



## **National Programme Umpiring Association Constitution**

### **1. Title**

The Association shall be the “National Programme Umpiring Association” (NPUA), hereinafter referred to as the Association.

### **2. Reporting**

The Association shall report to England Hockey (EH).

### **3. Objectives**

The objectives of the Association shall be to:

- 3.1. manage and service umpiring within the National Programme
- 3.2. develop umpires and umpire selectors, assessors, coaches and managers within the Association
- 3.3. select and provide umpires for national and international matches
- 3.4. look after the hockey well being of all members of the Association
- 3.5. represent the views of members to other appropriate committees and organisations.

### **4. Scope of Responsibilities in the National Programme**

The Association shall be responsible for managing the following areas at National level:

- 4.1. Appointments to the National Programme, including the English Hockey League (EHL) and the finals of National Outdoor Tournaments and competitions, and other competitions as agreed with England Hockey.
- 4.2. Appointments to the Indoor National Programme, including the National Indoor League and the finals of National Indoor Tournaments and competitions, and other competitions as agreed with England Hockey.
- 4.3. Appointments to all National Squad international matches, training matches, and tours (senior and junior), and all Senior Squad Training Programme activities.
- 4.4. Nomination, and where appropriate appointment, of umpires and umpire managers to FIH and EHF indoor and outdoor lists, tournaments and events, as requested by FIH and EHF, via EH.
- 4.5. The EH Umpire Selection Strategy Committee (EHUSSC), the Outdoor Performance Committee (OPC) and the Indoor Performance Committee (IPC).

- 4.6. The appointment of suitably qualified umpire coaches to the National Programme.
- 4.7. The appointment of suitably qualified umpire managers to the National Programme.
- 4.8. In conjunction with England Hockey, the development of umpiring at National level, including:
  - 4.8.1. The delivery and maintenance of the National Level 3 Umpire Award and the National Badge Umpire Award to umpires participating in the National Programme.
  - 4.8.2. The delivery and maintenance of the National Umpire Coach and Assessor Awards to umpire coaches and assessors participating in the National Programme.
  - 4.8.3. The Annual National Umpiring Conference and any other meetings and conferences for those active in the National Programme.

## **5. Membership**

There shall be five classes of membership. Members shall satisfy the following criteria:

### 5.1. Full Members

- 5.1.1. active umpires taking appointments in the EHL
- 5.1.2. active selectors and assessors on the EH Umpire Selection Panels.
- 5.1.3. active umpire coaches taking appointments in the EHL
- 5.1.4. current NPUA Umpiring Appointments Co-ordinators
- 5.1.5. active umpires, selectors, assessors and coaches taking appointments in the English Indoor Hockey League (EIHL), who choose to become full members by paying the relevant subscription.
- 5.1.6. Officers of the Association
- 5.1.7. Honorary Members nominated by the Executive Committee on an annual basis

### 5.2. Young Members

- 5.2.1. Young Members shall satisfy the criteria to be a Full Member.
- 5.2.2. In addition, Young Members must be either:
  - under 21 on 1st September of the current season or
  - under 23 on 1st September of the current season and in full time (un-paid) education.

### 5.3. Indoor Members

- 5.3.1. active umpires, selectors, assessors or coaches taking appointments in the English Indoor Hockey League (EIHL), but not in the outdoor EHL, who choose to become Indoor members by paying the relevant subscription.

### 5.4. Associate Members

- 5.4.1. Umpires on the National Young Umpire Promising List, who are not yet qualified to be Full Members.
  - 5.4.2. Umpires on the National Programme Development Panel, who are not yet qualified to be Full Members.
  - 5.4.3. The Executive Committee shall have discretion to offer Associate Membership to other suitably qualified individuals.
- 5.5. Honorary Vice-Presidents and Life Members
- 5.5.1. The Executive Committee shall have discretion to nominate suitably qualified individuals as Honorary Vice President in recognition of truly exceptional service or contribution to the Association
  - 5.5.2. The Executive Committee shall have the discretion to nominate suitably qualified individuals as Life Members, in recognition of their contribution to the Association or umpiring in general

## **6. Officers of the Association**

The Officers of the Association shall comprise the Chairman, Deputy Chairman, Secretary and Treasurer who shall be elected at the Annual General Meeting.

