and no members object.
11. The Committee will have the authority to create sub-committees or appoint any advisers to the Committee as necessary to fulfil its business on behalf of The Association. The President and Secretary shall be ex-officio members of all sub-committees of the Association. Any such sub-committee shall conduct its business in accordance with the directions of the Committee and shall periodically report to the Committee for approval or ratification.
12. At all meetings of the Association, the Chair shall be taken by the President or, in their absence, by a member elected at the meeting.
13. The Committee shall agree and adopt policies on behalf of the Association and these will be made available on the website.

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### 7. COMMITTEE OFFICERS

**PRESIDENT:** The President shall chair all meetings. In the President's absence, the Committee shall elect a Chair. The President will be responsible for external communication and in particular, liaison with the East Region HUA, and other County Hockey Associations.

**SECRETARY:** This Officer shall keep a written record of the proceedings and resolutions at all Association meetings, including General Meetings and disciplinary hearings. They shall be responsible for convening meetings and distribution of all notifications to Officers and Members, and the correspondence with England Hockey and the Counties' Clubs.

**TREASURER:** This Officer shall conduct all financial affairs of the Association. The accounts shall be kept by the Honorary Treasurer who, at each AGM, shall provide members with a detailed statement of account, duly audited. The Committee may call for a statement of account at any time. This Officer shall also be responsible for ensuring the membership records, and the website are appropriate and up to date.

**COMPLIANCE & WELFARE OFFICERS:** These Officers shall oversee issues relating to the welfare and safeguarding of member umpires, and also monitor and review the Association's constitution, policies, & guidance.

**UMPIRE DEVELOPMENT OFFICER:** This Officer shall oversee standards, development, & coaching of member umpires, including Young Umpires.

### 8. GENERAL MEETINGS: ANNUAL (AGM) & EXTRAORDINARY (EGM)

1. An Annual General Meeting shall be held by the end of June each year, with notice duly given 14 days in advance. This meeting shall:
  - Receive the report of the Committee for the season
  - Receive an examined statement of account
  - Elect Officers and other Committee members for the ensuing season
  - Appoint a competent person to act as the members' representative to examine the annual accounts
  - Determine the amount of the annual subscription
  - Elect representatives to the playing Associations and the ERHUA
  - Transact any other business authorised by the President
2. Fifteen (15) Full and Life members present shall be deemed to form a quorum
3. All voting by Full and Life members will require a simple majority, except in the case of a change of constitutional rule, which will require a two-thirds majority of those present

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4. Rules of the Association can only be altered or added to at a General Meeting, full details having been given in the notice convening the meeting.
5. An EGM may be called at any time and within 21 days of the Secretary receiving a written request from at least 8 Full and Life members of the Association. 14 days written notice of such a meeting shall be given, stating the purpose for which the meeting is called. No business other than that previously stated shall be transacted. Fifteen (15) members present shall be deemed to form a quorum.

### **9. FINANCES**

1. The Association shall organise financial affairs for members within the counties as follows.
2. The Treasurer shall be responsible for the finances of the Association. Proper accounting records will be kept, consistent with the Association's objectives.
3. The Officers shall decide the signing mandate of any bank account held by the Association.
4. The accounting year shall be the same as the Association year.
5. The Association may charge for the services of its members when they are acting on behalf of the Association. The AGM shall determine such charges annually following proposals by the Treasurer.
6. The Association shall reimburse the expenses of a member appointed to carry out any function on behalf of the Association. A fee may also be paid. The AGM shall determine such charges following proposals by the Treasurer.
7. Any person holding office within the Association, either as an Officer or on a Committee or sub-committee, shall be entitled to claim reasonable out of pocket expenses at actual cost.
8. The Treasurer shall acquire and maintain an insurance policy to provide Public Liability cover for all current members of the Association when umpiring in or appointed to any type of match.
9. The Examiner of Accounts appointed at the AGM shall liaise with the Treasurer to examine and report on the year-end accounts.

### **10. DISCIPLINE, APPEALS, & COMPLAINTS**

1. All complaints concerning individual members will be dealt with by the Committee, and at the discretion of the Committee. The complaint should be lodged with the Secretary in writing within 7 days of the event.
2. A hearing should be convened within 28 days of receipt of the complaint.
3. The outcome of a disciplinary hearing should be notified in writing, to the person who lodged the complaint and the member against whom the complaint was made, within 28 days of the hearing.
4. Individuals have the right of appeal to the Committee within 28 days following disciplinary action being notified. The Committee should consider the appeal within 28 days of the Secretary receiving the appeal.

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5. All concerns, allegations or reports of poor practice or abuse relating to the welfare of children, young, or vulnerable people will be recorded and responded to swiftly and appropriately in accordance with the Association's safeguarding policy and procedures. The Welfare Officer is the lead contact for all members in the event of any child protection concerns.
6. The Committee shall have the right, for good and sufficient reason, to terminate the membership of a member. These reasons shall be recorded.
7. Any complaint against the Association, the Committee, or the Officers, must be made in writing to the Secretary, who will acknowledge receipt and bring the letter to the attention of the Committee for their urgent consideration.
8. If such a complaint is received, or a conflict of interest identified or suggested, the Chairman, Welfare Officer, and a non-Officer member of the Committee will consider the issue.
9. The complaint shall be considered within 28 days of receipt, and the outcome provided to the originator within 28 days of being considered. The outcome shall also be recorded in the Association's archives.
10. If the complaint concerns the Chairman or Welfare Officer, or if there is no non-Officer member, the complaint shall be referred for the attention of the ERHUA President.
11. The periods in this section will be reviewed if the equivalent England Hockey, ERHA, or ERHUA periods alter.

### **11. COMMUNICATIONS WITHIN THE ASSOCIATION**

1. "Writing" in this constitution means by email or by exception through the post.
2. Every member has a continuing duty to notify the Secretary of their current postal address, telephone number and email address. This should be done through the member's 'Personal Area' on the website.
3. All notices in writing required to be given by the Association to members under these rules shall be sent by electronic means, which shall include notices published on the Association's website (or by exception through the post).
4. All notices sent to the member at their notified address, whatever means of communication are used, shall be deemed to have arrived two days after despatch by the Association, unless the contrary is shown.
5. Neither the late or non-arrival of any notice sent by the Association, nor the accidental omission to give due notice of a meeting to one or more members shall invalidate any meeting convened by the Association.
6. Any member (save those eligible for appointments made by the Association) who wishes to be contacted by the Association by the postal service and not by any other means must expressly inform the Secretary of this fact in writing. The Association will not use the member's email address for confidential or sensitive matters.

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### 12. DISSOLUTION OF THE ASSOCIATION

1. If the Officers, by a simple majority, decides at any time that it is necessary to dissolve the Association, it shall convene a General Meeting.
2. If such a decision shall be confirmed by a two-thirds majority of those present at the meeting, then the Committee shall assign any assets or debts equally amongst the membership. For this purpose, membership shall be as at the close of the preceding financial year.

### 13. VERSION HISTORY

The version and date each time this Constitution is approved at a General Meeting shall be recorded below.

2000 Initial Version

2017-06-28 V2 Endorsed at AGM

2018-05-01 V3 Provisional following Committee Meeting

2018-06-28 V3 Approved at AGM

<< END OF CONSTITUTION >>