



*2023 Operations Manual*

**Roles of Officiating Personnel**

*Incorporating*

**Roles, Responsibilities and Guidelines:**

**Tournament Director & Assistant Tournament Director**

(including Pre-Tournament Briefing Guidelines)

**Technical Manager & Assistant Technical Manager**

**Technical Officer & Technical Judge**

(including Shootout Supervision)

**Technical Assessor**

**Umpire Manager & Umpire Coach**

**Tournament Convenor (Host Association/Venue Facility)**

## **Roles, Responsibilities and Guidelines – Tournament Director & Assistant Tournament Director**

HQOM – Hockey Queensland Operations Manual (including Tournament Regulations)

### **Tournament Director**

The Tournament Director shall:

- Generally supervise the Tournament on behalf of Hockey Queensland.
- Be available for and attend all days of the Tournament, unless advised by HQ.
- Compile the Tournament Draw for ratification by the Technical Committee and HQ, if choosing to do the Draw. TD has a choice of doing the Draw or HQ can do the Draw based on the provided framework by HQ. (In some situations with a change of seeding and Draw Framework format HQ will compile the Draw to ensure all games can be played in the timeframe).
- Attend the online Managers', Umpires and Technical Meetings as arranged with HQ.
- Deliver the online Managers' Meeting in conjunction with the HQ Competitions Coordinator.
- Be the final arbiter in all matters of contention arising during the Tournament, in consultation with HQ.
- Liaise with the HQ Competitions Coordinator on all matters relating to the Tournament.
- Liaise with other Tournament personnel e.g. Assistant Tournament Director, Technical Manager, Umpire Manager, Tournament Convenor, Convenor of Selectors, as well as copying in HQ Competitions Coordinator to all correspondence.
- Liaise with Team Managers on all matters relating to the Tournament, as well as copying in the HQ Competition Coordinator to all correspondence.
- Liaise with HQ, any official meetings of Team Managers or their Delegates, as well as copying in HQ Competitions Coordinator to all correspondence.
- Assign uniform allocations for each match and adjudicate on any uniform clashes.
- Manage AltiusRT in relation to game results (reviewing and making official) and monitoring the points tables throughout the day to ensure all admin is kept up to date.
- Adjudicate upon any matter referred to them by any other Tournament Official and advise of such matters to the HQ Competitions Coordinator in writing.
- Convene and chair the meetings/hearings at the Tournament on all matters of concern that arise when required.
- Manage the #TeamQLD points tally during the Tournament, in conjunction with HQ and appointed Tournament Officials.
- Download and provide a copy of the Match Report and Injury Report form (AltiusRT and/or paper version) to the relevant Team Manager and HQ Competitions Coordinator.
- Prior to the conclusion of the last game of the Tournament obtain from the Convenor of Selectors, Umpire Manager and Technical Manager respectively a full list of Player awards, #TeamQLD Award, Umpire awards and Technical awards and enter these details into the Presentation Run sheet, along with the final placings, provided by Hockey Queensland.
- Provide a copy of the Final Presentation Run sheet complete with all details is to be sent to the HQ Competitions Coordinator for record keeping.
- Enter Award Winners (Player Awards) into AltiusRT and complete Division Competitions in AltiusRT for the relevant Tournament. When all Divisions, award winners and final placings are confirmed make the AltiusRT Competition Event Official.

- Submit a Tournament Director Report to HQ via RevSPORT forms within three (3) weeks of the completion of the Tournament. HQ will provide a copy of this Report to the Chair of Technical Committee.
- Submit a Technical Performance Report to HQ for the Assistant Tournament Director and Technical Manager where appointed, via the RevSPORT form provided within three (3) of the completion of the Tournament. HQ will provide a copy of this Report to the Chair of the Technical Committee.
- Submit a Technical Ranking List to HQ for the Technical Panel appointed to The Hockey Queensland Championship via RevSPORT forms. (Only a requirement for the HQC Tournament).

### **Assistant Tournament Director**

The Assistant Tournament Director shall:

- Attend the official Managers' Meeting, Technical Meeting and Umpires' Briefing.
- Perform any duties/roles as assigned by the TD including assistance with pre-tournament preparation.
- Be available for and attend all days of the Tournament, unless advised by HQ.
- Assist the TD with AltiusRT match program input e.g. technical allocations for each day, uniform allocations for match, officiating matches, injury report management.
- Assist the TD with monitoring #TeamQLD Award points tally to ensure each game's points have been submitted via the provided JotForm from HQ.
- Act as a liaison between Team Officials, Tournament Officials and the Tournament Convenor with the TD as required.
- Assist the Technical Manager, as directed by the TD, with performance feedback of technical officials and technical allocations to ensure these are completed in a timely manner.

### **Guidelines for Tournament Directors and Assistant Tournament Directors:**

#### **1.0 General Responsibilities:**

- 1.1 To generally supervise the tournament on behalf of Hockey Queensland and report to Hockey Queensland during and at the completion of the tournament.
- 1.2 To conduct the tournament in accordance with the Hockey Queensland Operations Manual and to ensure the field(s) (including artificial surfaces and indoor hockey courts) and facilities comply with the FIH Rules of Hockey and/or the FIH Rules of Indoor Hockey and all tournament regulations included in the Hockey Queensland Operations Manual.
- 1.3 To ensure that each competing team fulfils its obligations under the tournament rules and does not gain an unfair or improper advantage over its rivals, either because of failure to observe the rules or by any other action which the TD deems to be undesirable in the interest of fair competition
- 1.4 The TD shall be the final arbiter in all matters of contention arising during a tournament, in consultation with HQ. The TD does not have the power to consider any protest arising from a decision of an on-field umpire or technical official during a match.

