



Constitution of the Irish Hockey Umpires Association Incorporating Appendix I

Name

The name of the Association shall be the Irish Hockey Umpires Association (IHUA), and hereinafter referred to as the Association.

The Association as a member of Hockey Ireland shall operate in accordance with the Constitution, Byelaws, and shall comply with the Rules and Regulations of Hockey Ireland.

The Association is the governing body for umpiring in Ireland. The Association shall work in conjunction with and report to Hockey Ireland, as appropriate.

Any amendments or alterations to this Constitution shall be subject to ratification by Hockey Ireland.

Aims

- To help promote and maintain a clear umpiring development pathway throughout Ireland and support the Provincial umpire associations¹ in their implementation of this pathway.
- To assist the provincial umpire associations in establishing an active coaching and development programme for umpires, umpire assessors/graders, umpire coach's and umpire managers.
- To monitor the assessment and coaching of all umpires at provincial and national level and consider recommending the change in grade of umpires, as appropriate.

¹ *Provincial umpire associations shall mean those umpire associations, committees or working groups which are properly constituted and affiliated to their respective Provincial Branch of Hockey Ireland.*

- To appoint umpires, umpire assessors and umpire coaches to Hockey Ireland competitions and international matches, in a timely manner. These appointments are to be made from the relevant umpire panels, subject to umpire availability, suitability and available resources for appointment, and which may include consultation with the Provincial umpire associations.
- Be proactive in communicating with the Provincial umpire associations in all matters involving umpiring.
- To develop and implement plans, policies, and strategies for the development and promotion of umpiring within Ireland. To consult with Provincial umpiring associations/bodies on the implementation of these policies and strategies.
- To represent the views of the Association to Hockey Ireland and other stakeholders.

Objectives of the Association

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

- To ensure the development of umpiring at national and provincial level in association and conjunction with Hockey Ireland and all stakeholders.
- To appoint umpires, umpire assessors and umpire coaches to Hockey Ireland competitions and international matches, in a timely manner.
- Appointments to all national squad international matches and tours (senior and junior) as agreed with Hockey Ireland.
- 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 Hockey Ireland.
- The appointment of suitably qualified umpire assessors, coaches and umpire managers to the national programme.
- The delivery and maintenance of A Panel, A* Panel and the National Panel and associated Umpire Awards.
- The delivery and maintenance of the Umpire Assessor and Umpire Coach Awards to umpire coaches and assessors participating in the national and provincial programme.

- Regular umpire training days and any other meetings and conferences for those active in the national programme.

Membership

The Association shall have three classes of membership.

Members shall satisfy the below criteria: -

1. Full Members

- All listed umpires on provincial and national appointing lists from C Panel to National Panel and who are registered with their Provincial umpiring associations, OR a person who registers directly with the Association as 'not active'.
- All listed selectors, umpire assessors, umpire coaches and umpire managers who are registered with their Provincial umpire associations.
- Executive Committee Members and Officers of the Association.

2. Young Members

- A young member is defined as a person under the age of twenty three (23) on 1st October of the current season and in full time (un-paid) education.
- Young Members shall satisfy the criteria to be a Full Member but will pay a reduced subscription.

3. Honorary Life Members

- Shall be a member who has given dedicated and/or outstanding service to umpiring within the Association and/or represented the Association with distinction.
- Honorary Members can be nominated on an annual basis.
- Each Provincial umpiring association and Hockey Ireland may submit, in writing, names for consideration by the Executive Committee before 30th June each year.
- The Executive Committee will then nominate any successful names to the AGM, as appropriate.
- The Executive Committee shall have the discretion to nominate suitably qualified individuals as Honorary Members, in recognition of their contribution to the Association or umpiring in general.

To be a Full Member of the Association each person must be a fully paid up (if applicable) and registered member* of his/her Provincial umpiring association, for the current membership year, and be fully paid up and registered with the Association for the current membership year.

**A registered Provincial member is a person who holds an umpire award (grade) or panel position (C Panel and above), or who has assessor, coach and umpire manager status.*

Only Full members, Young Members and Honorary Life Members will have voting rights at General Meetings.

