

# HEREFORDSHIRE, GLOUCESTERSHIRE & WILTSHIRE

## HOCKEY UMPIRING ASSOCIATION

### CONSTITUTION

#### **1. The Association.**

The Association shall be called the "HEREFORDSHIRE, GLOUCESTERSHIRE & WILTSHIRE HOCKEY UMPIRING ASSOCIATION ("HGWHUA"). It shall be affiliated to the West Hockey Association (WHA) and will retain contact with the respective County Hockey Associations.

#### **2. Purposes of the Association.**

The Purpose of the Association shall be to support outdoor and indoor hockey by:

- 2.1. Recruiting, developing and promoting umpires.
- 2.2. Developing and promoting umpire coaches.
- 2.3. Promoting communication between umpires and players/coaches.
- 2.4. Appointing umpires to league, cup and appropriate matches.
- 2.5. Assessing Association umpires to maintain standards.
- 2.6. Developing and maintaining relations with counties, clubs, team coaches and players.
- 2.7. Representing the views of HGWHUA at Regional and County level.

#### **3. Membership.**

Persons wishing to join the Association shall apply on the prescribed form and pay the appropriate subscription. The membership year will run annually from 1 September to 31 August the following year. Any member not having paid their subscription by 31 October will be deemed to have resigned from the Association. The Association shall comprise Full Members and Associate Members:

##### **3.1. Full Members:**

- 3.1.1. Active Level One and above umpires/umpire coaches taking appointments from the Association.
- 3.1.2. Active Level One and above umpires/umpire coaches taking appointments from a higher body e.g. WHA/NPUA (National Programme Umpiring Association).
- 3.1.3. Umpires and Umpire coaches who are not taking appointments but who were previously in category 3.1.1 or 3.1.2 above.
- 3.1.4. Honorary Life Members.

### **3.2. Associate Members.**

- 3.2.1 Umpires on the Level 1, 2 or 3 Registers who are actively umpiring for their clubs or elsewhere but not taking appointments from the Association.

### **4. Officers.**

The Officers of the Association shall be:

- 4.1. Chairman.
- 4.2. Secretary.
- 4.3. Treasurer.
- 4.4. Appointments Secretary.
- 4.5. Chief Coach.

The members of the Association shall elect the Officers and such other honorary officers as they may determine in a General Meeting.

### **5. Committee.**

The Association shall be managed by a Committee, hereafter called "the Committee", chaired by the Chairman or, if absent, the Secretary.

- 5.1. It shall comprise:

- 5.1.1. The officers as listed above in paragraph 4.

- 5.1.2. Three members elected at the Annual General Meeting (AGM). The three elected members should ideally represent a cross section of the membership across the L1 and L2 registers and the three Counties of the Association.

- 5.1.3. The Umpire Secretaries of Herefordshire, Gloucestershire and Wiltshire HA's shall be non-voting co-opted members.

- 5.1.4. Four voting members of the Committee shall form a quorum. In the case of equality of votes the Chairman of the meeting shall have a second and casting vote.

- 5.1.5. A voting member nominated to the Committee must be a full member of the Association.

- 5.2. The Committee shall:

- 5.2.1. Make policy and procedural decisions relating to the Association.

- 5.2.2. Be responsible for the Association achieving its purposes.

- 5.2.3. Review the structure and Constitution of the Association and recommend

changes as appropriate.

- 5.2.4. Advise on matters of uniform.
- 5.2.5. Oversee the financial affairs of the Association.
- 5.2.6. Convene General Meetings as necessary.
- 5.2.7. Meet at least three times a year or as necessary.
- 5.2.8. Prepare an Annual Report of the Association's activities and accomplishments, together with an Examined Financial Statement, for presentation to the AGM/EGM.
- 5.2.9. Fill any vacancy occurring during the year.
- 5.2.10. 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 shall be an ex-officio member of these sub-Committees. Appoint Members of the Association to serve on the West Umpiring sub-committee or any other external body.
- 5.2.11. Retain all moneys coming in to the Association and hold them as the property of the Association. Invest sums of money in any manner it thinks fit in the name of the Association.
- 5.2.12. Act on any matter on which the Constitution is silent.