- 1.5 The TD should not intrude on the duties of the Host Centre's Organising Committee as outlined in the Operations Manual; however there should be close liaison and cooperation between the TD and the Tournament Convenor, in conjunction with HQ Competitions Coordinator.
- 1.6 The TD shall provide advice and assistance to Team Managers and Tournament Officials, as necessary.
- 1.7 The TD is responsible for keeping all records in relation to the tournament.
- 1.8 The TD is provided the Seedings and Draw Framework to compile the Draw if they choose to do so, otherwise HQ will compile the Draw. The Draw must be submitted to the HQ to then be provided to the Technical Committee for review and approval prior to publication to Member Associations and HQ Media platforms by HQ.

## **2.0 Tournament Director's Responsibilities Pre-Tournament:**

### **2.1 General Duties:**

- Ensure they have read the Tournament Operations Manual, Tournament Regulations, Rules of Hockey and any other HQ documents relating to the Tournament.
- Access from HQ website the Appendices, Forms, and Tournament Regulations to the Hockey Queensland Operations Manual with all necessary documents.
- Obtain from HQ any other forms, documents, report links and contact details for the Tournament not published on HQ website.
- Obtain from HQ the name and contact details of the Tournament Convenor, Assistant Tournament Director (where appointed), Technical Manager, Assistant Technical Manager (where appointed), Umpire Manager, Umpire Coach, Selectors and any other Hockey Queensland officials/guests attending the Tournament.

### **2.2 Liaise with Assistant Tournament Director (where applicable), Umpire Manager, Umpire Coach, Technical Manager and Assistant Technical Manager (where applicable):**

- Obtain their contact details for the tournament.
- Ascertain their expected arrival and departure times for the Tournament.
- Confirm details of all pre-Tournament briefing meetings to be held online.
- Ensure the Umpires allocations are entered into AltiusRT and published by the UM.
- Ensure the Technical allocations are entered into AltiusRT and published by the TM.

### **2.3 Liaise with the Tournament Convenor:**

- Ascertain the number of playing surfaces available for the tournament, the condition of each field in order from best to worst, and the location of each field relative to the tournament office and other facilities, if not provided by HQ after pre-tournament meetings between HQ and Host Association;
- Advise the time and date of a Managers' (and Coaches') meeting for their Attendance (if not already provided by HQ);

- Obtain the names, qualifications, and contact details of all local technical personnel available for the Tournament, if not already provided prior by HQ;
- Review the location of medical and first aid facilities at the venue for the teams and provide HQ feedback if any concerns;
- Ensure that injury ice accessible for all teams and confirm location of injury ice during the Tournament;
- Check that all playing surfaces are marked correctly, that lights, goals, nets, corner flags, sideboards, scoreboard, time clock and siren are in good working order (as applicable)
- Check arrangements for communications between fields and the tournament office during the tournament, e.g. walkie talkies
- Check the Host Association/Venue Facility has enough complete Technical Kits for the each field at the tournament, and if not ask the Tournament Convenor to arrange to either buy or borrow the necessary equipment as outlined in ***Host Responsibilities and Venue Requirements document***.
- Check that suitable facilities are available for: the Tournament Office; Umpires' Meeting Room (with a private area for umpire debriefing); Technical Officials' Meeting Room (with a private area for debriefing technical officials and judges); and a small private meeting room for Selectors;
- Immediately report any unsuitable or substandard facilities to Hockey Queensland.

### 2.4 Managers' Meeting

- At a time arranged with the TD and HQ, communicate with the Team Managers the time, date and online meeting link. The purpose of the briefing is to inform team managers (and coaches) of the rules and arrangements made for the Tournament and to answer any queries.
- The Tournament Director shall chair the Managers' Meeting.
- HQ Competitions Coordinator will be present on meeting to cover any HQ related matters
- The Tournament Convenor or Host Rep will be present on meeting to cover any Venue facility related matters.

## 3.0 Tournament Director's Responsibilities during the Tournament

### 3.1 Arrival at the Tournament:

The TD should arrive in the host city prior to the commencement of the Tournament in good time to check the facilities and playing surfaces with the TM (if travel arrangements permit this) and ensure that all of the Tournament arrangements at the venue are in order.

### 3.2 Liaise with the Ground Manager and Ground Announcer (if applicable):

The Ground Manager or their representative should always be available to offer advice or assistance to the TM on any problems which may occur during the conduct of matches.

If there is a Ground Announcer, it is recommended that they are located in a central location to make any important tournament or venue facility announcements as need necessary by either the TD and/or Tournament Convenor.

### 3.3 Liaise with the Assistant Tournament Director (where applicable):

The TD shall work closely with the ATD on all matters relating to the Tournament.

### 3.4 Liaise with the Umpire Manager:

The TD shall ensure the umpire match appointments made by the UM are completed and entered into AltiusRT as soon as possible prior to the commencement of matches. The TD or ATD may need to assist the UM with entering the names of the match umpires and reserve umpire in the relevant Match Program at the start of the Tournament, allowing sufficient time for the UM to develop their skillset in entering these allocations directly into AltiusRT on their own.