Each person must pay the annual subscription relevant to his/her membership type. The membership year is defined as: 1st October to 30th September. The Executive Committee will decide on the fee applicable for each membership category and shall obtain approval for such fees at each AGM.

Each Provincial umpiring association shall provide the Secretary of the Association with a register of all listed and fully paid up Provincial members (all umpires, umpire coaches, umpire assessors and umpire managers) no later than 30th September of each year.

No person can be appointed by the Association to any game and/or competition after the 31st of October of each year, until all their membership fees have been paid in full.

Insurance

All Association members appointed to Irish competitions will be covered by the Hockey Ireland Personal Accident Insurance and Public Liability.

This insurance policy does not include income protection. Members are therefore encouraged to take out a personal sports insurance policy, if they so desire.

Annual General Meeting (AGM)

The AGM of the Association shall be held no later than 30th September each year.

The Agenda at the AGM of the Association shall be as follows: -

- a) Confirmation of the minutes of the last AGM or any EGM held in the intervening period.
- b) Correspondence to the AGM
- c) Chairman's Report
- d) Honorary Secretary's Report
- e) Honorary Treasurer's Report
- f) National Umpires Co-ordinator's Report Ladies
- g) National Umpires Co-ordinator's Report Men's
- h) Election of Officers (4)
- i) Election of the Ladies Umpire Co-ordinator

- j) Election of the Men's Umpires Co-ordinator
- k) Election of ordinary member of executive committee (5)
- l) To fix and agree the membership fees
- m) Appointment of Auditors
- n) Notices of Motion received in accordance with the Constitution
- p) General Business

The Honorary Secretary will give at least fourteen days (14) clear notice of any Annual General Meeting and each member shall receive a copy of the Agenda of the meeting.

This notice can be communicated by letter or electronic notification. Non-receipt of the notice calling the Annual General Meeting by any person entitled to receive such notice shall not invalidate the proceedings.

All Notices of Motion, including changes to the Constitution, must be lodged with the Honorary Secretary of the IHUA, in writing, together with the names of the proposer and seconder, no later than 30th June of AGM year. All such motions so lodged will be printed in full on the Agenda.

Those entitled to vote at an Annual General Meeting and Extraordinary General Meeting shall be: -

- i) The Officers
- ii) Full Members
- iii) Young Members
- iii) Honorary Life Members of the Association

The President of Hockey Ireland shall occupy the chair at Annual and Extraordinary General Meetings. In his or her absence, the meeting shall select a Chairperson from those present. In the event a Chairperson cannot be agreed then a vote by simple majority shall decide who shall take the chair. The Chairperson of the Annual General Meeting shall have the casting vote, should it be required.

The quorum for an Annual General Meeting shall be fifteen (15) fully paid up members for that season plus two officers of those present and entitled to vote.

No alteration to or amendment of this Constitution shall be made except with the consent of at least two-thirds of those present and entitled to vote and voting at a General meeting of the Association.

With the exception of alterations to this Constitution and proposals for dissolution, all propositions or amendments thereof, or election of any officer upon which the meeting votes, shall be decided by a simple majority of those present and entitled to

vote. Proxy voting shall not be permitted. In the event of a vote being equal the Chairperson shall decide by a casting vote.

Only one amendment to a proposition shall be accepted by the Chairperson. Should an amendment be passed it shall be put as a substantive motion to which another amendment can then be accepted.

Members seeking election to any position in the Association should make every effort to be present at the AGM. A member, if absent from the AGM, may be proposed for any position provided said member has confirmed to the Honorary Secretary of the Executive Committee that they are willing to have their name put forward for election.

Extraordinary General Meetings

An Extraordinary General Meeting shall be called at the request of the Executive Committee or on written application to the Honorary Secretary signed by at least thirty members of the Association.

The Honorary Secretary shall issue the Notice convening the Meeting which shall state the purpose for which it has been summoned. Each member shall receive a copy of the Notice of Meeting at least fourteen (14) days before the date of the Meeting. This notice can be communicated by letter or electronic notification. No other business shall be transacted.

