



The Constitution of Devon Hockey Umpires' Association





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The Constitution of Devon Hockey Umpires' Association

Title:

1. The Association shall be called the "Devon Hockey Umpires' Association" ('the Association').

Affiliation:

2. The Association shall be affiliated to England Hockey ('EH') and shall be subject to the rules and constitution of EH or such other rules as are approved from time to time by EH.

Aims and Objectives:

3. The aims and objectives of the Association shall be:

3.1. To promote umpiring in Devon at all levels by:

3.1.1. Coaching and Mentoring of Umpires of all levels, either individually or in groups.

3.1.2. The organization of umpire courses.

3.1.3. The organization of Umpire Coach and Umpire Mentor courses.

3.2. To provide umpires for all organized League, Cup and Tournament games primarily within the boundaries of Devon, not appointed to by a higher authority, where resources, availability and competence allow.

3.3. To provide umpires for all other games where resources, availability and competence allow.

3.4. To maintain the EH Level One Register for umpires who wish to be affiliated to the Association.

Boundaries:

4. The boundaries of the Association shall be primarily within the geographical boundaries of the County of Devon but will also include any other Club close to this boundary that has historically been linked to the Association or any other Club that so requests to be affiliated and is accepted by the Association.

Administration of the Association

5. The administration period of the Association shall be from 1st May in one year to 30th April in the following year (the 'Operating Year').



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6. The Association shall be administrated via the Devon Hockey Website (DHW) at the following domain names:
 - 6.1. www.devonhockey.net, or
 - 6.2. www.devonumpires.co.uk
7. Any change to the domain names of the DHW shall not require an amendment to this constitution.
8. Correspondence shall primarily be by email via the DHW and/or by information uploaded to the DHW.
9. In exceptional circumstances information may at the Association's sole discretion be sent by post, or such other means it may in its sole discretion determine.

Governance:

10. The Officers of the Association shall be:
 - 10.1. President
 - 10.2. Secretary
 - 10.3. Treasurer
11. The Association shall be governed by a Management Committee (MC), consisting of the following Officials, which shall meet at least 4 times per year, consisting of:
 - 11.1. The Officers of the Association
 - 11.2. Chief Coach
 - 11.3. Appointments Secretary
 - 11.4. Chair of Selection and Coaching Committee
 - 11.5. Membership Secretary
 - 11.6. Umpire Course Coordinator
 - 11.7. Welfare Officer
 - 11.8. DHA Representative
 - 11.9. One or more members elected at the AGM.
12. The duties and responsibilities of the Officers and Officials of the MC shall be available on the DHW.
13. The MC shall have power to fill any existing or new vacancy that may occur during the year.



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14. A meeting of the MC may be called at any time subject to at least seven days' notice:
 - 14.1. At the discretion of any of the Officers of the Association.
 - 14.2. At the written request of a quorum of the MC.
15. The MC shall appoint the following sub-committees:
 - 15.1. Selection and Coaching Committee (SCC), which shall be responsible for the grading of all Members and umpire development within Devon, and for the nomination of umpires for County and other matches in line with current selection policies as defined by the SCC, consisting of:
 - 15.1.1. Chair of Selection and Coaching Committee
 - 15.1.2. Chief Coach
 - 15.1.3. Appointments Secretary
 - 15.1.4. Any other member of the Association as determined by the MC.
 - 15.2. Any other committee that the MC so desires for the efficient running and operation of the Association.
16. All sub-committees of the Association shall conduct their business in accordance with the directions of the MC and report their business to the MC or other relevant bodies as required by EH or affiliated bodies as defined above.
17. The MC shall elect or nominate representatives to other organizations or appoint any other delegate found necessary.
18. All Committees shall have the power to co-opt; Co-opted members shall not have the power to vote.
19. In case of emergency the Officers of the Association shall be authorized to take such action by majority decision, as they may consider necessary or expedient; they shall report any such actions at the next meeting of the MC.

Funds of the Association:

20. The MC is responsible for the Association's funds, which are held in a bank account named "Devon County Hockey Umpires' Association" or any other name that the MC determines from time to time reflects the name of the Association.



