

WELSH HOCKEY UNION LIMITED UNDEB HOCl CYMRU CYFYNGEDIG



TECHNICAL OFFICIALS HANDBOOK

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General for all appointed officials

All Match Officials will be informed by e-mail and the appointments will be posted to the Welsh Hockey website at **www.welsh-hockey.co.uk**

TOURNAMENT DIRECTOR (TD)

1.0 INTRODUCTION

1.1 Tournament Directors are appointed by the Welsh Hockey Umpires Association, Appointments Committee (WHUA) and the Appointed Tournament Directors and organising committees/clubs are advised of the appointment in writing.

1.2 The Tournament Director is the technical representative of Welsh Hockey during the tournament and acts as such to ensure that all Welsh Hockey instructions are applied and obeyed. When especially instructed he or she may also be the general representative of Welsh Hockey and be entrusted with public relations, making all arrangements for awarding of prizes and medals according to Welsh Hockey protocol, expressing the appreciation and thanks of Welsh Hockey to the organisers, the host club, etc.

2.0 DUTIES PRIOR TO ARRIVAL AT THE TOURNAMENT

2.1 Communication between T.D. and the Technical Team

Contact should be made with the Technical Team for the exchange of information and confirmation of the division of duties. The most common means of communicating is via e-mail or telephone call. All TD's will be provided with a contact list as necessary.

2.2 Tournament Regulations/Doping Policy

The T.D. must have a good understanding of the Tournament Regulations and doping policy (if applicable) to ensure that there is nothing overlooked and to be prepared to answer questions before and during the tournament.

2.3 Preparation of Pre-Tournament Briefing Papers

Pre-tournament briefings, if necessary, should be prepared prior to arrival at the tournament. Guidelines will be provided in advance of the event if necessary.

2.4 Technical Requirements

The WHUA Appointments Committee Secretary will write to the WHU Competitions Secretary / Club to list the technical requirements for the administration and control of the tournament. TD's will receive a copy of the 'spec' prior to the tournament when necessary.

3.0 CHECK LIST PRIOR TO DEPARTURE FROM HOME /THE HOTEL

3.1 Check your personal equipment. This should include a F.I.H. standard stick ring, a stopwatch and a whistle, apart from the necessary pen, pencil, writing pad, etc.

3.2 Check your clothing. This should include an official WHUA shirt/blouse or jacket, or the tournament shirt, if one is provided.

3.3 If already issued, ensure you take with you your accreditation card and a copy of the appointments sheet, tournament regulations and current "Rules of Hockey" book.

3.4 Protective clothing may be desirable depending upon the weather conditions. You are always advised to take rainwear or for the spring or summer events, protective sun cream and a hat.

3.5 You should arrive at the venue no later than 1 hour prior to the start.

4.0 DUTIES UPON ARRIVAL & BEFORE THE START OF THE TOURNAMENT

4.1 Contact to be made with the Chairman or Secretary of the Organising Committee to ensure the completion of the checklist concerning the technical requirements for the administration and control of the tournament (e.g. offices, briefing rooms, changing facilities, watering facilities, table equipment including clock, hooters, sin bin chairs, etc.).

4.2 Contact to be made with Technical Team, Umpire Manager, Umpire Coach or Assessor (where appointed), to ensure that all technical requirements for the administration and control of the tournament are in place.

4.3 Contact to be made with the Managers/Representatives of all Teams to carry out checklist concerning the technical requirements for the administration and control of the tournament. Check with each Team Manager so see if they have any issues that need addressing.

4.4 A full inspection is to be made of the pitch or pitches, technical equipment and facilities to be used.

4.5 First appointments of the Technical Team are to be prepared.

4.6 Ensure that the appointed umpires are available as selected.

4.7 Conduct the Briefing for all Team Managers/Representatives based upon the information supplied by WHUA as necessary.

4.8 The appointed Umpires Manager will conduct the Umpires briefing as necessary. However, the TD is advised to make every effort to be present and to have discussed the briefing prior to the event.

4.9 Technical Team Briefing - conduct the Briefing for the Technical Officer/s and the Match Officials based upon information supplied from Welsh Hockey as necessary.

5.0 DUTIES DURING THE TOURNAMENT

5.1 Appointments - appointments are to be made in due time for the officials on duty for each match. For national tournaments/competitions the appointments will be made by the National Appointments Committee and communicated prior to the tournament/competition.

5.2 Before the start of a match (T.D. and/or the T.O. on duty) shall be at the venue prior to the start of the match in time to:

- Inspect the pitch and technical area including benches and sin bins.
- Confirm the watering process and time.
- Check the technical equipment.
- Receive from the Team Managers their team lists of players who will be on the field of play or seated on the team bench at the start of the match.
- Make sure that the Match Report is prepared properly.