## **7. Executive Committee**

- 7.1. The Association shall be managed by an Executive Committee comprising the Officers of the Association, the Chairman (or representative) of the EH Umpire Selection Strategy Committee (EHUSSC) and a number of Executive Committee members without portfolio elected from the membership.
- 7.2. The Executive Committee members without portfolio will be elected annually at the Annual General Meeting.
- 7.3. The Executive Committee shall meet at the discretion of the Chairman.
- 7.4. Meetings shall be chaired by the Chairman or, if absent, by a member of the Executive Committee elected at the meeting. In the event of equal voting, the Chairman of the meeting shall have a second or casting vote.
- 7.5. A quorum shall comprise five members of the Executive Committee.
- 7.6. A meeting of the Executive Committee may be called at any time with a minimum of seven days' notice being given.

## **8. Powers of the Executive Committee**

- 8.1. The Executive Committee shall have the power to:
  - 8.1.1. set the policy for the Association subject to feedback from members at General Meetings.
  - 8.1.2. fill any vacancy occurring during the year.
  - 8.1.3. delegate any of its powers to members of the Executive Committee.
  - 8.1.4. appoint the Expenses Administrator who is responsible to the Treasurer.

- 8.1.5. appoint the England Hockey Umpire Selection Strategy Committee, the Outdoor Selection Panel and the Indoor Selection Panel (classed as a sub-Committees of this Association) and determine their terms of reference.
  - 8.1.6. appoint members of the Association to serve on other sub-Committees and delegate authority to those sub-Committees as appropriate.
    - 8.1.6.1. The Chairman (or alternative nominated by the officers) shall be ex-officio members of the England Hockey Umpire Selection Strategy Committee and all sub-Committees.
    - 8.1.6.2. Sub-Committees shall conduct their business in accordance with the directions of the Executive Committee and report their recommendations to that Committee.
  - 8.1.7. elect or nominate representatives to relevant England Hockey committees and working groups as requested.
  - 8.1.8. retain all moneys and assets received by the Association and hold them as the property of the Association.
    - 8.1.8.1. All payments drawn upon the account of the Association shall be authorised by the Treasurer or by such officer or officers as the Executive Committee may determine from time to time.
  - 8.1.9. enter into sponsorship or commercial arrangements in its absolute discretion, providing these do not conflict with any agreements made by England Hockey.
  - 8.1.10. invest assets in the name of the Association in any manner it thinks reasonable.
  - 8.1.11. interpret and act on any matter not covered by the Constitution and Rules.
  - 8.1.12. introduce such procedures and guidelines as it deems appropriate from time to time for the effective management of the Association.
- 8.2. All members of the Executive Committee and officers of the Association shall be indemnified out of the assets of the Association, and against any liability incurred by them in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in which relief is granted to them by the Court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Association.

## **9. Co-options**

- 9.1. The Executive Committee and sub-Committees shall have the power to co-opt any person, not restricted to members of the Association.
- 9.2. Co-opted persons shall not have the right to vote in the Executive Committee or Sub-Committees.

## **10. Annual Subscriptions**

- 10.1. All annual subscriptions shall be decided at the AGM and are payable by 31st January each year.

- 10.2. The Executive Committee shall be entitled to levy a surcharge for late payment.
- 10.3. Any person failing to pay an annual subscription shall be deemed to have resigned from the Association.
- 10.4. The Executive Committee may permit subscriptions to be deducted from expenses claims, in which case no claims will be payable until all outstanding subscription fees and moneys owing to the Association have first been deducted.

## **11. Appointments**

Only fully paid up members of the Association may receive appointments, subject to the discretion of the Executive Committee.

## **12. Secretary**

The Secretary shall record minutes of all proceedings and resolutions of all Annual General Meetings (AGM), Special General Meetings (SGM) and meetings of the Executive Committee of the Association. The Chairman shall approve such minutes.