Non-receipt of the notice calling an Extraordinary General Meeting by any person entitled to receive such notice shall not invalidate the proceedings.

The quorum shall be the same requirement as for the Annual General Meeting.

Voting and the proposing of amendments at an Extraordinary General Meeting shall be as for the Annual General Meeting.

Officers

The Officers of the Association shall be: -

- (i) Chairperson
- (ii) Vice-Chairperson
- (iii) Honorary Secretary
- (iv) Honorary Treasurer

The Officers of the Association shall be elected for two years at the AGM and shall be eligible for re-election for further two-year periods, up to a maximum of six years.

Management

Management of the Association shall be vested in an Executive Committee, which shall consist of: -

The Chairperson

Vice-Chairperson

Honorary Secretary

Honorary Treasurer

Men's National Appointments Co-ordinator

Ladies' National Appointments Co-ordinator

Executive Committee Members x5

The President of Hockey Ireland is an ex-officio member of the Executive Committee.

Executive Committee Officers of the Association

Requirements of the Chairperson

- Must have detailed working knowledge of the Executive Committee (ideally having worked as part of the Executive Committee at some point prior to taking up this position).
- Working knowledge of how selection, coaching and assessing functions within the Association operate is desirable.
- Relevant umpiring and hockey experience
- Excellent interpersonal skills, prioritisation of workload, communication skills and delegation ability.
- Experience of leading a team, stakeholder engagement and reputational awareness
- Allocation of sufficient time each week to ensure the effective running of the Association.

Duties of the Chairperson

- To promote the interest of the Association at all times and act as the official spokesperson for the Association.
- To ensure the principles of due process and natural justice are applied in all decisions made by the committee.
- To maintain order and prevent unnecessary disruptions at all meetings of the Executive committee and all General meetings.
- Ensure that work is appropriately delegated and distributed amongst the Executive Committee members, so that the Committee is empowered to deliver.
- Work with the Secretary to ensure that the Association's Constitution and Rules are up-to-date and relevant

- Work closely with the Treasurer to ensure the health of the Association's financial position.
- Work closely with leads on the Executive Committee to develop and implement the strategic plan and operational activities (day-to-day operations) of the Association

Requirements of the Vice-Chairperson

- Must have detailed working knowledge of the Executive Committee (ideally having worked as part of the Executive Committee at some point prior to taking up this position).
- Working knowledge of how selection, coaching and assessing functions within the Association operate is desirable.
- Relevant umpiring and hockey experience
- Excellent interpersonal skills, prioritisation of workload, communication skills
- Experience of leading a team, stakeholder engagement and reputational awareness

Duties of the Vice-Chairperson

- To promote the interest of the Association at all times and act as the official spokesperson for the Association.
- To ensure the principles of due process and natural justice are applied in all decisions made by the committee.
- When the Chairperson is absent, to chair all Executive Committee meetings.

Duties of the Honorary Treasurer

- To keep a record of all financial transactions concerning our business.
- To keep appropriate books of record on the business of the Association.
- To identify all income received and all expenditures.
- To act as co-signature on cheques and EFT transactions along with the Chairperson/Secretary and/or another member of the Executive Committee
- To ensure that all members have fully paid up the annual subscription fee by 31st October of each season.
- To provide the Executive Committee with details of membership for each management Committee meeting.
- To report to the AGM of the Association, providing a detailed account of the membership for that year.

Duties of the Honorary Secretary

- To record the minutes of all Executive Committee and General Meetings.
- To set out meetings including agenda details, notice period and any other necessary information.
- To deal with all correspondence received by the Association.
- To keep contemporary records of all members.
- To keep records of complaints and contracts regarding the dealings of the Association.

Terms of Reference of the Executive Committee

1. The Executive Committee shall be responsible for carrying out the business of the Association.
2. The Executive Committee may form such sub committees as it considers necessary and shall determine their membership and terms of reference.
3. The Executive Committee shall have the power to co-opt to the Executive Committee and Sub Committees and/or invite advisors. This number shall be limited to two.
4. The Executive Committee shall meet at least four times a year. The quorum shall be 50% plus one (to include at least two officers).
5. The Executive Committee shall have the power to fill, by co-option, any vacancy that may occur during its term of office.
6. In the event of any dispute concerning a decision of the Executive Committee regarding the meaning of these rules or any matters, not provided for therein, the matter will be referred to Hockey Ireland and, if required, thereafter to an independent arbitrator in SDSI (Sports Dispute Solutions Ireland) whose will be final and binding.
7. The power to terminate the membership of any member of the Association shall remain solely with the Executive Committee.

