



East RYUAG

# East Region Young Umpires Action Group

## Terms of Reference

The purpose of these Terms of Reference is to provide a framework for the East Region Young Umpires Action Group who will work within the East region to recruit, train and support young umpires from start through stay to success.

### 1. Authority

The ERYUAG is a sub-group of the ERHUA and authorised by this body, and guided by EH, to conduct its business in accordance with the Terms of Reference set out below. ERHUA is a constituent body of ERHA. These Terms of Reference may be reviewed as often as necessary by the ERYUAG Committee and where appropriate, revised to accord with the changing requirements of ERHUA and EH. Any changes made to these Term of reference must be approved by the ERYUAG Committee and shared with the ERHUA Umpiring Committee.

### 2. Membership

The ERYUAG will be made up of a leadership team consisting of the following 4 officers:

- A Chairperson
- A Secretary
- Appointments Coordinator
- Chief Coach

Other Officers that will form the ERYUAG Committee shall be:

- A representative from the ERHUA A & A Sub-Committee
- A mentor from the Young Umpire Mentoring Scheme
- 2 ERYUAG-YP representatives
- A County development representative from Cambridgeshire, Essex, Herts & Beds, Lincolnshire, Norfolk and Suffolk CYUAG's or County HUA's

The Chair will be elected by the members of the ERYUAG Committee on a 3-year term, prior to the ERHUA AGM and in accordance with Appendix 1 at the end of these Terms of Reference. Any subsequent years of service will be elected on an annual basis in line with the conditions listed. The officers of the leadership team will be appointed by the elected Chair, whilst the other officers will be nominated on a yearly basis by their respective committees. If no representative is appointed, the Chair of the ERYUAG may appoint people into those roles.

A Welfare and Safeguarding Officer will also be appointed by the Chair as a non-executive officer, who will be co-opted onto the ERYUAG Committee when necessary. The Welfare and Safeguarding Officer may also appoint a maximum, of a further 2 DBS Verifiers, with permission from the Committee.

In addition, the ERYUAG will co-opt onto the group, the treasurer of ERHUA, who will be a non-voting officer and responsible for the finances of the ERYAUG, as well as any other person deemed necessary for the efficient running of the group. Their voting status will be determined by the Chair at the meeting. At the request of the Chair of the ERYUAG, the ERHUA Umpiring Committee or EH, a representative from any of these affiliated bodies may be invited onto the ERYUAG on a permanent or semi-permanent basis.

All positions on the ERYUAG, with the exception of the Chair, when on a 3-year term, will be appointed annually, and a list of the full committee shall be provided to the ERHUA Committee following the ERHUA AGM. No one may hold more than 2 permanent positions on the committee. The Chair has the authority to remove any members of the committee at any time.

### 3. Young Umpire Mentoring Scheme Sub Committee

To help the development of Young Umpires, those identified as having the potential to become a member of NYUPL will be assigned a mentor.

A Sub-Committee shall be formed and will be chaired by the ERYUAG Chief Coach, with both the Chair of the ERYUAG and the A & A Representative being co-opted onto the group. The remainder of the sub-committee will be formulated by the Young Umpire Mentors and Assistant Mentors appointed.



The Young Umpire Mentoring Scheme, will operate in accordance with the Operational Guide as agreed by the ERYUAG Committee and changes to these guidelines can only occur when presented to the ERYUAG Committee. Any requests for change will be subject to the normal voting procedures in the ERYUAG Committee. Any other business which this sub-committee may need to take can be made without a quorum as long as there is approval from the ERYUAG Chief Coach and it only affects those members on the Mentoring Scheme. If it shall affect other ERYUAG members, this should be taken to the ERYUAG Committee before any action is taken.

#### **4. ERYUAG Youth Panel Sub Committee**

The ERYUAG Youth Panel will be made up of a maximum of 5 Young Umpires who will help in the running of the ERYUAG, organise social events, and engage and encourage other Young Umpires within the Action Group.

All active young umpires on an ERYUAG Panel aged 21 and under, will be allowed to apply to join the Youth Panel when a position is vacant. The Chair of the ERYUAG will have the final decision on who is appointed and shall decide what the application process and criteria shall be for new applicants.

Once the Youth Panel has been agreed, the ERYUAG Chair shall appoint a Youth Panel Lead. The Youth Panel Lead and one other representative chosen by its members, will sit on the ERYUAG Committee.

A member of the ERYUAG leadership team shall be co-opted onto the ERYUAG-YP in an observation and advisory role. The ERYUAG Chair has the power to dissolve the Youth Panel or remove any appointed members at any time.

Should no Youth Panel be formed for the season, 2 Young Umpire Representatives may be appointed by the Chair to sit on the ERYUAG Committee in replacement for the Youth Panel Representatives.

#### **5. Finances**

Finances of the ERYUAG and any funding forwarded by other bodies, will be held in an account set up by the ERHUA for ERYUAG and managed by the ERHUA Treasurer, who will be invited to meetings as necessary. Any external funding bids required by the ERYUAG will be written and forwarded to ERHUA for approval before being submitted.

Expenses for events, will be paid directly to the umpires in accordance with the ERHA Youth Competitions Committee procedures.