5.3 Be at the pitch-side 20 minutes prior to the start of the match to check that the Match Official/s and umpires are present and request them (possibly with the assistance of the reserve umpire) to:

- Check the goals and pitch markings.
- Check that the Match Reports are available.
- Allocate specific duties for the Match Officials.
- Check that there is no practicing on the pitch, unless otherwise agreed.
- Check that the team benches and the seats for technical officials and temporarily suspended players are adequate - additional seats just for those who have authority to be there Welsh Hockey Representative(s), Tournament Director, and Umpires Manager if they so desire.
- Check that the colours of the umpire's shirts and any ball patrol do not clash with the playing teams colours.
- Check (in due time prior to the start of the match), the colours of the goalkeepers shirts, that their number is on the back of the shirt, to instruct the lining up to the teams, and have the sticks and goalkeeper's hand protectors / headgear /pads checked by the Match Official/s.
- To ensure the start of the match is strictly on schedule.

5.4 During a Match (T.D. and/or the T.O. on duty): The technical control of the game within "The Rules of Hockey" is the entire responsibility of the umpires. The T.O. on duty is obliged and responsible for the supervision and control of all other aspects of the game.

5.5 After a Match (T.D. and/or the T.O. on duty) before leaving the technical area shall:

- Complete with the Match Official, the Match Report (half-time and final scores, signature of team managers, umpires and reserve umpire, match official, notification of a protest, if any (also the Penalty Stroke Competition Report, if relevant).
- Sign the Match Report once completed (also the Penalty Stroke Competition Report, if relevant).
- In case of a protest enforce the correct application of the Regulations and make special note of the time (15 minutes) in which the protest must be confirmed in writing.
- Ensure the security of the technical officials' table equipment.

5.6 At some time later:

- File the original Match Report (also the Penalty Stroke Competition Report, if relevant).
- Record all /any information and statistics needed to complete the report to Welsh Hockey.
- If there is a protest, make sure that it is submitted in writing within 15 minutes of the match and if so, consult the appointed TO/Match Official and the umpires to obtain their written testimony before making a decision in accordance with the Competition Regulations.
- If necessary, decide upon suspensions and inform at once the Team Manager(s) concerned. It is recommended that a brief statement be issued (in writing).
- Meet with the Umpires Manager to discuss umpires performances and future appointments arrangements (i.e. when they will be agreed, published etc.) if necessary.
- Refrain from criticising umpires to any official or team manager or player.

6.0 DUTIES AT THE COMPLETION OF THE TOURNAMENT

6.1 Before leaving the venue:

- Collect together all necessary documents.
- Collect the Welsh Hockey technical equipment (if any) and inform Welsh Hockey what has been done or is intended to be done with it.
- Thank the hosts and individuals for the venue and organisation.
- Fax, e-mail or post the final ranking of the teams to the Welsh Hockey as necessary.
- Thank the Officiating Team
- Meet with the Umpires Manager to discuss the umpires Performance Reports. The Umpires Manager is responsible for writing the Reports within 72 hours of the tournament/event. The TD is invited to contribute to/record on the Report and shall decide with the Umpires Manager how to manage that process. Sometimes the UM can complete the Reports before the end of the tournament but on occasions this is not possible. In the latter circumstance the UM should e-mail the reports to the TD if he/she has indicated that they wish to contribute to/check the reports before the UM sends them to the umpires and WHUA Appointments secretary

6.2 After leaving the venue:

- Within 72 hours of the tournament / event, forward the original Match Reports (also the Penalty Stroke Competition Reports, if relevant) to the Welsh Hockey if not previously done.
- Send report on any permanent suspension of any player (following the issuing of a red card) to the appropriate Welsh Hockey Disciplinary Officer.
- Complete the TD Tournament Report and send it to the WHUA Appointment Secretary.
- If the agreement with the Umpires Manager is that the TD shall contribute to record on the Performance Reports of the umpires, they should be completed and returned

by the TD to the Umpires Manager for onward distribution no later than 7 days after the events completion date.

TECHNICAL OFFICER

1.0 INTRODUCTION

1.1 The Technical Officer(s) are appointed to tournaments by WHUA.

1.2 One T.O. is appointed by the T.D. to each of the matches.

2.0 CHECK LIST PRIOR TO DEPARTURE FROM HOME/THE HOTEL

2.1 Check your personal equipment. This should include a F.I.H. standard stick ring, a stopwatch and a whistle, apart from the necessary pen, pencil, writing pad, etc.