### 3.5 Liaise with the Technical Manager:

The TD, ATD and TM, as well as any Assistant Technical Managers, shall work closely together on all matters relating to matches played at the Tournament. The TD shall ensure the technical officers and judges match appointments made by the TM are completed and entered into AltiusRT as soon as possible prior to the commencement of matches. The TD or ATD may need to assist the TM with entering the names of match Technical Officer and Judges in the relevant Match Program at the start of the Tournament, allowing sufficient time for the TM to develop their skillset in entering these allocations directly into AltiusRT on their own.

### 3.6 Liaise with ASADA (where applicable):

The TD shall cooperate fully with any ASADA Officers at the tournament and advise the Tournament Convener and Team Managers of their duties in this regard, in consultation with HQ.

### 3.7 Liaise with Media:

The TD shall supervise and if necessary, restrict the access of journalists, videographers, photographers and television camera operators to the tournament, particularly access to the technical and team facilities, and strictly supervise any permitted entry inside the perimeter of the field of play during matches.

The TD may be required, if advised by HQ, to be interviewed by local Media. Prior to any recordings and interviews are to take place, the TD should contact HQ immediately to clarify the Media requirements.

### 3.8 AltiusRT Team Line Up Form:

The TD shall ensure that AltiusRT is set to “In Progress” the night before Day 1 of the tournament. This will allow access for Team Managers to the AltiusRT Team Line Up entry for Team Managers to enter their starting line-up for each match at least one hour before each match.

### 3.9 Match Report:

Where electronic entry into a Match Program is not possible, the TD shall prepare a Match Report for each match of the Tournament and supply at least two (2) copies to the Match Technical Officer at least 30 minutes before each match. HQ will provide the blank template to the TD if this was to occur.

### 3.10 Results:

Where AltiusRT is being used in a Tournament, the TD shall ensure Match Reports are completed and made official in a timely manner and match results are reflected correctly in AltiusRT Pools, and subsequent Rounds and Finals series as required. The TD shall record final places and player awards in AltiusRT at the completion of the Tournament and set the competition event in AltiusRT to official as soon as possible after the Tournament has finished, if assistance is needed the TD needs to contact HQ.

Any Awards not able to be added to AltiusRT should be included in the Tournament Director Report submitted to HQ, as well as on the Closing Ceremony Presentation run sheet and a copy provided to HQ.

Where AltiusRT is not being used in a tournament or division of a tournament, the TD shall keep an Official Scorebook recording the result and scorers of each match in the tournament. The TD shall record final places and awards in the template provided by HQ. HQ will provide template for these as needed.

After the result of a match is verified and points and goal scorers are entered in the scorebook (where applicable), the TD shall, upon request, supply the Team Managers with a copy of the Match Report.

### 3.11 Results Chart:

If AltiusRT is not being used at the Tournament, the TD shall enter the game results and team points on a Results Chart for public viewing, if AltiusRT is not being used at the Tournament.

If AltiusRT is being used, Points tally and results will be accessible online, and the Venue/Host will display QR Scan codes for attendees to scan and get the most up to date results.

### 3.12 Card Summary:

The TD shall keep a summary of all green, yellow, and red cards issued during the Tournament and calculate whether a player has accumulated sufficient points to be suspended from a match, see the relevant Tournament Regulations' Clauses relating to Player Conduct and Penalties.

In Tournaments like the Hockey Queensland Championship, points are not calculated for suspensions rather the offences are reviewed and if a pattern occurs and severity is increased of offences then the TD will need to review as per the relevant Tournament Regulations.

It is important that reasons for all card offences are recorded, this includes green, yellow and red card offences.

When using AltiusRT these records are updated automatically, however the TD must monitor these records to calculate whether a player has accumulated sufficient points to be suspended from a match, see the relevant Tournament Regulations' Clauses relating to Player Conduct and Penalties.

### 3.13 Player Suspensions:

A penalty points system for cards issued will operate. Cards will attract the following point penalties:

Green Card:	2 points
Yellow Card:	4 points
Red Card:	12 points

If AltiusRT is not being used, the TD shall ensure that Card Report forms are available on the technical benches to be filled out by the umpires' issuing cards.

If AltiusRT is being used for a match, all card reasons and details of cards (including green cards) must be recorded in AltiusRT correctly.

The TD must maintain a cumulative tally of penalty points throughout the Tournament, where points accumulated are applicable.

The TD is responsible for informing, in writing, a player and their Team Manager as well as copying in the HQ Competitions Coordinator, immediately following the match in which a total of twelve points is accumulated, that the offending player is ineligible to participate in the following match.

If a player is awarded a red card in a match, the TD must inform the player and their Team Manager, as well as copying in the HQ Competitions Coordinator, the length of the suspension



imposed in writing as soon as possible prior to the scheduled match following the match in which a red card was awarded. Any additional penalty imposed by the Tournament Director above a one match automatic suspension shall be in accordance with **Appendix 7 Codes of Conduct - Offences and Penalties, Hearings** in the Tournament Regulations.

- 3.14 Finalise the Closing Ceremony Presentation run sheet and confirm VIPs and Presenters. Arrange Awards and Medals, if no HQ Staff member at the event to assist. Liaise with the Tournament Convenor on Closing Ceremony processes.

#### 4.0 Tournament Director's Responsibilities Post Tournament:

The TD shall submit a Tournament Director Report via RevSPORT forms any Final Placings, Player Awards and Officials Awards and #TeamQLD Award winners (if relevant). Any HockeyEd Accreditations assessments and/or HQ Judge Assessment Forms are to be submitted to HQ or completed online via HockeyED Assessor access (if applicable) within three (3) weeks of the completion of the Tournament. HQ will provide access and forms as required to the approved Assessors.

