

EAST REGION HOCKEY UMPIRING ASSOCIATION
CONSTITUTION (Amended July 2018)

1 Title

1.1 The Association shall be called the East Region Hockey Umpiring Association (hereinafter referred to as 'the Association'). This shall be abbreviated to East Hockey Umpires in appropriate circumstances.

1.2 The Association shall manage hockey umpiring within the East regional area as defined by England Hockey (EH) and the East Region Hockey Association (ERHA).

2 Aims and Objects

2.1 The aims and objects shall be:

2.1.1 provision of umpires to matches designated by ERHA or EH

2.1.2 development of regional level umpires, umpire coaches, umpire selectors umpire assessors, and umpire managers

2.1.3 promotion of the interests of members within ERHA and EH

2.1.4 fostering of support for umpires within County Hockey Umpiring Association structures

2.1.5 encouragement of participation in the game of hockey as an umpire and in related capacities.

2.2 The principles of Sports Equity as defined by Sport England or it's successors shall be embraced.

3 Membership

3.1 Criteria for admission to membership of the Association shall be specified by the Association's Umpiring Committee.

3.2 Members of the Association shall be entitled to wear the approved Association regalia in perpetuity.

4 Relationship to ERHA and Constituent Bodies

4.1 The Association shall be a constituent part of the East Region Hockey Association.

4.2 Constituent bodies of the Association shall be those County Hockey Umpiring Associations within the East regional area and the East Regional Young Umpires Action Group.

5 Officers

5.1 The Officers shall be the President, the Chair, the Honorary Secretary, and the Honorary Treasurer. They shall be elected at the Annual General Meeting. Their periods of office shall be until the following AGM.

5.2 The President shall be appointed for a period of three years and shall be eligible for re-election annually thereafter.

5.3 The Chair, the Honorary Secretary, and the Honorary Treasurer shall be appointed for a period of one year and shall be eligible for re-election.

5.4 If a vacancy occurs among the Officers, the Umpiring Committee shall fill the vacancy for the remainder of that Association year.

5.5 Nominations for Officer appointments may be made by the Umpiring Committee, a County Umpiring Association, or a member of the Association. Nominations shall be submitted in writing to the Honorary Secretary no later than 30 April and shall include the written consent of the nominee. Nominations by a County Umpiring Association or a member of the Association shall be seconded by another County Umpiring Association or a member of the Association.

5.6 The President and Chair of the Association shall ex-officio be non-voting members of all sub-committees of the Association.

6 General Meetings

6.1 The Annual General meeting shall be held in each year by 31 July on a date and at a venue to be decided by the Umpiring Committee.

6.2 Notice of the Annual General Meeting, a list of nominations for Officers, a copy of the agenda and the Annual Accounts shall be placed on the Association's website, at least 7 days before the date of such meeting, for members, as defined in clause 6.8, to access. A copy shall be sent to the Independent Examiner.

6.3 Business to be transacted:

6.3.1 the election of Officers, Umpiring Committee members, and others as necessary

- 6.3.2 the appointment of an Independent Examiner
- 6.3.3 the presentation and approval of the Accounts
- 6.3.4 the setting of membership subscriptions and related fees
- 6.3.5 the presentation of reports
- 6.3.6 the presentation of awards and honours
- 6.3.7 the consideration of any amendments to the Constitution duly submitted
- 6.3.8 any other business that is within the capacity of the AGM
- 6.4 Except for those alterations arising from decisions which the Umpiring Committee is empowered to make, no clause of the Constitution shall be amended nor shall any resolution passed at a previous General Meeting be rescinded, save by a resolution, notice of which shall be given on the agenda, carried by an affirmative vote of at least two-thirds of those present entitled to vote at General Meetings and voting.
- 6.5 Written notice of any proposed alterations to the Constitution and any other motion to be submitted to the Annual General Meeting shall be received by the Honorary Secretary no later than 30 April and shall be accompanied by the names of the proposer and seconder. Proposals from the Umpiring Committee shall not require a seconder.
- 6.6 The Constitution of the Association shall be subject to endorsement by the Management Committee of the East Region Hockey Association.
- 6.7 The chair shall be taken throughout General Meetings by the incumbent President or, in that person's absence, by the Chair of the Umpiring Committee. In the absence of both of these Officers, the meeting shall elect a member of the Umpiring Committee to chair the meeting.
- 6.8 The following shall be entitled to attend a General Meeting and to vote:
 - 6.8.1 all members currently paying a subscription to the Association
 - 6.8.2 Life Members
 - 6.8.3. paid-up non-active members
 - 6.8.4 a representative of County Hockey Umpires Associations within the East region subject to the provision that if there is more than one such association in a particular county, those associations shall agree on a single representative to, and vote at, General Meetings
 - 6.8.5 a representative of the Management Committee of the East Region Hockey Association.
- 6.9 Vice-Presidents of the Association shall be entitled to attend General Meetings but may not vote unless currently paying a subscription.
- 6.10 Any other member of a constituent body or of the East Region Hockey Association Management Committee may attend a General Meeting but shall not, unless by permission of the chair, take any part in proceedings.
- 6.11 No member may cast more than one vote, other than the chair who shall have a casting vote.
- 6.12 There shall be no proxy or postal voting.
- 6.13 Twelve members present and entitled to vote shall form a quorum.
- 6.14 The Honorary Secretary shall call a Special General Meeting at any time:
 - 6.14.1 by order of the Umpiring Committee
 - 6.14.2 upon receipt of a requisition signed by the President or Chair and the Honorary Secretary of no fewer than four County Hockey Umpiring Associations
 - 6.14.3 upon receipt of a requisition signed by no fewer than 15 members of the Association.
- 6.15 Every requisition shall state clearly the reasons for such request.
- 6.16 A meeting called under 6.14 above shall be held as soon as possible and, in any event, within 42 days of the receipt of the requisition.
- 6.17 At least 14 days-notice of a Special General Meeting, and of all resolutions to be proposed thereat, shall be given to each member as defined in clause 6.8 above. No other business shall be conducted.