2.2 Check your clothing. This should include an official WHUA shirt/blouse or jacket, or the tournament shirt, if one is provided.

2.3 If already issued, ensure you take with you your accreditation card and a copy of the appointments sheet, tournament regulations and current "Rules of Hockey" book.

2.4 Protective clothing may be desirable depending upon the weather conditions. You are always advised to take rainwear or for the spring or summer events, protective sun cream and a hat.

2.5 Arrive at the match venue, not less than 30 minutes prior to the start of the match or as agreed with the TD.

3.0 DUTIES UPON ARRIVAL AT THE TOURNAMENT

3.1 Contact the T.D. immediately to confirm your arrival.

3.2 Ask the TD and agree the preferred allocation of duties.

3.3 At the TD's request, and if not already done, check together the fields of play, technical equipment and facilities.

3.4 Carry out any specific duty the T.D may ask you to undertake and when completed report to him/her accordingly / as directed.

3.5 If not already received, request a copy of the Match Schedule and Tournament Regulations.

3.6 All Technical Officers are required to attend the pre-tournament meeting of the Technical Team. The T.D. will advise the date, place and time of the meeting, which will normally be held on the day the tournament commences before the opening matches as necessary.

4.0 DUTIES UPON ARRIVAL AT VENUE AND PRIOR TO START OF A MATCH (WHEN ON DUTY)

4.1 Report your arrival immediately to the T.D.

4.2 Inspect the field of play to be used.

4.3 If necessary and in agreement with the T.D., check with the grounds staff the policy for watering it the pitch.

4.4 Check that the Team Managers have submitted the team lists of players who will be on the field of play or seating on the team bench at the start of the match.

4.5 Make sure that the match report is prepared correctly and that 2 copies (as well as of the Penalty Stroke Competition Report, if relevant) are available at the Technical Officials' table.

4.6 Check whether the Match Official, Umpires and Reserve Umpire have arrived.

4.7 Allocate the duties to the Match Official and the Reserve Umpire (if appointed) including the operation of the electronic clock, if available, and stopwatch time as well as match report recordings.

4.8 You or the Match Official on duty, under your responsibility:

- Check the availability of the medical doctor / paramedics on duty and the whereabouts of the stretcher and stretcher-bearers.
- Ensure that the colours of the players clothing and umpires shirts are as per the appointment sheet and that there is no clash with the colour of the ball patrol shirts and also that the goalkeepers are wearing a shirt of a distinctive colour with numbers on the back.
- Check that there is no debris or unwanted equipment unattended around the pitch.
- Check the table equipment to include:
 - A minimum of 2 stopwatches
 - 1 x hooter (air horn).
 - Coloured arm bands with small safety pins or ribbons
 - Writing pads, pens, pencils,
 - A minimum of 1 stick ring
 - Template for checking goalkeepers' hand protectors and pads
 - 2 x copies of the Match Report
 - Penalty Stroke Competition Report (if relevant)
 - A copy of the Tournament Regulations and doping policy (if applicable)
 - 2 x spare whistles,
 - 2 x sets of umpire's cards (green, yellow, and red).
- 2 x sets of substitution boards - one at each team bench.
- Check the availability of approved balls with a spare ball to be kept at the technical official's table.
- Check the stopwatches, clocks prior to the start of the match and announce when there is one minute to the commencement of the match. Check the hooter is operating (test it!).
- If required, provide each Team Manager with an appropriately contrasting coloured captain's armband with a small safety pin or ribbon to be worn by the captain during match.
- Forbid any practicing on the field of play before the match, unless otherwise agreed.
- Check the players' sticks with the stick ring. First check all spare sticks in the stick rack and then, approximately 10 minutes, before the match is due to start, give the signal to the umpires to line up the teams on the field of play and check all sticks plus the goalkeepers equipment (i.e. hand protectors, pads and headgear (no dangerous edges)).
- Any stick not passing through the stick ring and/or any non regulatory goalkeeper's equipment must be notified to the relevant Team Manager and placed under the technical official's table for the duration of the match.
- Make sure that all players entering the field of play for starting the match are properly numbered and dressed. Shirts are to be tucked in, socks up with shin guards worn inside with any additional item of clothing of the same colour as the adjoining corresponding piece of clothing - not blood stained clothing.
- Ensure that the match starts on time.

5.0 DUTIES DURING THE MATCH

You or the Match Official under your responsibility:

5.1 Must stay focused and not get distracted.

5.2 Take time stoppages from umpire's signals including for penalty strokes.

5.3 Check the number on the shirts of the players starting the match against those marked off on the Match Report.

5.4 Register on the Match Report the first time-on of substitute players, all goals and umpires cards with the number of the player and the time of play. Goals should be marked as follows:
'FG' for a field goal,
'PC' for a goal scored directly or indirectly from a penalty corner
'PS' for a penalty stroke conversion.