The Tournament Director's Report shall be sent to the TD and Chair of the HQ Technical Committee by HQ Competitions Coordinator after submission date and downloaded of RevSPORT Forms.

The TD shall submit a Technical Performance Report on the Assistant Tournament Director (if appointed) and Technical Manager to HQ via the HQ RevSPORT Form. HQ will provide a copy to the TD, who will send to the individuals directly. HQ will send a copy to the Chair of the HQ Technical Committee.

#### Tournament Director's Pre-Tournament Briefing

At a time advised by the TD in conjunction with HQ, HQ will arrange a suitable time for an online meeting to brief all Team Managers (and Coaches) prior to the commencement of the Tournament. The purpose of the briefing is to inform Team Managers (and Coaches) of the rules and arrangements made for the Tournament and to answer any queries. The TD shall chair the meeting and outline the following points:

1. Current Rules:

The TD must ensure each Team Manager is familiar with the **HQ Tournament Regulations** which includes but not limited to **Appendix 4 Team Manager - Responsibilities and Guidelines**, the Competition Rules and Format, the current FIH Rules of Hockey/FIH Rules of Indoor Hockey, and any local venue rules which may be applicable.

2. Team Line-Up Lists:

The TD must ensure each Team Manager is familiar with how to enter their team starting line-up for each match into AltiusRT and provide a copy of the "How to" guidelines to Team

Managers for use of AltiusRT (online Match Program). Ensure Team Managers are aware that any Team personnel not registered on the Final Team Entry List, via RevSPORT Teams, cannot be entered on the ***AltiusRT Team Line-up Form*** and shall not be permitted on the team bench during the match once the Tournament has commenced.

3. Stick and Equipment Checks:

The Team Managers shall be advised of the time and place for all stick and equipment checks including spare sticks, goal keepers head gear, hand protectors, leg guards and kickers together with any protective equipment such as face masks and hand protectors worn by field players.

4. Entry to Field of Play:

Outline to Team Managers the restrictions on persons entering the field of play during a match and advise that no person may enter the field of play without the prior consent of an umpire, and that a coach is not allowed on the field in any circumstance during playing match time. In serious injury situations common sense needs to prevail.

5. Injury Procedures:

Outline to Team Managers rules for the on-field treatment of players and goalkeepers. Outline the Reporting process and record management of all injuries at a Tournament, this includes suspected Concussion cases.

6. Blood on the Pitch and on Player's Clothing:

Advise Team Managers of the mandatory requirement to immediately remove bleeding players from the field of play, and to have their wounds covered and their clothing changed if there is blood on any part of the playing uniform. Remind Team Managers that clothing must be inspected by the match Technical Officer before a player who has had blood on their clothing will be permitted to return to the field. Advise Team Managers that they are required to bring spare sets of players clothing to their matches, including a shirt without number, skirt/shorts, spare socks in both Primary and Alternative colours, plus suitable material for numbering shirts.

7. Substitution Procedure:

The procedure to be followed for substitution of players during the Tournament shall be clearly explained to all Team Managers and shall include substitution of field players and goalkeepers.

8. Warm Up Areas:

The location of team warm-up areas should be clearly pointed out to team managers.

9. Warm Up Time:

The amount of possible warmup time on the field/court prior to games shall be advised to the Team Managers.

10. Warm by Players During Matches:

The TD shall outline the requirement for players to warm up during the match between their team bench and the same end of the field without a stick or ball and wearing a bib or shirt of a different colour to both teams and the umpires.

11. Bench Requirements:

Outline to Team Managers the requirements for Team bench and team. Any relaxation of the requirement for nominated team coaches to coach only from within the perimeter of the team bench during the match must be advised to Team Managers, but any such relaxation must be in accordance with **HQ Tournament Regulations – Clause 11.5**.

12. Timekeeping/Stoppage of Play:

Ensure Team Managers understand that timing will be kept centrally for all fields on the main technical bench under the control of the appointed judge and that there is no time-out in matches unless advised by the TD. Some matches at relevant Tournaments may have time-outs for semis, relegation matches, and finals as advised by HQ, after consultation with the Technical Committee. The rules that apply when play is stopped for an injury when on-field assistance is required, must be explained to Team Managers.

13. Toss of Coin:

Advise Team Managers on the timing of the pre-match toss of the coin.

14. Armbands/ Ribbons:

Advise that the captain of each team shall wear a clearly visible distinctive armband, ribbon or similar distinguishing article on an upper arm/shoulder/the upper part of a sock for identification purposes as per the FIH Rules of Hockey/FIH Rules of Indoor Hockey.

15. Uniform Clashes:

Advise Team Managers that colour allocations for each match, including for Goalkeepers, will be done in AltiusRT. Any uniform clashes will be managed by the TD and the final uniform allocations will be at the sole discretion of the TD.

16. Watering of Artificial Surfaces:

Advise Team Managers of the watering arrangements of the artificial surface/s for the Tournament.

17. Player/Official Conduct:

Team Managers need to ensure that all their players and team officials have read, understood and will abide by the Player/Official Conduct as outlined in **HQ Tournament Regulations - Clause 14.**

18. Approach to Umpires:

The TD shall advise Team Managers that team officials or players may not approach the match umpires at quarter/half time or immediately after a match in any circumstances, and that any questions relating to umpiring decisions or clarification of rules and interpretations may only be done by consulting the appointed Umpire Manager/Coach.