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21. All policy decisions regarding finance are to be properly minuted.
22. The Objective of the Funds of the Association is to support the Aims and Objectives of the Association and the accounts are to be maintained within the constraints of those aims and objectives.
23. At the Annual General Meeting the MC shall lay before the meeting, the annual accounts which will include a report drawn up by a person independent of the MC (the independent examiner), confirming that the accounts are in accordance with the books and records of the Devon Hockey Umpires Association.
24. The Fund financial year will be the Operating Year (as laid out above).
25. The preparation and delivery of the audited accounts and report for the previous Operating Year to the MC will be by 23 June following the end of the Operating Year.
26. Bank Accounts are at the Lloyds TSB Bank (High Street, Exeter branch) held in a current account entitled "Devon County Hockey Umpires Association " and this account is linked to an interest earning Deposit Account.
27. The Authorized Signatories of the current account are as follows:
 - 27.1.President.
 - 27.2.Secretary.
 - 27.3.Treasurer.
 - 27.4.A maximum of one other person on the MC as determined by the MC.
28. The Treasurer is permitted to transfer funds between bank accounts to match the Association's cash flow and to maximise interest payable on the deposit account.
29. Operational policy and procedure for the Funds of the Association:
 - 29.1.A minimum of two signatures is required on Fund Cheques & Transfers.
 - 29.2.A formalised 3 monthly reconciliation statement to all cleared bank balances is required to be prepared and signed by the Treasurer as correct each quarter.
 - 29.3.All income is to be properly receipted.
 - 29.4.Expenditure must be supported by proper invoices, vouchers or computer records, copies of which must be retained for a minimum of 6 years.
 - 29.5.Items of expenditure in excess of £2,000 will require formal approval by the MC.



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29.6. At the Annual General Meeting the meeting shall set honoraria for undertaking the following roles:

Independent Examiner of Accounts

Treasurer

Appointments Secretary

Membership Secretary

29.7. Wages, honoraria or loans are not to be made from the Fund except as provided for in the Constitution.

Maintaining Data Accuracy:

30. The following (Relevant Persons), who have been granted access to the relevant areas of the DHW, are solely responsible for maintaining the accuracy of data relating to themselves, their club, teams and umpire affiliations if appropriate:

30.1. Officers and Officials of the MC of the Association.

30.2. Hockey Clubs for their Club, Club Officials and Teams including match information.

30.3. Members of the Association for themselves.

30.4. Non Members of the Association for themselves.

31. All those who have access to the DHW should access their relevant area of the website at least once a week to keep the information therein up-to-date.

32. Information uploaded to the DHW or sent by the Association is deemed to have been notified to Relevant Persons at the date of uploading, emailing, etc. and not the date of viewing.

33. The Association will not be held responsible for the failure of Relevant Persons to receive information sent by the Association due to Relevant Persons failing to maintain accurate data in the DHW web area associated with them, or failure of their means of accessing such data.

34. All questions relating to data accuracy should be addressed to the Devon Hockey Website Webmaster in the first instance.

Data Security and Protection:

35. The Officers of the Association shall ensure the data:

35.1. Held on the DHW (relating to private individuals) shall be managed in accordance with



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the Data Protection Act 1998 (see Appendix A).

35.2. Is secure and reasonable endeavours are made to minimise the possibility of phishing, hacking or other methods of data theft.

35.3. Uploaded to the DHW by Relevant Persons under 18 years of age is not made available on the public areas of the site in a form that:

35.3.1. Identifies them as under 18 years of age apart from:

35.3.1.1. The Umpire Panel they are allocated to, or,

35.3.1.2. Their Umpire Award.

35.3.2. Gives any contact details (e.g. Email Address, Telephone Numbers, Address, etc.)

Membership:

Adult Membership:

36. Membership for those over the age of 18 will be open to any person who is:

36.1. Undertaking a Level One Umpire Course.

36.2. Who is an active Level One Umpire or above.

36.3. Who is an active Level One Umpire Coach or above.

36.4. Elected as a Member by the MC.

36.5. A Vice-President of the Association.

Young Umpire Membership:

37. Membership for those under the age of 18 (U18 Members) will be open to any person who is:

37.1. Who has yet to undertake a formal EH recognised Umpire Award Course.

37.2. Undertaking a recognised EH Umpire Course.

37.3. Who is an active Level One Umpire or above.

38. U18 Members shall remain under the guidance of the SCC who shall monitor all U18 Member activity within the boundaries of the Association.