5.5 Control the team benches for persons seated (maximum 8 plus any registered medical doctor) and prevent vocal communications directed to the Technical Officials seated at the table, umpires and players of the opposing team.

5.6 Prevent any unauthorised entry onto the field of play.

5.7 Control the player substitutions or delegate the Match Official to do so.

- No player may enter the field of play until the player to be substituted has left it and within 5 metres of the centre line.
- No player with an injury that is bleeding may enter the field of play.
- No player wearing bloodstained clothing may enter the field of play.

5.8 Liaise with the person on PA with goal scorer names and numbers.

5.9 Count down and sound the hooter for half time.

5.10 Immediately the clock is stopped for half time, commence timing for the half time interval – on a stopwatch.

5.11 Supervise the half time pitch watering. Inform the Team Managers.

5.12 Call first aid support (paramedic team) if required.

5.13 Call the TD for advice/clarification if there are any unforeseen problems or technical failures – keep the TD informed at all times.

5.14 Ensure that players leave their sticks and the goalkeepers their hand protectors and headgear at their team bench if going to the changing rooms at half time.

5.15 Sound the hooter at full time under same procedure as at half time, zeroing the watches immediately thereafter.

5.16 If a Penalty Stroke Competition is played then enter the field of play. Check that only the five (5) stroke takers and the goalkeeper of each team enter the field of play and that the stroke takers remain behind the 23 meters line and then come forward in the correct sequence in the first round, sending the players one by one. If a second series is required the same players may go forward in a revised sequence. The goalkeeper has to wear a protective helmet when defending the goal.

6.0 DUTIES AFTER THE MATCH

6.1 Check the Match Report entries or copies with those of the Match Official and Reserve Umpire on duty.

6.2 Supervise the signing of the official Match Report by the Team Managers, Umpires, Match Official and Reserve Umpire and then sign it yourself.

6.3 You or the Match Official on duty, under your responsibility, collect all table equipment including the captain's armbands or ribbons.

6.4 You or the Match Official on duty, under your responsibility, return any rejected sticks and/or goalkeeper equipment to the Team Manager concerned.

6.5 If a protest is lodged, remind the Team Manager concerned that he/she must declare their intention to protest immediately under their signature on the Match Report (or Penalty Stroke

Competition Report Form) and that the written protest must then be handed to you within 15 minutes of the match (or penalty stroke) ending.

6.6 Report immediately any protest to the T.D. and make a personal note of your own views upon the incident, as it may be that you will be called upon to give evidence.

6.7 Make a personal note of your own views if a red card is issued as you may be called upon to give evidence.

6.8 Refrain from commenting on the umpiring to persons other than the T.D.

MATCH OFFICIAL (at a tournament)

1.0 INTRODUCTION

1.1 Match Officials are appointed to tournaments and to the WHUA Appointments Committee.

1.2 In a tournament the TD appoints a minimum of one Match Official to each of the matches in order to assist the T.D. or T.O. on duty.

2.0 BRIEFING MEETING

2.1 All Match Officials are required to attend the pre-tournament meeting of the Technical Team if necessary. The T.D. will advise the date, place and time of the meeting, which will normally be held on the day the tournament commences before the opening matches when necessary.

3.0 CHECK LIST PRIOR TO DEPARTURE FROM HOME /THE HOTEL

3.1 Check your personal equipment. This should include a F.I.H. standard stick ring, a stopwatch and a whistle, apart from the necessary pen, pencil, writing pad, etc.

3.2 Check your clothing. This should include an official WHUA shirt/blouse or jacket, or the tournament shirt, if one is provided.

3.3 If already issued, ensure you take with you your accreditation card and a copy of the appointments sheet, tournament regulations and current "Rules of Hockey" book.

3.4 Protective clothing may be desirable depending upon the weather conditions. You are always advised to take rainwear or for the spring or summer events, protective sun cream and a hat.

4.0 DUTIES UPON ARRIVAL AT VENUE

4.1 Report to the T.O. on duty at the technical officials' table 30 minutes before the start of the match. Check the availability and location of the medical doctor / paramedic on duty and the stretcher and stretcher-bearers.

4.2 Ensure that the colours of the players clothing and umpires shirts are as per the appointment sheet and that there is no clash with the colour of the ball patrol shirts and also that the goalkeepers are wearing a shirt of a distinctive colour with numbers on the back.

