



NORTH WEST

HOCKEY

**UMPIRING ASSOCIATION
(NWHUA)**

CONSTITUTION

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Definitions

NWHUAMC or MC	Management Committee of the Association
NHA	North Hockey Association
NHUA	North Hockey Umpiring Association
NWHUA DC	Discipline Committee
NWHUA AC	Appeals Committee
NGB	National Governing Body
EH	England Hockey

1. **Title**
 - 1.1. The body shall be called the North West Hockey Umpiring Association (NWHUA) or here in after referred to as the “Association”.

2. **Objectives of the NWHUA**
 - 2.1. The development of umpires, umpire coaches, assessors and club umpire developers.
 - 2.2. Liaise with NHUA to ensure that “members” meeting the relevant assessment criteria and potential are put forward for their Level 2 Award.
 - 2.3. Information flow from EH, NHA and NHUA to NWHUA members.
 - 2.4. The Association shall be affiliated to the NHA

3. **Membership of the NWHUA**
 - 3.1. Membership shall be open to all.
 - 3.2. All applicants for membership must be accompanied by the annual membership fee, the amount will be published on the Association’s website, and also applicants shall provide to the secretary such details as the MC shall decide in order properly to identify the applicant and to facilitate communication. Each applicant will be required to agree to abide by the rules of the Association and to submit to the jurisdiction of the MC on all matters relating to membership.
 - 3.3. Membership shall be dependent on the annual payment of an agreed subscription, which is due by 1st October; the amount due each year will be published on the Association’s website.
 - 3.4. The annual membership covers the period 1st April to 31st March. The full amount for each period with no rebate or discount will apply for each part year membership.
 - 3.5. Membership: there shall be two categories of Membership:
 - 3.5.1 Members taking appointments Level 1 and higher panels, who shall have full voting rights.
 - 3.5.2 Club umpires who shall have no voting rights.
 - 3.6. The membership fee shall be reviewed on an annual basis by the MC and approved at the AGM.
 - 3.7. All members of NWHUA shall be entitled to purchase and wear the approved NWHUA insignia.
 - 3.8. The Management Committee (MC) has the right to refuse an application for membership, or withdraw an existing membership, as set out in the Associations Code of Conduct.

4. **Officers:**

The Executive Officers of the NWHUA shall be elected at an AGM. They shall be elected annually except for the President and Chair who will be elected for a three-year term. The President and Chair shall be ineligible for re-election to these positions for a period of one year after their term of office ends. If any position becomes vacant during this period, then the MC at its discretion may appoint a replacement, until the next AGM, when a replacement shall be elected.

 - 4.1 The Officers shall comprise of
 - President
 - Chair MC
 - Hon. Secretary
 - Hon. Treasurer

Appointments Secretary
Membership, umpire coach/assessor/club umpire developer

5. Management Committee

5.1. A Management Committee (MC) will govern the NWHUA. The MC will consist of:
President

Chair

Hon. Secretary

Hon. Treasurer

Welfare Officer

Appointment Secretary

Assistant Appointment Secretary

The Chair shall be *ex officio* a non-voting member of all sub-Committees of NWHUA.

The Above Officers shall be elected at the NWHUA AGM as per 4 above.

All the above shall be members of the Association.

The above are members of the NWHUAMC with full voting rights.

Auditor to the Association

5.2. Persons elected as auditor shall not necessarily be members of the Association.

5.3. All nominations (when required) for appointments in 4.1 & 5.1 must be made in writing to the NHUA Secretary within seven days of the notice of an AGM or SGM being issued. If any of the above positions becomes vacant during a period of office, the MC, at its discretion may appoint a replacement to serve for the remainder of the term.

5.4. The Chair will be an *ex officio* non-voting member of all sub-Committees of NWHUA.

6. Management Committee – Terms of Reference

6.1. The Terms of Reference are to:

6.1.1. Appoint sub-committees.

6.1.2. Make such appointments to the committees of other bodies as it deems appropriate.

6.1.3. Ensure the Development, implementation and monitoring of plans for the recruitment, education and assessment of umpires, umpires coaches and umpire assessors at County level.

6.1.4. Make arrangement to assess umpires coach and assessor candidates.

6.1.5. Ensure the formulation of a policy for the selection of umpires at County level.

6.1.6. Be responsible for the management of all funds of the NWHUA and the appointment of an Auditor for the accounts.

6.1.7. Submit nominations, as required, for any regional or National committees or sub-committees.

6.1.8. Appoint a NWHUA Welfare officer.

6.1.9. Review the structure and Constitution of the Association and recommend changes as appropriate;

6.1.10. Delegate authority to the Secretary to suspend and recommend removal of any member for such reason as considered sufficient (for any breach of the Association's Code of Conduct).

6.1.11. Form Discipline and Appeals Committees as required.

6.1.12. Appoint a representative(s), as required, to committees of the NHUA.

6.1.13. Appoint a representative(s), as required, to the NWHL.

- 6.1.14. Appoint a representative(s), as required, to Cheshire HA.
- 6.1.15. Appoint a representative(s), as required, to Lancashire HA
- 6.1.16. Appoint a representative(s), as required, Cheshire Women's League
- 6.1.17. Appoint a NWHUA Information officer.
- 6.1.18. Resolve any complaints and questions arising in the affairs of the NWHUA.

7. Life Members

- 7.1. The NWHUA MC will consider persons to have rendered outstanding service to the Association, and make nominations to the AGM for the appointment of Life Members...
- 7.2. NWHUA Life Members will not be required to pay a subscription and will have full benefits of membership.