39. The Welfare Officer shall ensure that any Officers, Officials and Members of the Association who are involved with an U18 Member shall have undergone a Disclosure and Barring Service (DBS) check and also have attended a Safeguarding and Protecting Children (SPC) course or any other course as required by EH.



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Rules of Membership:

40. Membership categories shall be determined by the MC from time to time as they see fit and posted on the DHW.
41. No nomination is necessary for membership of the Association but the MC reserves the right to accept or refuse new members at its sole discretion.
42. Members shall pay the appropriate annual subscription in each Operating Year.
43. Clubs may pay the appropriate membership fee on behalf of a paid up member of their own club who fulfils the Association's membership criteria.
44. Subscriptions are payable not later than 31st December in each Operating Year, and will be automatically deducted from any expenses due if not already paid.
45. On payment of the subscription, and on providing the Membership Secretary with a self addressed envelope of the appropriate size and stamped to the appropriate postage rate, members shall be provided with a copy of the Rules of Hockey free of charge.

Annual General Meeting (AGM):

46. The AGM of the Association shall be held not later than 30 June, on a date, time and at a place arranged by the MC.
47. The AGM shall receive the following reports:
 - 47.1. President.
 - 47.2. Treasurer.
 - 47.3. Chief Coach.
 - 47.4. Appointments Secretary.
 - 47.5. Membership Secretary.
48. Vote on the following for the current operating year:
 - 48.1. Subscription Rates for Membership.
 - 48.2. Mileage and Expenses Rates for Members and for the MC.
 - 48.3. Honoraria for Treasurer, Appointments and Membership Secretaries
 - 48.4. Appointment Fees payable by clubs to the Association for umpire appointments.



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- 48.5. Administration Expenses or Fines for failing to comply with the Constitution of the Association of affiliated bodies.
- 48.6. Election of Officers of the Association and Officials of the MC.
- 48.7. Election of Vice Presidents.
- 48.8. Appointment of an independent examiner for the accounts.
- 48.9. Transact any other business specified in the notice of the meeting.

Vice-Presidents of the Association:

- 49. Subject to the right of a member to submit a proposal to the MC, the MC shall have the exclusive right to nominate a person for election as a Vice-President of the Association.

Special General Meeting (SGM):

- 50. A SGM may be called at anytime:
 - 50.1. By order of the MC.
 - 50.2. By the written request of at least five members who have paid their subscriptions.
 - 50.3. A SGM shall be held within six weeks of receipt of the request to hold the meeting.
- 51. No business shall be transacted at a SGM other than that specified in the notice convening the meeting.

Quorum:

- 52. At an AGM or SGM (General Meeting) ten members shall form a quorum.
- 53. Five shall form a quorum of the MC as long as it includes at least 2 Officers of the Association.
- 54. A simple majority shall form a quorum at any other Committee appointed by the MC.

Chairing Meetings:

- 55. At meetings of the Association, the President, unless otherwise agreed by the MC, shall take the chair ('the Chairperson').
- 56. In their absence a member, elected at the meeting, shall take the chair.
- 57. In the event of equal voting the Chairperson at the time shall have a second or casting vote.



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Notice of Meetings and Voting:

58. Fourteen days' notice shall be given of a General Meeting.
59. The accidental omission to give notice of a meeting to any Member, or the non-receipt of notice of a meeting by any Member, shall not invalidate the proceedings at that meeting.
60. Every member of the Association who pays a subscription and who is over the age of 18 shall be entitled to attend and vote at all General Meetings, provided all sums due to the Association have been fully paid.
61. If the General Meeting is held no later than 30 June following the end of the Operating Year then all members who have fully paid their subscription at the end of the previous Operating Year shall be deemed to have paid their subscription for the purposes of the General Meeting only.
62. Those members who do not pay a membership fee due to their membership category will gain voting rights if they have voluntarily paid the normal membership fee at least 3 months before the date of the General Meeting and they are over the age of 18.