4.3 Check that there is no debris or unwanted equipment unattended around the pitch.

5.0 DUTIES AT TECHNICAL OFFICIALS TABLE

5.1 Check that the table equipment includes the following:

- A minimum of 2 stop watches
- 1 x hooter (air horn)
- Coloured arm bands with small safety pins or ribbons
- Writing pads, pens, pencils,
- A minimum of 1 FIH standard stick ring
- Template for checking the goalkeepers' hand protectors & pads
- 2 x copies of the Match Report and if relevant the Penalty Stroke Competition Report
- A copy of the Tournament Regulations and doping policy
- 2 x whistles
- 2 x sets of umpire's cards (green, yellow, and red).
- 2 x sets of substitution boards - one at each team bench.
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5.2 Check that the ball patrol has one hockey ball each and that one spare ball remains on the table.

5.3 Check the stop watches prior to the start of the match and ask the umpires to whistle when there is at least one minute to the commencement of the match. Check the hooter (air-horn) is functioning – test it.

5.4 If required, provide each Team Manager with an appropriately contrasting coloured captain's armband with a small safety pin or ribbon to be worn by the captain during the match.

5.5 Forbid any practicing on the field of play before the match, unless otherwise agreed upon.

5.6 The T.O. on duty will allocate the duties to include the operation of the electronic clock, if available, and stopwatch time as well as Match Report recordings.

5.7 Check the players' sticks with the stick ring. Begin by checking all spare sticks in the stick rack/tub and then, no later than 10 minutes before the match is due to start, ask the Team Managers to instruct the players to line up with playing sticks for checking.

5.8 Check the goalkeepers' equipment (i.e. width of hand protectors and pads and headgear - no dangerous edges).

5.8 Any stick not passing through the stick ring and/or any non regulatory goalkeeper's equipment must be notified to the relevant Team Manager and placed under the technical official's table for the duration of the match.

5.9 Make sure that all players entering the pitch at the start of the match are properly numbered and dressed (shirts in, socks up with shin guards worn inside). Any additional item of clothing must be of the same colour as the adjoining piece of clothing (i.e. red sweatshirt under (so as number remains visible) red shirt) and very importantly, check that no player is wearing blood stained clothing.

6.0 DUTIES DURING THE MATCH

6.1 Take time stoppages from umpire's signals including for penalty strokes.

6.2 Check the number on the shirts of the players starting the match against those marked off on the Match Report and advise the T.O. on duty when the check is complete. If anything is incorrect, advise the T.O.

6.3 Register on the Match Report the first time-on of substitute players, all goals and umpires cards with the number of the player and the time of play. Goals should be marked as follows:

'FG' for a field goal,

'PC' for a goal scored directly or indirectly from a penalty corner

'PS' for a penalty stroke conversion.

6.4 Control the team benches – use the Team Managers to assist you and remain calm and polite at all times. The maximum number of persons on each bench shall be 8 plus any registered medical doctor. Request that the Team Manager sits closest to the table.

Prevent vocal communications directed to the Technical Officials seated at the table, the umpires and the players of the opposing team.

6.5 Prevent any unauthorised entry onto the field of play.

6.6 Control the player substitutions, if so directed by the T.O. on duty

- No player may enter the field of play until the player to be substituted has left it and within 5 metres of the centre line.
- No player with an injury that is bleeding may enter the field of play.
- No player wearing bloodstained clothing may enter the field of play.

6.7 Sound the hooter for half time at the count down of the T.O. on duty.

6.8 If directed by the T.O. on duty, supervise the half time pitch watering.

6.9 Ensure that players leave their sticks and the goalkeepers their hand protectors and headgear at their team bench if going to the changing rooms at half time.

6.10 Sound the hooter at full time under same procedure as at half time, zeroing the watches immediately thereafter.

6.11 If a Penalty Stroke Competition is played, you may enter the field of play and assist the T.O. on duty and umpires at their direction Check that only the 5 stroke takers and the goalkeeper of each team enter the field of play and that the stroke takers remain behind the 23 meters line and then come forward in the correct sequence in the first round, sending the players one by one. If a second series is required, the same players may go forward in a revised sequence (i.e. they do not have to take the strokes in the same order). The goalkeeper has to wear a protective helmet when defending the goal.

7.0 DUTIES AFTER THE MATCH

7.1 Check the Match Report entries or copies with those of the T.O. on duty.

7.2 Supervise the signing of the official Match Report by the Team Managers, umpires and then sign it yourself.

7.3 Collect all table equipment including the captain's armbands or ribbons.

7.4 Return any rejected sticks and/or goalkeeper equipment to the Team Manager concerned.

7.5 Do not leave the table until authorised to do so by the T.O. on duty.

7.6 If a red card issued or a protest is lodged, make a personal note of your own views of the incident, as you may be called upon to give evidence.