8. Annual General Meeting (AGM)

- 8.1. The NWHUA AGM shall be held each year before June 30th.
- 8.2. Notice of the AGM, the Agenda, and a list of nominations for Officers, shall be issued to members at least 21 days to the date of such a meeting
- 8.3. The purpose of the meeting shall be:
 - i. to receive reports from Management Committee:
 - Chair
 - Hon. Secretary
 - Appointment Secretaries
 - ii. to receive a presentation of the audited accounts, together with draft accounts for the season just completed
 - iii. election of officers, representatives and committee members as required by the Constitution
 - iv. election of Life Members
 - v. establishment of membership fees for the following season
 - vi. any other business indicated in the notice convening the meeting.
- 8.4. There will be no proxy or postal voting
- 8.5. Attendance by 10% of members as defined in the constitution will form a quorum.
- 8.6. The Chair, will chair the AGM, if the Chair is unable to attend the AGM then the Hon Secretary will chair the AGM, if both the Chair and Hon. Secretary are not available, the members present will appoint a member of the MC to chair the meeting.

9. Special General Meeting (SGM)

- 9.1. A Special General Meetings (SGM) shall be called promptly either at the request of the MC or of not less than twenty members who shall signify in writing to the secretary their desire and their business.
- 9.2. The Notice Convening the meeting shall state the reason for the meeting, and the meeting shall be convened within six weeks of the request.
- 9.3. A Special General Meeting shall be called promptly if a member lodges an appeal as set out in the Association's Code of Conduct.

9.4. Notice of all Special General Meeting shall be given at least twenty-one clear days prior to the intended date of the meeting, together with an Agenda, which will be given in writing.

9.5. There will be no proxy or postal voting.

10. Committees

10.1. Each Committee member shall have one vote. Additionally the Chair may exercise a casting vote.

10.2. The quorum shall be 5 members present and entitled to vote for the NWHUAMC.

10.3. The Chair may invite such persons they consider appropriate to attend, but not vote at, meetings.

10.4. If a Chair is unable to attend a meeting, the members present shall appoint one of their numbers to chair the meeting.

10.5. The NWHUAMC shall meet a minimum three in times in each NWHUA year.

10.6. The NWHUAMC and any sub-committee shall be entitled co-opt members, who shall have no voting rights.

11. Fees and Expenses

11.1. The match fee payable by each applicant (Club, University or School) for an umpire's, Umpire Manager Services shall be decided annually by the MC.

11.2. Members of the Association may claim reasonable out of pocket expenses from the association when travelling or undertaking business on the Association's behalf.

11.3. The rate of reimbursement of members' travelling expenses for NWHUA umpiring appointments shall be determined annually by the NWHUA MC.

12. Subscriptions

18.1 The annual subscription of all members paying subscriptions shall be such sum as the MC recommends and the members approve at the AGM.

18.2 All subscriptions shall become due on the 1 October in each year. Any member not paying their subscription by the due date may, at the MC's discretion, be disqualified from being appointed an umpire by the Association.

13. Finance

13.1. The funds of the Association shall be banked and/or, invested in the name of the Association under arrangements made by the Hon Treasurer and approved by the MC.

13.2. The signatories to any account shall be separate persons who shall be any two of the Chair, Hon. Treasurer, Hon. Secretary or one other nominated by the MC.

13.3. Proper records shall be kept by the treasurer who shall prepare and lay before the annual general meeting an account of the Association's income and expenditure and a balance sheet. Such accounts shall be audited before submission to such meeting by an auditor appointed at the annual general meeting.

13.4. The financial year shall run from 1st of April until 31st of March.

14. Communications and Data Protection

16.1 Communication

The primary method of communication by NWHUA to its membership is through e mail.

If a member chooses to take appointments from NWHUA, they must provide a telephone number and email address that they are willing to make public for Clubs to contact them to confirm appointments.

16.2 Data Protection

16.2.1 A condition of membership of NWHUA as listed in section 3 above carries agreement from the member that NWHUA holds personal details about them in order to carry out its purposes as listed in section 2 above, and that such data will be passed on to England Hockey for the purpose of maintaining the national Awards Register.

16.2.2 NWHUA will use this information only for carrying out these purposes and information about a specific member is freely available to that member only, for inspection by request. Such a request should be made in writing to the NWHUA Membership Secretary and will be supplied within the timescales provided by the Data Protection Act of the request being acknowledged.

16.2.3 The information will be held in a secure environment. A member's name, contact telephone number(s) and email address is available to anyone with access to the internet. Other details will be restricted to specific Committee members dependent on the role of the Committee member. The President/Chair of NWHUA will decide which Committee members have access to those details.

15. Amalgamation

15.1. If a resolution calling for the Association to amalgamate with any other body in accordance with a stated timetable put to a Special general meeting properly convened as per clause 11 of this Constitution were to be passed with at least 75% of the members present entitled to vote and voting in its favour then such amalgamation shall proceed. The funds of the Association, having cleared any outstanding debts and liabilities, shall be transferred to the new body at the time of amalgamation.

16. Amendment of the Constitution

This Constitution may only be amended by the Annual General Meeting of the Association, properly convened as per clause 15.2 of this Constitution and if at least 75% of those members present and entitled to vote in favour of the amendment.

17. Dissolution

A resolution to dissolve the NWHUA shall be put to a Special General meeting and shall be passed only by the affirmative vote of at least 75% of those entitled to vote and voting. If passed the Management Committee shall proceed to realise the assets of the NWHUA. Thereupon, after discharging or making provisions for its liabilities, the whole of its assets shall be transferred to the NHUA or the NGB.