Complaints:

63. Any complaint made by a member of the Association or by any other person or club shall be made by email or in writing to the Secretary of the Association.
64. If made by a club, the complaint must be signed or authorised by at least 2 officers of the club making the complaint.
65. The complaint should contain the fullest possible detail so the relevant body can make an informed decision.
66. Complaints that fail to provide enough detail, or which are considered to be malicious, shall be rejected without comment.
67. The following bodies shall deal with any complaints received that are within their remit in whatever way they deem fit in the following order of priority:
 - 67.1. DHA shall deal with any complaint against an Officer of the Association
 - 67.2. The Officers of the Association will deal with any complaint against an Official of the Association



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67.3. The MC of the Association will deal with any complaint against a member of the Association

68. Once the complaint has been investigated the following course of actions are open to the body investigating the complaint:

68.1. The complaint will be dismissed and no action taken.

68.2. The complaint will be upheld and:

68.2.1. Further administrative action may be taken, which may include reassessment of the Umpire qualification if the complaint is related to this.

68.2.2. If an Officer or Official of the Association they may be dismissed from their Association role.

68.2.3. If a member of the Association they may be dismissed from the Association.

69. Any investigating body may refer any complaint to a higher body if appropriate.

70. The complainant shall have the right to appeal any decision, at their own cost, to the appropriate or higher body but they must make their intention to appeal known by email or in writing to the appropriate body and the body to which the complaint wishes to appeal within 28 days of the decision being delivered to the complainant.

71. In the final event the Complainant has the right to appeal to an independent body at their own cost, the decision of the independent body being final.

Rules of the Constitution:

72. The MC shall determine any question on the construction of this Constitution or anything relative to the Association not provided for by the Constitution.

73. The information listed in any Appendix to this Constitution is for information only and is subject to change by the MC without recourse to a vote by members.

Alteration of Constitution:

74. The Constitution may only be amended at a General Meeting after a member has given Notice to the Secretary of the Association by email or in writing.

75. Any Notice received between 1st January and 31st March shall be considered at the AGM.

76. Any Notice received at any other time shall be considered at an SGM called within 3 months of



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the date of the Notice being received.

77. The notice convening such a General Meeting shall set out any proposed alterations, amendments or additions to the Constitution.

Dissolution of the Association:

78. If at any General Meeting a resolution for the dissolution of the Association is passed by the majority of the members present entitled to vote then an Extraordinary General Meeting (EGM) will be called and held not less than 6 weeks later (of which not less than 4 weeks written notice has been given to each Member).

79. At the EGM:

79.1. At which not less than one half of the Members that are entitled to vote are present, and,

79.2. At least two-thirds of the members attending the EGM vote for dissolution then, and only then, the MC must immediately, or at such future date as is specified in the resolution, proceed to realize the property of the Association and after the discharge of all liabilities must divide such property equally or rateably in property to each affiliated member club of DHA and on the completion of such division the Association will be dissolved.

Appendix A - The Principles of the Data Protection Act 1998

- Data may only be used for the specific purposes for which it was collected.
- Data must not be disclosed to other parties without the consent of the individual whom it is about, unless there is legislation or other overriding legitimate reason to share the information (for example, the prevention or detection of crime). It is an offence for Other Parties to obtain this personal data without authorisation.
- Individuals have a right of access to the information held about them, subject to certain exceptions (for example, information held for the prevention or detection of crime).
- Personal information may be kept for no longer than is necessary.



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- Personal information may not be transmitted outside the European Economic Area unless the individual whom it is about has consented or adequate protection is in place, for example by the use of a prescribed form of contract to govern the transmission of the data.
- Subject to some exceptions for organisations that only do very simple processing, and for domestic use, all entities that process personal information must register with the Information Commissioner.
- Entities holding personal information are required to have adequate security measures in place. Those include technical measures (such as firewalls) and organisational measures (such as staff training).
- Subjects are allowed/have the right to make changes to wrong information.

End.