7.7 Leave the pitch /stadium and return the table kit to the tournament office unless instructed otherwise by the T.D. or the duty T.O.

7.8 Refrain from commenting on the umpiring to persons other than the T.D.

MATCH DELEGATE (at all WHUL Matches)

1.0 INTRODUCTION

- 1.1 This job description represents the Match Delegates role only while officiating at a WHUL Match.
- 1.2 Match Delegates are appointed by the WHUA Appointments' Committee.
- 1.3 Match Delegates are responsible for ensuring that the Regulations of the WHUL Competition Committee are followed.

2.0 NOTIFICATION OF APPOINTMENT

- 2.1 The WHUA Appointments Committee Secretary will notify all Match Delegates of all appointments.
- 2.2 The publication will be following the Appointments Committee's meeting.
- 2.3 The home club must contact the Match Delegate by 8.00pm on the Tuesday prior to the match, irrespective of whether it is on a Saturday or a Sunday, to confirm match arrangements.

3.0 CHECK LIST PRIOR TO DEPARTURE FROM HOME

- 3.1 Check your personal equipment. This should include:
 - Mobile telephone
 - WHU handbook, inclusive of the WHU Regulations
 - 2 x Match Report Forms (one to be kept as a spare)
 - F.I.H. standard stick ring
 - Stopwatch
 - Whistle
 - Rules of Hockey book
 - Knife or scissors
 - String and tape
 - Pens or pencils
 - Note pad
- 3.2 Protective clothing may be desirable depending upon the weather conditions. You are always advised to take rainwear.
- 3.3 If issued, ensure you take with you your Match Official Accreditation Card.

4.0 DUTIES UPON ARRIVAL AT VENUE

- 4.1 Match Delegates should arrive at the ground at least one (1) hour before the scheduled start or earlier if there is likely to be any doubt regarding the fitness of the pitch.
- 4.2 Immediately they can, Match Delegates should introduce themselves to the umpires, the team liaison officers and the team managers.
- 4.3 Match Delegates should check goals, nets, corner flags, pitch markings and pitch surround. They should then remove any debris or instruct the home team to do so and ensure that the home club carries out any repair work as required (e.g. nets etc.). This is best done as early as possible so as to avoid interfering or disrupting the teams during their warm-up. Every effort should be made to have any surplus equipment (spare goals etc.) removed either entirely or to a safe distance.
- 4.4 If there is any doubt regarding the fitness of the pitch, the Match Delegate should consult with the team officials to decide whether it is or is not fit to play. If there is disagreement the decision of the umpires shall be final.

4.5 Match Delegates should obtain the Match Report Form with the Team lists from the Home Team Manager at least 15 minutes before the match is due to commence.

4.6 Match Delegates should check the players' sticks when requested to do by the Appointments Secretary or Competition Secretary. Check the sticks with the stick ring. Begin by checking all spare sticks in the stick rack / tub and then, no later than 10 minutes before the match is due to start, ask the Team Managers to instruct the players to line up with their playing sticks for checking. Any stick not passing through the stick ring must be notified to the relevant Team Manager and placed under the Match Delegates table (if provided) for the duration of the match.

4.7 Match Delegates should check the goalkeeper's stick and hand protectors ensuring that any additional protection used in the warm up is removed prior to the game, where appropriate.

4.8 Ensure that the colours of the players kit and the umpires shirts do not clash with the colour of any ball patrol shirts and also that the goalkeepers are wearing a shirt of a distinctive colour with the playing number on the back.

4.9 Make sure that all players entering the pitch at the start of the match are properly numbered and dressed (shirts in, socks up with shin guards worn inside). Any additional item of clothing must be of the same colour as the adjoining corresponding piece of clothing (i.e. red sweatshirt under (so as the number remains visible) red shirt) and very importantly, check that no player is wearing blood stained clothing.

4.10 If one or both of the umpires fail to arrive the Match Delegate should take the necessary action in accordance with the WHUL Regulations.

5.0 DUTIES DURING THE MATCH

5.1 Match Delegate should make every effort to remain in the vicinity of the team benches. Do not leave the Delegates "Table Area" unless absolutely necessary. Do not get distracted.

5.2 It is the responsibility of the home club to steward the crowd if appropriate and Match Delegates should ensure that the necessary control is exercised.

5.3 Match Delegates should ensure that only authorised people are on the team benches and that each stays in the vicinity of their bench (within approximately 5m of it unless warming up).