#### **6. Responsibilities**

The ERYUAG reports directly to the ERHUA and, when necessary, the NYUAG and EH. The aims of the group are:

- a. To maintain an active list of all Young Umpires nominated by their counties to the East Young Umpire Development Programme.
- b. To appoint young umpires to appropriate level competitions / matches, in conjunction with the ERHUA A & A Committee.
- c. To support young umpires by providing umpire managers, coaches or mentors to the events in which young umpires are appointed to, in conjunction with the ERHUA A & A Committee.
- d. To provide feedback to the young umpires, in the form of coaching and assessment reports, to help their development along the umpiring pathway.
- e. To ensure all ERYUAG appointed umpire managers, coaches, tutors and mentors have a current DBS check and attend any other training courses and events considered appropriate i.e. Good practice in child protection.
- f. Feedback to appropriate personnel on any EH policies which impact young people.
- g. To support and assist counties, where appropriate, with their county young umpire development programmes.
- h. To recruit, train and support umpire managers, coaches and mentors by providing suitable courses and resources aimed at young umpiring.

#### **7. Meetings**

The ERYUAG will meet at least 4 times annually. The quorum of a minimum of 4 members of all those eligible to vote, shall be required for all meetings. In the event of a "tied vote", the Chair of the ERYUAG is to have the casting vote. In addition, working groups can be appointed for specific project areas where no quorum is required. Unless otherwise specified in their operational guides, any sub-committees set up by the ERYUAG will have no minimum amount of times to meet and no quorum needed.

In the event the Chair of the ERYUAG is unable to attend a meeting, as long as 2 other members of the leadership team are present, the meeting may still take place. The attendees of the meeting shall elect a Chair for the duration of that meeting, from the members of the leadership team present. In the event of a "tied vote" the Chair of the ERYUAG should be notified at the earliest opportunity and will have the authority to make a decision outside of the meeting.



All minutes will be circulated within 14 days of each meeting to all members of the ERYUAG Committee, and will be uploaded onto the ERHUA website for public viewing.

The Chair shall be the ERYUAG representative at the ERHUA Committee meetings but in the event, they are unable to attend a suitable replacement should be found.

A member of the ERYUAG leadership team shall be nominated to represent the ERYUAG on the ERHA Youth Competitions Committee.

#### Acronyms

A & A Committee	ERHUA Assessment & Appointments Committee
AGM	Annual General Meeting
CYUAG	County Young Umpires Action Group
EH	England Hockey
ERHUA	East Region Hockey Association
ERHUA	East Region Hockey Umpiring Association
ERYUAG	East Region Young Umpires Action Group
ERYUAG-YP	East Region Young Umpires Action Group Youth Panel
NYUAG	National Young Umpires Action Group
NYUPL	National Young Umpires Promising List

#### Appendix 1 – Procedures to elect the ERYUAG Chair

The following procedures must be followed when a new Chair of the ERYUAG has to be elected. If following these procedures is not viable, permission from the ERYUAG Committee must be sought before proceeding with an alternative method.

The ERYUAG Secretary, shall notify all members of the Committee, that the position of Chair will be vacant, at least 30 days before the agreed voting date. Ideally, a vote should take place at the ERYUAG Committee meeting preceding the ERHUA AGM, however, if a vote is to take place via email, or online, notice must be at least 30 days before the voting deadline.

The Secretary will collect the names of all parties interested in standing for the position of Chair (the nominees) and circulate to all members of the ERYUAG Committee at least 10 days before the agreed voting date or voting deadline.

If a vote is taking place via email or online, a period of at least 72 hours should be granted to members to cast their vote. If the vote is to take place at a meeting, a secret ballot should be used.

All members eligible to vote, should indicate their first choice for ERYUAG Chair. If after counting all the first-choice votes a nominee has a majority, they are to be declared the new Chair of the ERYUAG. If no one person has a majority, a second vote should be held between those nominees that are tied on the number of votes. If after a second vote, there is no majority for one person, a third round of votes should take place. This process should be repeated until one person has a majority and can be declared Chair.

In the event no majority vote can be reached, and a new Chair can't be declared, with agreement from the ERYUAG Committee, a date can be set for a new vote. Alternatively, if no agreement can be reached, the ERYUAG Secretary is to approach the Chair of ERHUA and ask them to appoint an ERYUAG Chair from the names of nominees.

Once the Chair has been declared, the ERYUAG Secretary must contact ERHUA for their ratification – this is in line with the ERHUA Constitution. If ERHUA does not accept the nominee put forward, the process to elect a new Chair should be started again.

If the Secretary is to stand for the position of Chair, their responsibilities listed above, should be carried out by a person on the ERYUAG Committee that is not standing.

Unless the position is vacant due to the resignation of the previous Chair, the new Chair shall not commence office until after the ERHUA AGM. Any months covered by the new Chair as a result of the resignation of their predecessor, does not count towards their 3-year term, and their first term should begin following the next ERHUA AGM.

If under the circumstances, there is no Chair in post the ERYUAG Secretary will be given the role of Acting Chair and all authority associated with the position, until a permanent Chair can be elected using the procedures listed above.