## **13. Treasurer**

The Treasurer shall keep books of account and shall present to the AGM a detailed account duly examined for the preceding financial year up to the 30th June. The Executive Committee or the EHB Board of Directors may call for a statement of account at any time.

## **14. General Meetings**

- 14.1. A minimum of fourteen days' notice shall be given for all General Meetings of the Association. Such notice may be by post or by electronic mail at the discretion of the Executive Committee.
- 14.2. At all General Meetings of the Association, the Chairman shall have discretion to accept amendments to resolutions.
- 14.3. **Annual General Meeting (AGM).** The AGM of the Association shall be held between June and October each year but with an interval not exceeding 16 months between such meetings.
  - 14.3.1. The meeting shall receive the report of the Executive Committee on the activities of the Association with the examined statement of accounts from the Treasurer.
  - 14.3.2. It shall elect the Officers and Executive Committee for the following year
- 14.4. **Special General Meeting (SGM).** The Secretary shall convene a SGM at any time by the order of the Executive Committee or upon receipt of a requisition signed by no fewer than twenty Full members of the Association.
  - 14.4.1. Resolutions and business to be discussed thereat shall be published in the calling notice for such a meeting at which no other business shall be transacted.
- 14.5. **Quorum.** A quorum for a General Meeting shall be forty full members of the Association.
- 14.6. **Attendance.** All members of the Association shall be entitled to attend the General Meetings of the Association.

- 14.7. **Voting.** Only paid up Full Members of the Association shall be entitled to vote.
- 14.8. **Proxy and Postal Votes.** Proxy and postal votes may be admissible at the discretion of the Officers. If so, they shall be submitted to the Secretary.

## **15. Changes to the Constitution and Rules**

- 15.1. Changes to the Constitution and Rules may only be made at a properly convened AGM or SGM.
- 15.2. Notices of any proposed amendments to be considered are to be received by the Secretary not later than 28 days prior to the meeting.
- 15.3. Notwithstanding 15.2, the Chairman may, with unfettered discretion, decide to accept amendments proposed from the floor at any General Meeting.
- 15.4. A two thirds majority of Full members present and voting shall be required.

## **16. Grievances and Complaints**

Any grievance or complaint made by any person or organisation shall be made in writing to the Secretary of the Association.

## **17. Discipline**

### 17.1. Standards

- 17.1.1. The NPUA is responsible for setting and upholding the highest standards of honesty and integrity to ensure the reputation of the Association is, and remains, at the highest level. NPUA members are therefore expected to behave in a manner that is consistent with the aims and objectives of the Association and appropriate to their role as ambassadors for and representatives of England Hockey and the Association.
- 17.1.2. An offence occurs where there is a conduct by an individual at any time that is contrary to the standards of behaviour set out in 17.1.1 or otherwise brings or is liable to bring the NPUA or the sport of hockey into disrepute. An offence may be a single act or omission, a series of similar incidents, or a course of conduct.

### 17.2. Complaints

- 17.2.1. A complaint made against any member must be in writing (email is acceptable) and received by the Association Chairman (or in his absence the Secretary) within 7 days of the conduct complained of, provided that, where the complaint concerns a series of similar incidents or a course of conduct, the period of 7 days shall run from the date of the last act or omission alleged to have occurred.
- 17.2.2. Upon receipt of such a complaint, the Chairman may take such immediate action as he deems appropriate in the circumstances; such action may include, but shall not be limited to, withdrawal from appointments and suspension of membership. If, in the reasonable opinion of the Chairman, the matter should be dealt with as a breach of the England Hockey Code of Ethics and Behaviour, then the matter will be referred to England Hockey as a Disrepute Offence.

- 17.2.3. Where the complaint relates to circumstances that have occurred before, during or after an event at which a Tournament Director or Umpire Manager has been appointed, the complaint shall, , be dealt with by the Chairman of EHUSSC, who may take such immediate action as he deems necessary in addition to any measures taken by Tournament Officials. In these circumstances, if the Chairman of EHUSSC considers that the complaint should be dealt with under the NPUA Disciplinary process then he shall refer the matter to the NPUA Chairman for further action.
- 17.2.4. Where a Disrepute Offence has been reported directly to England Hockey and dealt with under the EH Code of Ethics and Behaviour it will not be subject to additional sanction under the NPUA disciplinary procedure.