19. Approved Hockey Balls:

The TD shall advise Team Managers that only HQ approved, and authorised hockey balls are to be used during all matches of the Tournament, as outlined in the relevant Tournament Regulations. Team Managers must hand in an approved match ball to the technical bench for the field/court they are playing on, prior to each match. (Match Balls for HQ Indoor State Championships will be provided by HQ.)

20. Allocation of Team Benches and Dressing Rooms:

Allocation of Team Benches and Dressing Rooms should be clearly explained to all Team Managers. Teams named first in the draw will be allocated the team bench on the left hand side of the Technical Bench when facing the field.

## **Roles, Responsibilities and Guidelines – Technical Manager & Assistant Technical Manager**

### **Technical Manager**

The Technical Manager shall:

- Conduct any meetings of technical officials as required.
- Attend the Managers' Meeting, Technical Meeting and Umpires' Briefing.
- Be available for and attend all days of the Tournament, unless advised by HQ.
- Be responsible for the allocation of technical officers and judges to matches in consultation with the appointed Assessor (where applicable), ATM and the TD.
- Liaise with all technical officials from the list provided by HQ to communicate Technical and Tournament information, compile availability and restrictions of all technical officials for the event, copying in the TD, ATD/ATM (if appointed) and HQ Competitions Coordinator.
- Advise the TD, ATD/ATM (if appointed) on matters pertaining to technical officials, fields and equipment.
- Attend to any other matters as required by the TD.
- Organise for Technical benches to operate on all fields at all State tournaments. (It is desirable but not compulsory for full technical benches to operate at Under 15 and Under 13 State Championships, unless there are insufficient technical personnel available.)
- Supervise Technical Officers and Judges performing technical bench duties on designated matches or assign ATM (if appointed) to assist with this supervision.
- Assist with the training for interested technical officials for Assessments in conjunction with the HQ approved Assessor and HQ.
- Provide training/guidance to all technical officials on the use of the relevant match program/s and in the Technical officers and judges roles.
- Take photos of Technical Panel (where appropriate) for general promotion of the Tournament and Technical Officials, Finals allocations and Award Winners for use of HQ website and/or social media pages.
- Provide Feedback to Technical Officials during the Tournament on their Technical Performance.
- Carry out Assessments for HQ Judge Certificates and grade Technical personnel as applicable.
- Submit a Technical Performance Report to HQ for any Assistant Technical Managers where appointed, via the RevSPORT form provided within three (3) weeks of the completion of the Tournament.
- Submit a Technical Performance Report to HQ for all Technical Officials who have officiated on four (4) or more games, via the RevSPORT form provided within three (3) weeks of the completion of the Tournament.

### **Assistant Technical Manager**

The Assistant Technical Manager shall:

- Attend the Managers' Meeting, Technical Briefing and Umpire's Briefing (where possible).
- Where two or more meetings are scheduled at the same time, then the ATM will attend a specific meeting at the direction of the TD and/or TM.
- Be available for and attend all days of the Tournament, unless advised by HQ.

- Perform any duties/roles as required by the TM or TD including assistance with pre-tournament preparation.
- Assist the TM with Technical Allocations as requested.
- Assist the TM with supervision and management of the technical benches as requested.
- Assist the TM with providing training/guidance to technical officials on the use of the relevant match program(s).
- Assist the TM with performance feedback of technical officials.
- Assist the TM with completing Technical Performance Reports as requested.

### **Technical Manager And Assistant Technical Manager Guidelines**

The TM and ATM appointed by HQ shall work in close collaboration with the TD both before and during a tournament and shall support and assist the TD as required.

#### **1. Pre-tournament Responsibilities:**

- 1.1 The HQ Competitions Coordinator will provide the TM, the names and contact details of all available technical officials including those accredited officials who have nominated for the tournament on the official HQ form, any accredited technical officials available in the Host Association, plus any trainee judges attending the tournament, particularly trainees from the host centre.
- 1.2 HQ shall provide the TM and the Approved Assessor, a list of any technical officials requiring Technical assessments.
- 1.3 HQ will advise the TD and TM of the approved Technical Assessor for the Tournament. If assessment is not available, the candidate should be advised by HQ prior to the commencement of the Tournament.
- 1.4 The TM must advise all technical officials which days they are required to attend the tournament and draw up a technical roster (allowing for any assessment required) providing technical officials with the match appointments for at least the first day of the tournament. Where an appointed Assessor is attending the tournament, the technical roster must be finalised after consultation with the Assessor.
- 1.5 The TM must appoint at least two (2), but not more than three (3) technical officials to the bench for each match during the tournament. One official shall be appointed the match Technical Officer. One judge shall be appointed to record the match details in the Match Report on AltiusRT and if required, also on a "Cheat sheet". On the main or central technical bench a second judge shall be appointed as a dedicated timekeeper. On technical benches with independent timing a match Technical Officer and two judges shall be appointed. The TM or ATM may officiate as a technical officer or judge when required.
- 1.6 The TM shall draw up a roster of technical officials to carry out Equipment checks and provide the roster to the appointed officials and Team Managers prior to the commencement of the Tournament.
- 1.7 The TM shall advise the Technical Officials of the official technical uniform to be worn for each match.