5.4 Match Delegates should control the player substitutions (without undue interference)

- No player may enter the field of play until the player to be substituted has left it and within 5m of the centre line.
- No player with an injury that is bleeding may enter the field of play.
- No player wearing bloodstained clothing may enter the field of play.

5.5 Match Delegates should concentrate on their duties throughout the match and must pay attention to the play and all time stoppages. When the umpires stop time for injuries or penalty strokes the Match Delegate is required to immediately do the same and then restart their watch at the same time as the umpires.

5.6 Match Delegates shall record the following on the team sheet:

- The starting XI of each team
- The first entry time of any player not included in the starting XI
- Goals scored (FG = field goal, PC = penalty corner and PS = penalty stroke)
- Green, yellow or red cards
- Half time and full time score

5.7 Match Delegates should supervise substitutions and ensure that the Rule regarding the substitution of players at penalty corners is adhered to.

5.8 Match Delegates should control the team benches – use the Team Managers to assist and remain calm and polite at all times. The maximum number of persons on each bench shall be eight

(8). Request that the Team Manager sits closest to the table. Prevent unnecessary or derogatory vocal communications directed towards the umpires and the players of the opposing team.

5.9 Match Delegates should direct any yellow-carded player/s to the designated area (sin bin) and ensure that they remain there for the duration of the suspension.

5.10 The Match Delegate shall take responsibility for supervising the suspension and the umpire the re-entry of the player/s to the match

5.11 Match Delegates should ensure that any player issued with a red card is escorted completely out of the pitch area. If the player is unwilling to depart, it is recommended that the Match Delegate requests the Team Manager to undertake this task so as not to hold up the match unnecessarily.

6.0 DUTIES AFTER THE MATCH

6.1 Match Delegates must ensure that all relevant personnel sign the Match Report immediately after the match.

6.2 Match Delegates should complete the reverse side of the Match Report if any other comments should be included in the relevant space on the Match Report.

6.3 The completed Match Report, team- sheets should be handed to the Home Team Manager or appropriate Home Team Official immediately after the match.

6.4 The Match Delegate must refrain from commenting on the performance of the umpires to anyone. If a Match Delegate feels it necessary and appropriate to make any comment regarding the umpiring they are advised to write or call the WHUA Appointment Secretary.

UMPIRE MANAGER

Receiving an appointment is special. It is also important – to all of us. It is a demonstration of confidence in you as a person and your ability to be a professional and competent UM. There will be a lot of expectations – on the part of Welsh Hockey, the Tournament Director, the players, the umpire coach, and essentially, the team of umpires. You will need to consider and begin your tasks promptly and efficiently.

1.0 U.M. RESPONSIBILITIES

- To ensure that, as far as possible, each umpire **prepares properly prior** to the tournament / event.
- To actively promote and maintain a **good team spirit** among the umpires.
- To **brief the umpires prior to the event** and to ensure a professional approach along with consistency of interpretation and rule application.
- To **coach** the umpires during the tournament/event (or work alongside any appointed coach/assessor) to assist them to improve their performance.
- To **work closely with the T.D.** on all aspects of umpiring performances and appointments.
- To **assess the overall performance** of each umpire in conjunction with the T.D. and produce for each of them, an individual **Umpire Performance Report**.
- To ensure that umpires receive personal feedback that accurately reflects their performance across the tournament/event.
- To produce and send to the WHUA Appointments Committee Secretary a copy of each Umpire Performance Report within 7 days of the end of the tournament/event.

2.0 ACTION PLAN

2.1 Confirm appointment.

Immediately contact WHUA Appointment Secretary by e-mail, phone, letter or fax.

2.2 Contacting your Team

If you are not aware of the team request the WHUA Appointment Secretary for the names and contact details of the – e-mail addresses and telephone numbers inclusive of mobiles.

Contact the TD, the Umpire Coach/Assessor and each umpire. This is best done by e-mail. Introduce yourself, congratulate them on their appointment, tell them the information you need to know and advise them of what you expect, what to bring with them etc and when you will next be in touch with them.

2.3 The Umpires Briefing

Speak with the TD and arrange and confirm the time and venue of the Briefing if one is to be held. Inform everyone accordingly. Send the umpires, the umpire coach/assessor and the TD (by e-mail) a copy of the Briefing. This must be done before the tournament.

2.4 The Umpire Appointments

In the case of national events the appointments will be made by the Appointments Committee of the WHUA but in the case of an event of more than one day, you may be expected to draft the appointments for the 1st day and send them to the TD for approval. He/she should not change them unless there is an important and genuine concern. The appointments should then be returned to you so as you can distribute them at the Briefing when necessary.