7 Umpiring Committee

- 7.1 Subject to the over-riding powers of a General Meeting, the Association shall be governed by an Umpiring Committee. The Umpiring Committee may, however, delegate to sub-committees or other bodies such of its powers as it may think fit.
- 7.2 The Umpiring Committee shall be a constituent part of the East Region Hockey Association.
- 7.3 The Umpiring Committee shall consist of:

- 7.3.1 the President
- 7.3.2 the Chair
- 7.3.3 the Honorary Secretary
- 7.3.4 the Honorary Treasurer
- 7.3.5 the Chairs of the Association's Sub-committees
- 7.3.6 an elected Webmaster
- 7.3.7 an elected Events Organiser
- 7.3.8 three elected members
- 7.3.9 one representative from each County Hockey Umpiring Association in the East regional area
- 7.3.10 a representative of the Management Committee of the East Region Hockey Association.
- 7.3.11 any Association member on a permanent EH Committee or successor thereto.
- 7.4 If a representative of a County Hockey Umpiring Association is appointed President, Chair, Secretary, Treasurer, sub-committee Chair or elected Umpiring Committee member, the County Hockey Umpiring Association concerned may appoint a replacement. If an elected Umpiring Committee member is appointed sub-committee Chair, the Umpiring Committee shall fill the vacancy for the remainder of that Association year.
- 7.5 Notice of any matter which any member of the Umpiring Committee wishes to be included in the agenda for any meeting shall be received by the Honorary Secretary at least 28 days before the date of the meeting concerned. The agenda shall be received by members at least 14 days before the date of the meeting. Unless with the permission of the majority of the Umpiring Committee present, no business, other than that included in the agenda, shall be discussed.
- 7.6 Nominations for any elections or appointments to be made by the Umpiring Committee shall be seconded and accompanied by the written consent of the nominee. Such nominations shall be received by the Honorary Secretary at least 28 days before the meeting at which such appointments are to be made. Exceptionally, with the permission of the majority of the Umpiring Committee, and provided that the consent of the nominee has been obtained, nominations may be made at the relevant meeting.
- 7.7 A special meeting of the Umpiring Committee may be called by the Association's President or Chair or shall be called upon receipt by the Honorary Secretary of a requisition signed by at least four members of the Umpiring Committee. The Honorary Secretary shall convene the meeting within 28 days of the requisition.
- 7.8 The Umpiring Committee shall:
 - 7.8.1 develop, implement and monitor plans for the recruitment, education and assessment of umpires and umpire coaches at regional level, including overseeing and supporting the work of the ERYUAG sub-committee and its members as in Para 8.1.3 below, as it sees fit, and ratifying the Terms of Reference of the ERYUAG sub-committee.
 - 7.8.2 arrange a programme of development opportunities for umpires and umpire coaches
 - 7.8.3 make arrangements to test umpire coach candidates (up to and including Regional Umpire Coach Status)
 - 7.8.4 formulate and implement a policy for the selection of umpires for matches at regional level
 - 7.8.5 appoint umpires to matches as requested by ERHA and EH
 - 7.8.6 develop and maintain a programme of training, selection and appointment of Umpire Managers operating at regional level
 - 7.8.7 submit to the ERHA Management Committee through the ERHA Finance Committee by 1 March each year proposed (costed) programmes covering the next Association financial year
 - 7.8.8 establish and make nominations to sub-committees, other bodies and other posts as it thinks fit.

8 Sub-Committee Memberships

- 8.1 The Umpiring Committee shall after the Annual General Meeting:
 - 8.1.1 Appoint an Assessment and Appointment Sub-Committee of no more than 8 voting members hereinafter referred to as Selectors. The Assessment and Appointment Sub-Committee shall have the responsibility of reporting to the Umpiring Committee, and making provision for the testing of, candidates for regional outdoor and indoor umpire registered awards badges, the selection of umpires at regional level and the appointment of umpires to matches and tournaments as requested by ERHA and England Hockey.
 - 8.1.2 appoint up to six members of a Coaching and Development Sub-committee of whom at least two shall be Regional umpire coach status or higher.