- 1.8 The TM shall provide the TD with a copy of the technical roster for each day of the tournament.
- 1.9 The TM and ATM (if appointed) should arrive in the host town prior to the commencement of the tournament in good time to check the facilities and field/court/s with the TD. At the request of the TD inspect the field/court/s, goal boxes, nets, corner posts, side boards, line markings, penalty spots.
- 1.10 The TM and ATM (if appointed) must check the technical and players benches; all technical equipment including scoreboard and time clock(s), central timing (if being used) and ensure all equipment is present and in working order.
- 1.11 If directed by the TD, the TM shall discuss the watering regime and a process for watering any artificial surface with the grounds manager.
- 1.12 The TM and ATM (if appointed) must attend the Managers' Meeting, Technical Briefing and the Umpires' Briefing.
- 1.13 The TM must facilitate a Technical Briefing prior to the commencement of the Tournament, as arranged with HQ.
- 1.14 HQ will arrange any Technical Theory Courses for Technical Accreditations prior to the Tournament. HQ will confirm this with Tournament Officials and Course participants.
- 1.15 The TM should respond to all communications from HQ, the TD and/or other appointed Tournament Officials in a reasonable time.
- 1.16 The TM should communicate with Technical Officials from Association teams and Host Association, copying in the TD and HQ Competitions Coordinator, as well as the ATD and/or ATM (if applicable), in relation to pre-tournament information and during the Tournament, ensuring responses are done so in a timely manner.

## 2. Pre-match Responsibilities:

The Technical Manager and Assistant Technical Manager (where relevant) shall:

- 2.1 Enter the Technical allocations into AltiusRT for each match and each day and publish.
- 2.2 Arrive at the venue prior to commencement of the first match each day in good time (at least 60 minutes before start of play) to recheck the facilities and field/court/s and inspect the goal boxes, nets, corner posts, side boards, line markings, penalty spots, and check the technical and players' benches; ensure that all the technical equipment and required documents (cheat sheets, card report forms and incident forms) are present on each technical bench and that the scoreboard(s) and time clock(s) are working. Also ensure that any required tablets/laptops are charged, on the bench and have been logged into.
- 2.3 Check seating for team personnel, technical officials, judges, ground announcers, first aiders or sports trainers, reserve umpires, temporarily suspended players, and any HQ officials present on the bench is adequate.
- 2.4 Have a thorough knowledge of the HQ Operations Manual, Tournament Regulations and Format of the tournament, the FIH Rules of Hockey/FIH Rules of Indoor Hockey and any applicable Variation to the Rules, and any stadium/venue rules, and have

copies available on each technical bench or ensure access is available to electronic versions of the relevant documents.

- 2.5 At least thirty (30) minutes before a match obtain all necessary documents from the TD, including Match Reports and Shoot-out Forms (if required to be completed in paper version) and take/arrange for them to be taken by the reserve umpires and / or ATM to the match Technical Officer appointed to each match.
- 2.6 Check with the TD whether any players have already accumulated twelve (12) penalty points and advise the match Technical Officer on the next match involving their team.
- 2.7 Ensure the match Technical Officers, judges, timekeepers and ground announcers are fully equipped and ready.
- 2.8 Ensure there are gloves and the necessary equipment and disinfectant on the benches to clean any blood spilt on the playing surface.
- 2.9 Where necessary ensure there are adequate ball persons and balls for the matches and liaise with the ball person coordinator.
- 2.10 Ensure that all Hockey Queensland sponsorship requirements are adhered to.

### **3.0 Duties during Matches**

The Technical Manager and Assistant Technical Manager shall:

- 3.1 Check that all matches at tournaments commence on time and each bench is operating correctly.
- 3.2 Keep a record of the time taken to clear any seriously injured player from the field, and immediately report the amount of time taken from the match to the TD.
- 3.3 Deal with any unforeseen incident such as:
  - Crowd misconduct which interferes with a game
  - Unsafe weather conditions
  - Interference by match photographers
- 3.4 Removal of team officials from matches- Only the TM, ATM(s), ATD or TD (not the match Technical Officer) shall have the authority to remove team officials and other officials who, in the match TO's, TM's and/or ATM's opinion, are guilty of misconduct during a match. In such an event the TM or ATM shall give a report on the facts and the incident to the TD within 30 minutes of the removal having taken place. There shall be no appeal where an team official is removed for the balance of the match by the TM or ATM or ATD.
- 3.5 Mentor and coach technical personnel as required.
- 3.6 Assess eligible candidates for HQ Technical Judge Certificates as approved by HQ if necessary.
- 3.7 Grade Technical officials and allocate officials to the semi-finals, relegation matches, and finals based on their qualifications and their performance during the tournament. Note a candidate for HA HockeyEd Assessments who is undergoing practical assessment may officiate on semi-finals and/or a final at the request of the appointed HQ approved



Technical Assessor.

#### **4 Duties on completion of Matches**

- 4.1 Give feedback to match Technical Officer and judges.
- 4.2 Ensure that all match paperwork has been completed or returned to the TD.
- 4.3 Immediately advise TD of any protests, if the TM or ATM has been informed of this or is present.

#### **5 Duties during Tournament**

- 5.1 Update the technical roster each day as early as possible for the following day, and advise match appointments well in advance.
- 5.2 At the completion of the tournament recommend suitable technical officials to the TD for the award of HQ Technical Judge Certificates as appropriate.
- 5.3 At the completion of the tournament provide the TD with feedback on any matters both positive and negative associated with the tournament including but not limited to fields, technical facilities, technical equipment, uniform and sock clashes, first aid, player and team personnel behaviour, conduct of officials, parents, and spectators.
- 5.4 At the completion of the tournament submit Technical Performance Reports, via HQ RevSPORT form, on all Technical Officials who have officiated on four (4) or more matches during the Tournament. TM will send the Technical Performance Reports to individual technical officials, HQ will send copy to Technical Officials Associations and to the Chair of the HQ Technical Committee.
- 5.5 At the completion of the tournament submit a Technical Performance Report, via HQ RevSPORT form, on all appointed ATM(s). HQ will provide a copy of these reports to the TM to send to the individual ATM(s). HQ will provide a copy of the Reports to the Chair of the HQ Technical Committee.
- 5.6 Participate in the Closing Ceremony as requested by the TD.