Ongoing appointments throughout the event should be considered and published daily. You are required to consult with the TD throughout this process and he/she must sanction the appointments prior to them being distributed.

2.5 Special needs/young people

Ensure that you are completely familiar with any special need that anyone in your team may have and essentially, that you have made any necessary provision.

If you have young people (under 18's) in your team, ensure that you have checked the accommodation list and travel arrangements.

2.6 Arriving at the tournament/event

Make sure that you have everything in control. Be early! Find the TD and introduce yourself.

If required check that the meeting room is set-up for the Briefing.

Make sure that the appointments schedule and the tournament programme is available for distribution.

Make sure that you are completely familiar with the pitch plan, the whistles requirement, the team colours etc.

2.7 Delivering the Umpire Briefing

Invite the TD. Introduce the TD. Be precise. Outline the key objectives and expectations. Reassure the umpires and ensure that they are absolutely clear of their role and responsibilities, the importance of their performance and the delivery of consistency and excellence at all times.

2.8 During the tournament

Be available as often as possible. Watch the matches and talk with the umpires. Don't ignore them. Remember that you are not only the leader but also the role model and the person tasked with responsibility. Liaise with the Umpire Coach and check that he/she has clear understanding of the role. Discuss performances with the Umpire Coach throughout the event.

2.9 Assessing and assisting performance

It is essential that you are objective, honest and constructive at all times.

When providing feedback, always give the umpires praise for the things that they do well and when offering criticism, be conscious of the importance of being able to offer realistic remedies. Never give them more than 2 or 3 areas to seek improvement in their next match.

2.10 Socialising

Most tournaments/events are spread over 2 or more days. As UM you are expected to ensure that the team support each other and operate as a team on and off the pitch.

Organising formal and informal team activity (such as breakfast, dinner or drinks in the bar) is important. Do all you can to see that the team gel together and share quality time.

2.11 Closing the tournament

One of your key objectives must always be to send your team of umpires home feeling that they have achieved something important and that they feel satisfied. Confirm when and how they are going to receive their Performance Reports.

Ask them if they have any observations or comments that they may want to offer you. Advise them that your performance is important to you and to Welsh Hockey.

Offer them a UM Evaluation Report and advise them to complete it when necessary. Upon completion they (the umpires) are required to send the form to Appointments Secretary WHUA who will within 7 days send a copy to you.

2.12 Completing the Performance Reports

It is essential that the Reports reflect the actual performances that you witnessed. Don't be tempted to come up with any 'surprises'.

Invite the TD to record any comments that he/she may wish to add.

Send the completed Reports to the Appointments Secretary WHUA within 7 days of the tournament/event.

WHUA will distribute copies as necessary.

2.13 Closing your role

It is essential that you ensure that all paperwork is completed inside the published time schedule and that it is sent to the WHUA Appointments Secretary Hockey.

The paperwork includes the Performance Reports, and any additional written feedback/ observations that you may wish to make. Your Expenses Claim Form to be forwarded to the WHUA Treasurer.

3.0 WORKING WITH YOUNG PEOPLE

'Good practice is as much about protecting yourself as well as protecting the children'

When working with young umpires...

Do

- Make every effort to protect them from **abuse** from players, coaches, spectators etc. If you see it or hear it – report it to the Tournament Director and ask that he/she takes positive action.

- **Accommodation** - check that those who are U18's are in the allocated rooms. No U18 can share a room with an adult. Appropriate arrangements will be made. U18's will be roomed together unless there is an in-balance (numerically) in which case, an U18 will be accommodated in a single room.
- **Appointments** – if the umpire appears tired or injured, reconsider his/her appointments. Demonstrate care. Remember that safety and well-being are paramount.
- **Appreciate** the needs of the young umpires at all times.
- **Changing Areas** – if U18's are involved, make every effort to see that these areas are safe (involve the TD or the Local Organiser if necessary).
- **Enjoyment** - recognise the importance of fun and enjoyment.
- **Feedback** - provide verbal feedback in a positive way at all times. Be construction, be helpful. Explanations are essential. Young umpires are still learning.
- You (UM) are a **role model** as is every senior umpire appointed to the event. Be a positive role model and encourage the senior umpires to do the same.

Do Not

- Engage in any inappropriate contact with young umpires (U18's).
- Give a lift to a young umpire (U18) unless there are other young umpires or adults in the car and the parents/WHU are aware.
- Take a young umpire (U18) to your room/home.
- Overtly criticise young umpires or use language, which may cause them to lose confidence or self-esteem.
- Make sexually explicit remarks to young umpires, even in fun.