### 17.3. Disciplinary Panel

- 17.3.1. Following receipt of a complaint, the Chairman shall appoint a Disciplinary Panel to review the complaint comprising three members of the Executive Committee, including at least one officer of the Association, who will act as Panel Chair.
- 17.3.2. The Disciplinary Panel shall, in a timely manner, gather and review evidence, including written statements, as it deems necessary in order to reach a decision. If, following its review of the evidence, the Disciplinary Panel consider that the matter should be dealt with as a breach of the England Hockey Code of Ethics and Behaviour, then the matter will be referred to England Hockey as a Disrepute Offence. Referral to England Hockey must take place within 21 days of the date of the conduct complained of.
- 17.3.3. Following its review of the evidence gathered, the Disciplinary Panel shall notify the member in writing of its decision and the penalty, if any, that shall be imposed on the member. The Disciplinary Panel shall have the power to impose any penalty that they deem appropriate including, but not limited to withdrawal from appointments, temporary suspension of membership, and expulsion from the Association.

### 17.4. Appeals

- 17.4.1. Members shall have the right to appeal the decision of the Disciplinary Panel. Such appeal must be made in writing (email is acceptable) specifying the grounds on which such an appeal is made, to the Association Secretary and Chairman and must be received within 7 days of the notification of the decision of the Disciplinary Panel.
- 17.4.2. Following notification of an Appeal, the NPUA Chairman shall convene an Appeal Panel to consist of three members of the Executive Committee, including at least one officer of the Association, who will act as the Appeal Panel Chair. None of the members of the Appeal Panel shall have been members of the Disciplinary Panel. The member concerned shall have the right request a personal hearing of his appeal. The member may be accompanied at such a hearing and may present such evidence as may be appropriate.

- 17.4.3. Should no personal hearing be requested, the Appeal Panel shall consider the evidence presented in a timely fashion and shall seek to notify the member within 7 days of the date of the notification of appeal.
- 17.4.4. In the event that the member requests a personal hearing, the Appeal Panel Chair shall seek to convene a hearing as soon as practicable but in any case within 21 days of the notification of the appeal, at a date that is mutually convenient to the Panel members and the member concerned. If no such date can be agreed with the member concerned, the Panel Chair may, subject to the approval of the Association Chairman, either extend the time to agree a suitable date by up to 7 days or hold the hearing without the attendance of the member concerned. At the discretion of the Panel Chair, taking account of the wishes of the member concerned, the hearing may either be held in person or through a telephone conference call.
- 17.4.5. The Appeal Panel Chair shall notify the member in writing of the result of the appeal within 48 hours of the hearing.

#### 17.5. Further Appeal.

- 17.5.1. Following a decision of an Appeal Panel the member may request permission for a Further Appeal to be heard by the EH Appeal Panel. Permission for a Further Appeal shall only be granted if, in the view of the Chairman of the EH Appeal Panel:
  - 17.5.1.1. the circumstances of the procedure followed in the investigation or prosecution of the relevant Complaint and/or any sanction imposed were exceptional and/or disclose a material irregularity; and
  - 17.5.1.2. it is in the general interest of the individuals and affiliated bodies involved in the sport of hockey that the particular Disrepute Complaint should be adjudicated upon by the EH Appeal Panel; and
  - 17.5.1.3. the proposed Further Appeal has a reasonable prospect of success.
- 17.5.2. Such Further Appeal will be dealt with under the procedures outlined in Section 8 of the England Hockey Disrepute Regulations.

### **18. Winding-up**

In the event of the Association's being wound up or ceasing to exist:

- 18.1. Investments, including Government Loan Stock, are to be liquidated and their proceeds transferred to the Association's funds.
- 18.2. The funds of the Association shall, after settlement of all liabilities, be transferred to the body best able to further the objectives of the Association, as determined by a two thirds majority of the Executive Committee. If no suitable body can be found or no majority can be determined, the funds shall be transferred to the Regional Umpiring Associations or their successors, in such proportions as shall be determined by the Executive Committee.