## **Roles, Responsibilities and Guidelines – Technical Officer & Technical Judge**

### **Technical Officer Duties**

The Technical Officer appointed to a match shall perform all the duties of a judge with the following additional responsibilities.

#### **1.0 Pre-match Responsibilities:**

- 1.1 Arrive at least sixty (60) minutes prior to the first match of the day, and 30 mins prior to all subsequent matches in the day, or as otherwise advised, and check that AltiusRT Team Line up Forms have been submitted by Team Managers indicating the starting team, captain for the match, goalkeepers, and the nominated coach for the match.
- 1.2 Check Team Managers have each handed in a clearly marked match ball (except for Indoor State Championships where the balls will be supplied by HQ)
- 1.3 Check that the time clock is running for warm up and set correctly to stop two minutes before the scheduled start time of the match (or as advised by the TD).
- 1.4 Provide clear instructions to the judges for their assigned roles for the match.
- 1.5 Check all necessary technical equipment and match paperwork is on the technical bench.
- 1.6 Check teams are in the correct team benches and/or dressing rooms.
- 1.7 Ensure each team captain is wearing a distinctive armband or similar distinguishing article on upper arm or shoulder or over the upper part of a sock for identification.
- 1.8 If teams are wearing uniform colours and socks that are not per allocations in AltiusRT, report to TM.
- 1.9 Ensure all field players have their numbers printed on the back of their playing shirts and that no two players in the same team have the same number.
- 1.10 Ensure goalkeepers smocks are a different colour from their own team and the opposing team and are numbered on the back and the front. Immediately report any clash to the TM.
- 1.11 Check the colours of the umpires' shirts do not clash with the shirts of the teams and those of the ball persons (if available).
- 1.12 Ensure players adhere to Host Venue facility requirements (where provided by the Host) and are not wearing items which may be dangerous to other players, such as hard brimmed caps, jewellery, or watches. Note items that cannot be removed such as ear studs and body studs should be taped over.
- 1.13 Ensure all goalkeepers' metal buckles are covered.
- 1.14 Ensure all players wear shin guards inside their socks and socks are pulled up.
- 1.15 If players are wearing any clothing or have any equipment not in accordance with the rules report to the TM.

- 1.16 Ensure all equipment is safely inside the team benches before the commencement of the match.
- 1.17 Observe the coin toss (if conducted).
- 1.18 Check that only eligible team personnel are on the team benches (this may require checking the team entry form or similar where team personnel cannot be “ticked” in the starting line-up in AltiusRT).
- 1.19 Ensure the match commences strictly on schedule.

## 2.0 Duties during the Match

The technical control of the match within the "Rules of Hockey" is the responsibility of the umpires. However it is the match Technical Officer who is to supervise and control all other aspects of the game, such as:

- 2.1 Watch the game and the umpires carefully.
  - Be responsible for giving directions and making requests to team members and officials through the Team Managers.
  - Ensure Team Managers are stationed nearest the technical bench.
  - Remove players and team officials who are not officially eligible to be on the team bench for the current match.
  - Ensure all team personnel remain on the team bench at all times during play. Where dugouts have walls ensure that bench personnel remain behind the wall, unless otherwise advised, and do not sit on the wall.
  - Stop time clock for time outs (where applicable).
  - Record the match statistics.
  - Watch carefully for injuries and notify Team Managers to immediately remove a bleeding player from the field. The wound must be covered before the player returns to the field. If the player's clothing is contaminated with blood, they must change into a clean set with the correct number on the back. Such player must be inspected and cleared by the TO before returning to the field.
  - If there is blood on the field/court it must immediately be cleaned by the ground staff.
  - Record injuries into AltiusRT Match report or HQ Incident reports (if provided).
  - Ensure any notified Concussions are recorded on the Hockey Australia Concussion Report and provide to the TD to submit to HA and HQ.
  - Ensure substitute players warming up on the sidelines during the match wear a bib or shirt of a different colour from both teams and the umpires, and do not carry a stick during their warmup.
  - Ensure the conversation on the technical bench is related to the recording of match details and not commenting on teams or match officials.
  - Ensure that persons not required to be on the technical bench for the current match are asked to leave, unless advised otherwise by the TD/ATD/TM/ATM.

- 2.2 Ensure the FIH Rules of Hockey/FIH Rules of Indoor Hockey and the tournament Regulations are correctly applied especially:
  - Admission to the field/court
  - Duration of the game
  - Substitution of players and goal keepers
  - Suspended Players
- 2.3 Manage the following:
  - Conduct of persons on the team benches/seats
  - Conduct of suspended Players in the Penalty Chair
  - Conduct of persons on the technical bench
  - Ball Persons
  - Photographers
  - Penalty Shoot-out competition
- 2.4 Prevent any unauthorized entry onto the pitch. No person is allowed on the field/court unless signaled by an umpire. This includes first aiders, sports trainers, physiotherapists, team doctors and team managers. Coaches are not allowed on the field/court under any circumstances during regulation playing time.
- 2.5 Control player substitutions. No substitute player may enter the field/court until the player they are replacing has left the field/court, i.e. completely crossed the sideline. Ensure that players waiting to enter the field/court do not obstruct the path of the umpires.
- 2.6 Manage suspended players and time the length of the suspension.