### **5.3 Appointments Sub-Committee.**

The Appointments Sub-Committee shall comprise the Chairman, Appointments Secretary, the Chief Coach and any other members elected by the Committee and shall:

- 5.3.1. Appoint umpires as required by the appropriate Leagues and clubs.
- 5.3.2. Maintain umpire grading lists and submit updated grading lists to the Committee.
- 5.3.3. Make recommendations to the Committee for nomination for assessment of potential Level Two Register umpires to WHA.
- 5.3.4. Maintain lists of qualified Coaches and approved Assessors.
- 5.3.5. Co-opt members as required.

### **6. Insignia.**

Only Full Members shall be permitted to wear the Association Badge, tie, sweater or other item of clothing carrying the Association badge that has been approved by the Committee.

## **7. Finance.**

- 7.1. 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.
- 7.2. 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 Full Member 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.
- 7.3. 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.
- 7.4. An Examiner shall be appointed by the Committee to examine the accounts annually.
- 7.5. The Treasurer shall present the examined accounts at a General Meeting for approval by the members 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.
- 7.6. The Association's financial year shall start on the 1st June and finish on the 31st May of the following year.

## **8. General Meetings.**

### **8.1. Annual General Meeting.**

- 8.1.1 At least 21 days' notice is to be given to all Members of the date and of the business to be transacted.
- 8.1.2. The AGM shall receive the report of the Committee on the work of the season.
- 8.1.3. The AGM shall elect the Officers and Committee for the following season. Ideally the Secretary should receive nominations for these appointments at least 14 days before the published date of the Meeting, duly proposed and seconded and endorsed with the consent of the nominee. Provided that the consent of a nominee has been obtained, nominations may be made at the meeting.
- 8.1.4. The AGM shall also elect Honorary Life Members, nominations for which must be received by the Secretary at least 14 days before the date of the meeting in writing, duly proposed and seconded. They will be people in the Association who have rendered signal service to Hockey Umpiring.
- 8.1.5. 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, otherwise no subject not on the Agenda shall be addressed unless having the approval of the Chairman of the meeting.

### **8.2. Extraordinary General Meeting.**

An Extraordinary General Meeting (EGM) may be called at any time at the discretion of the Chairman or by the order of the Committee or by request of at least 5 Full members. Twenty

one days' notice of the dates of all Extraordinary General Meetings and of all resolutions and business to be discussed thereat shall be given to all Members. No other business shall be transacted.

### **8.3. Voting Rights.**

The power to vote at Annual and Extraordinary Meetings is restricted to Full Members (paragraph 3.1).

### **8.4. Proxy Votes.**

Voting members who are unable to attend a General meeting may if they wish designate a proxy to vote on their behalf. The proxy should hold this authority in either writing or an email and present it when voting.

## **9. Changes to the Constitution.**

The Constitution may be changed only at an Annual or Extraordinary General Meeting. Notice of any proposed change shall be sent to the Secretary not later than eight weeks prior to the date of the meeting. Such a proposal must be approved by 75% of the votes cast for it to be passed. The Chairman shall nominate tellers as required.

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

10.1. The Association may only be wound up at an Annual or Extraordinary General Meeting. Such a proposal must be approved by 75% of the votes cast for it to be passed. The Chairman shall nominate tellers as required.

10.2. In the event of the Association being wound up:

10.2.1. The property of the Association, excluding moneys, shall be given to its successor(s) or the West Hockey Association or its successor(s).

10.2.2. After settling all outstanding claims, moneys shall be disbursed in preference as follows:

10.2.2.1. Any successor organisation.

10.2.2.2. Equally to the three County Hockey associations to be used for the benefit of umpiring.

10.2.2.3. West HA Umpiring Committee for umpiring purposes.