Finance

To provide finance to assist in the running of the Association, subscriptions shall be agreed at the Annual General Meeting each year for membership and payable by the provincial umpire associations. The financial year-end shall be 1st June to 30th May and shall be confirmed by audited accounts.

The Honorary Treasurer shall manage the financial affairs of the Association. The Executive Committee shall have the authority to control and apply such finances of the Association to meet the aims and objectives of the Association.

National Umpires Appointments Co-ordinators

There shall be a separate Men's and Women's Appointment Co-ordinators.

The Co-ordinators will have achieved a minimum of Grade 1 (national) or the equivalent. Elected shall be at the AGM. One member may hold both positions simultaneously if either position is left vacant.

The Co-ordinators are required to appoint umpires for all games under the auspices of Hockey Ireland and consult with the Provincial umpire co-ordinators, where necessary.

All appointments should be subject to the availability of current members of the Association and those listed on national and provincial appointing lists.

Co-ordinators shall be ineligible to appoint themselves to finals or semi-finals of all national competitions.

(See Appendix 1)

Code of Conduct for Association Umpires

The role of all our members within the game of hockey is a very important one both on and off the pitch. It is therefore essential that the expected standards of ethical behaviour are maintained at all times.

The umpire is any person who controls and applies the rules of the game of hockey. Umpires are the sole judges of fair play and have usually attained a recognised level of competence within their Provincial umpiring association.

The Code of Conduct is available on the IHUA website and all members be fully conversant with its content.

Umpire Grievance Procedure

The umpire grievance procedure allows members to raise any issues surrounding any matters within the Association. The grievance procedure is available on the IHUA website.

Dissolution

Any proposal for dissolution of the Association shall only be considered at an Extraordinary General Meeting as provided for in this Constitution. The Extraordinary General Meeting shall determine if the Association should be dissolved and, if so, the formal date of dissolution.

The Association shall not be dissolved except by the consent of two-thirds of the members present at the Extraordinary General Meeting, entitled to vote and voting.

All property or funds of the Association remaining at dissolution will revert to Hockey Ireland.

Status of this Document

This document represents the most current Constitution of the Association and supersedes all previously existing versions.

DECLARATION

Rob Argent

Chairperson

Date: 5th September 2020

Appendix I

National Umpires Appointments Co-ordinator (Men & Women) 2020

The role of the National Umpire's Appointments Co-ordinators are as follows: -

1. To make appointments to the national outdoor
2. programme, including the Irish Hockey League (IHL), the finals of national outdoor tournaments and competitions, and other competitions (inter-provincial and schools) as agreed with Hockey Ireland.
3. To make appointments to the national indoor programme, including the finals of national indoor tournaments and competitions, and other competitions as agreed with Hockey Ireland.
4. To make appointments to all national squad international matches and tours (senior and junior) as agreed with Hockey Ireland.
5. To allocate umpires to International matches, where requested, by the Hockey Ireland and/or the Association.
6. Appointments will be made using the appropriate IT software provided and umpires should be allocated to matches based on their current Appointing Panel: only suitably qualified umpires who are current members of the Association shall be appointed.
7. Co-ordinators shall communicate appointments as early as possible (and a minimum of four (4) weeks for national and interprovincial tournaments).

In the event of last minute unavailability, Co-ordinators should make arrangements to get a suitable replacement which may include obtaining an umpire from a Provincial appointment.

National appointments will always take priority over Provincial appointments however this should be conducted in an appropriate manner.

Provinces must ensure:

1. That their list of umpires on Appointing Panels is accurate and closely managed at all times.

2. The Association is provided with notification of the long-term unavailability of any member, if known.
3. Ensure the Association is advised of all panel and/or grading changes.