8.1.3 adopt the East Region Young Umpires Action Group (ERYUAG) as a constituent sub-committee of ERHUA, who shall operate in accordance with their Terms of Reference as ratified by the Umpiring Committee from time to time.

8.1.4 make appointments to ERHA committees as required by that association's constitution.

9 Committees and Sub-committees

9.1 Each member of the Association's Umpiring Committee or a sub-committee shall have one vote; the chair shall also have a casting vote.

9.2 A quorum for meetings of Association's Umpiring Committee or a sub-committee shall be one half of the voting membership rounded down.

9.3 Each Sub-committee shall elect its chair from among its members; the chair of the Coaching and Development Subcommittee shall, ex officio, be appointed the Association's Chief Coach.

9.4 The Assessment and Appointments Sub-committee shall appoint Appointments Secretaries and League Coordinators as necessary each of whom shall have voting rights only if also appointed a substantive member of the subcommittee as described in clause 8.1.1.

9.5 The Assessment and Appointment Sub-Committee may also appoint Assessors who shall assist the Sub-Committee but who shall not have voting rights. The appointment of an Assessor shall only be for the current Association year. The Chair of the Assessment and Appointment Sub-Committee shall have the power to appoint suitable persons to act as assessor for specific matches and tournaments. An Assessor shall have the task of assessing the performance of an Umpire at a specific match or tournament and making recommendations to the Assessment and Appointments Sub-Committee.

9.6 The Coaching and Development Sub-committee shall appoint a secretary who shall have voting rights only if also appointed a substantive member of the sub-committee as described in clause 8.1.3.

9.7 One of the members of the Coaching and Development Sub-Committee will take special responsibility for youth and umpire development.

9.8 The Chairs of the Umpiring Committee and its sub-committees may invite to any meeting such persons as they may think and; such persons shall not be entitled to vote.

9.9 The Umpiring Committee may propose the appointment of additional co-opted members subject to agreement by the ERHA Management Committee. A sub-committee of the Association may propose the appointment of additional co-opted members subject to agreement by the Umpiring Committee. Co-opted members shall have full voting rights.

9.10 If a Chair is unable to attend a meeting, the voting members present shall appoint one of their number to be chair for that meeting.

9.11 If a County Hockey Umpiring Association representative is unable to attend a meeting, the Association concerned may appoint a deputy who shall be entitled to vote.

9.12 The Umpiring Committee and Sub-committees shall each meet at least four times in the Association year.

10 Association Year

10.1 The Association year shall be from 1 July to 30 June.

10.2 Appointments shall be made in the following sequence:

10.2.1 By 30 June: County Hockey Umpiring Associations to nominate representatives to the Association's Umpiring Committee (for the following Association year) and representatives to General Meetings (for the upcoming Annual General Meeting onwards)

10.2.2 President, Chair, Secretary, Treasurer and four elected Umpiring Committee members to be elected at the Annual General Meeting and shall hold office until the following AGM.

10.2.3 Following AGM: Incoming Umpiring Committee to nominate representatives to appropriate ERHA committees and to the Association's sub-committees.

10.2.4 Following AGM: incoming Association sub-committees appoint chairs and secretaries for the following Association Year

10.2.5 At date of AGM: Officers, Umpiring Committee and Sub-committees assume office.

11 Financial Policies and Annual Accounts

11.1 The financial policies of the Association shall be:

11.1.1 to break even taking one year with another

11.1.2 that members shall pay a membership fee

11.1.3 that match and associated costs shall be subject to negotiation with ERHA

11.1.4 that policies related to income and expenditure derived from ERHA shall be subject to agreement with ERHA.

11.2 The levels of membership fees shall be approved by the Annual General Meeting. Membership fees will be offset against expenses claims from members taking appointments. Members not taking appointments should pay their appropriate membership fee by 1 January in each year. The Umpiring Committee reserve the right to take appropriate action on non-payment by members by the due date. Any members in arrears in their membership fees may not vote in any AGM, SGM, Committee or Sub-committee until their arrears have been extinguished.

11.3 The Income and Expenditure Account and the Balance Sheet shall be examined by the Independent Examiner and, together with the report of the Independent Examiner, shall be presented to and approved by the Annual General Meeting.

12 Honours

The Association's Umpiring Committee shall make nominations to the Annual General Meeting for the appointment of Life Members and Vice-Presidents.

13 Dissolution

13.1 A resolution to dissolve the Association shall be put to a General Meeting and shall be passed only by the affirmative vote of at least three-quarters of those entitled to vote and voting.

13.2 If the resolution is carried, the Umpiring Committee shall realise the assets of the Association and shall make provision for the Association's liabilities.

13.3 The remaining assets at the date of dissolution shall be distributed as determined by a General Meeting to anybody having similar objectives to those of the Association.

14 Amendment and Interpretation of the Constitution

14.1 Amendments to the Constitution shall be subject to clauses 6.4, 6.5 and 6.6.

14.2 The ERHUA shall determine any question on the construction of this Constitution and any matter not provided by it.

14.3 In event of dispute any matter shall be referred to the ERHA Management Committee.

Amended July 2018