

## OXFORDSHIRE HOCKEY UMPIRES ASSOCIATION (OHUA)

### OHUA Members Handbook

#### Policies

1. Policies Governing the Committee

The committee should establish a 5 year plan for the guidance and development of the OHUA. Such a plan should outline the strategic aims and objectives of the Association, over the long, medium and short terms. The plan should be reviewed annually and status reports posted onto the website (should include succession plans for key individuals/ contingency plans etc).

2. Policies Governing the Coaching Committee

The coaching committee should establish a clear plan at the start of each season for coaching priorities. This plan should be produced in line with any specific coaching objectives set out in the 5 year plan and should cover the development of Umpires and Coaches within the association.

3. Policies Governing Appointments to Matches

Appointments to matches can only be made by the Appointments Secretaries or in their Absence by a responsible person nominated by the Chairman and approved by at least one other Committee Member. It will be a general policy to encourage all umpires to take appointments. At this time appointments are made to Ladies South3A, BBO League Divisions Premier 1 & 2, all week day University and School matches plus ladies and men's summer league. Appointments are not currently made to lower league ladies matches, friendly matches (except for some limited pre season games).

4. Policies Governing Appointment of Coaches/Assessors and Advisors

Appointments for Coaches, Assessors and Advisors can only be made by either the Chairman of the Coaching Committee or the Chief Coach. Coaches will be appointed in line with the coaching policy for the season.

5. Policies Governing the Contributions made towards Travelling Expenses
- a) Umpiring is a voluntary undertaking and as such payment will not be made in order to avoid issues of taxation for the umpire and other liabilities for OHUA. However it is not unreasonable to make a contribution towards umpires travelling expenses where possible although it should be understood that this cannot always be the case. Candidate umpires will not be eligible for contributions towards their expenses however nor should they be expected to travel long distances to umpire unless by choice.
  - b) Contributions towards expenses will be paid directly into Umpires or Coaches Bank Accounts, all Umpires or Coaches will be required to nominate an account for receiving contributions and provide details (name, account number and sort code) to the treasurer.
  - c) Contributions towards expenses will only be made to Umpires or Coaches who have been appointed to Matches or Tournaments and where the match/tournament is eligible for contributions to be made towards travelling expenses.
  - d) It is however recognised that for mid week matches further incentives may be required, and the level of contribution may be at different levels.
  - e) Umpire or Coaches failing to claim for a match to which they are appointed and for which they have fulfilled that appointment, will be prompted by an automatic notification from the website to do so, if they still fail to make a claim after a period of 1 month following the appointment, the treasurer will be entitled to claim on their behalf the minimum amount (see below) and make a contribution to their bank account.
  - f) Suggested contributions to towards expenses are as follows:
    - i) BBO Appointments (set by BBO Umpire Committee and not OHUA) but generally expected to be 35p per mile flat min £10.50 and £20 for 2 games.
    - ii) South3A Appointments (set by BBO Umpire Committee and not OHUA) but generally expected to be 35p per mile flat min £10.50 and £20 for 2 games.

## OHUA Members Handbook (Version 7.1 - 2014)

---

- iii) Non BBO Matches (not mid week Uni Games): Mileage at 30p/mile or minimum £15, first game, £25 for 2, £45 for a full day (all games to be full 70 mins).
- iv) Coaching as above but £15, £25, £45
- v) Tournaments : Half Day       £25.00  
  Full Day       £45.00
- vi) Definition of Half Day and Full Day for Tournaments.  
  
Tournaments: Full Day Defined as 9.30am to 16.00pm or 3 + full Matches.  
Half day Defined as Morning or afternoon only or such as 11.00 to 3.00pm? (or if less than 2 full match equivalent umpired (i.e. 140 mins umpiring).
- vii) Summer League Appointments are not liable for any contributions to be made to umpires as they are used primarily for development (and we do not receive income), the same applies to pre season friendly matches. Consequently reimbursement for Coaches is at a reduced rate of Mileage at 25p/mile or minimum £12, first game, £20 for 2.
- g) Contributions towards travelling expenses will typically be made 3 times per season at; mid season, end of League season, and end of summer league (coaching contributions only).

### 6. Financial Policies

The Treasurer in conjunction with the committee shall set a balanced budget for the financial year, this will take into account projections for income from Membership Fees, Sales of Kit, Courses, League, County, School and University Matches and Tournaments and balance with outgoings for Website Upkeep, Expenses for Umpiring and Coaching.

The Treasurer is allowed to deduct any sums owing to OHUA by a member from expenses or deposits owing to a member without prior authorisation by that member.

### 7. Website Policies

## OHUA Members Handbook (Version 7.1 - 2014)

---

All members shall have a duty to ensure the upkeep and accuracy of their details on the OHUA website. The website shall be used as the primary means of communication with the members as well as a mechanism for broadcasting messages to the members or sub groups of the members.

### 8. General Policies

- a) All members of OHUA shall sign (as appropriate) and abide by the conditions of the *EHB Code of Conduct*, *EHB Safeguarding Policy and Guidance for Officials*.
- b) Members shall always try to arrive at appointments at least 30 minutes before Push back time.
- c) Umpires Appointed to Matches by OHUA should be suitably attired for umpiring and should ideally wear a shirt with either EHB (NPUA), OHUA or SCHUA logo.

### 9. Recording of Matches

OHUA will no longer be sending out "Match Record Cards" for Umpires to record Matches Umpired. This is since we now have the facility to allow umpires to record their matches if not appointed on the website. A check will be made of umpires' records at Christmas and a warning issued to those who have not recorded and "umpired games" unless the member is already declared not active. Failure to umpire 3 matches in a season risks loss of status by EHB, and being moved to inactive status by OHUA.

### 10. Process for Accepting New Business

Prices shall be agreed in advance prior to OHUA accepting any new commitments.