### **3.0 On completion of the game:**

- 3.1 Ensure the Match Report is signed by Team Managers as a true and correct record of proceedings of the game. The Technical Officer is to sign the Match Report last. This is done in AltiusRT and if the match is recorded via paper version, then the paper version needs to be signed.
- 3.2 Arrange for the completed Match Reports and any “Cheat Sheets” to be returned to the Tournament Director along with the Pre Game Team Lists and any Card or Accident Reports, if paperwork is provided.
- 3.3 Immediately advise the TM, ATM, ATD and/or TD of any protests.

## **Technical Judges Duties**

### **1.0 Prior to the Match**

- 1.1 Read the HQ Operations Manual taking particular note of the rules for the current tournament and have a good knowledge of the FIH Rules of Hockey/FIH Rules of Indoor Hockey.

- 1.2 Judges must arrive at least 60 minutes prior to the commencement of the first match each day, and 30 mins for all other matches for that day, unless otherwise advised.
- 1.3 The Match TO will provide clear instructions to each judge for their assigned roles, in relation to timing and scoring of the match and recording of all match details.
- 1.4 Check time clock, timers and stopwatches before the start of matches.
- 1.5 Check that each Team Manager has a HQ approved and authorized match ball and a spare ball if required (outdoor championships only).
- 1.6 At the direction of the TO, if not completed prior to the match, and in accordance with the "Rules of Hockey": check all players' sticks to ensure no rough edges; check that sticks pass through the 51mm FIH stick ring; check that the length of as measured from the top of the handle to the bottom of the head of the stick does not exceed 105cm; check that the bow or rake of sticks does not exceed the limit using a cathedral measure; check the dimensions of the goalkeepers leg guards and hand protectors; check for any other dangerous or illegal player/goalkeeper equipment e.g. uncovered metal buckles; check the dimensions of field players gloves in accordance with the Rules of Hockey; check field players masks to be used in Penalty Corners.
- 1.7 The equipment on the Technical Bench shall include:
  - Copy (or electronic access) of the HQ Tournament Regulations relevant to that Tournament and the FIH Rules of Hockey/FIH Rules of Indoor Hockey
  - Tablets for the use of AltiusRT
  - A time clock with a siren
  - A spare hooter/siren (in case the main siren fails)
  - Three (3) stop watches
  - Three (3) timers
  - Two (2) spare whistles
  - Two (2) sets of umpire warning cards (green, yellow and red)
  - Spare captain's armbands or ribbons
  - Coin for the toss
- 1.8 Timekeeper to set the time clock prior to the match to count down and sound a siren two (2) minutes before start time, or as advised by the TD.
- 1.9 Timekeeper to set time clock to the required time for the quarter or half time breaks depending on the rules of the tournament.
- 1.10 Check the starting line-up marked on the Match Report from the AltiusRT Team Line-up Forms against the numbers of the players actually taking the field at the start of the game.
- 1.11 At start of play, check each team has the permitted number of players on the field/court and that the captain of each team is wearing distinctive identification in accordance with the rules.

## **2.0 During the Match**

- 2.1 When applicable, stop time from umpires' signals including penalty strokes, cards, and

injury time.

- 2.2 Check the number on the players' shirts on the field of play against AltiusRT and advise the Match TO if all is correct.
- 2.3 Record on Match Report in AltiusRT all goals, cards issued, quarter, half and full-time scores, and substitutions. (Only note the time when a player is first substituted onto the field of play.)
- 2.4 Monitor the team benches for numbers of persons (only those listed on the Final Team Entry List in AltiusRT are eligible). Advise the Match TO if ineligible persons are present.
- 2.5 Ensure the siren / hooter for end of warm up, quarter time, half time and full time sounds and use a back-up siren/hooter/whistle if required.
- 2.6 Assist the TO with the coordination of shoot-out competitions as directed.

### **3.0 After the match**

- 3.1 Record the time the match has finished in the event a Team lodges a Protest, to ensure this is advised for the period required in the Tournament Regulations. AltiusRT will automatically record this.
- 3.2 Tidy the technical bench ready for the next match.
- 3.3 Judges must request permission from the Match Technical Officer before leaving the bench.

## **GUIDELINES FOR HQ TECHNICAL OFFICERS SUPERVISING A SHOOTOUT COMPETITION**

**(To be read in conjunction with HQ Tournament Regulations Clause 12.3 Shootout Competition and the HQ Shootout Flowchart)**

1. If a few minutes before the end of a game it seems likely that a Shootout Competition is going to be necessary to determine a result, the Match TO should speak to both team managers and tell them that the required number of players should be chosen to take shootouts if required. The TO shall tell the managers that the shirt numbers of these players must be given to them immediately after the match ends.
2. Inform the TD or TM of the potential Shootout.
3. The match TO must check that all the players chosen to take shootouts are on the Pre-Game Team List submitted at the start of the match, and that none of the players nominated are under suspension (red card). If an ineligible player has been chosen the Team Manager must replace them with another player.
4. The TD will indicate to the Match TO which goal is to be used; the Match TO will inform the umpires and provide them with a coin for the Captains to toss to decide which team will take the first shootout. If the TD has not indicated which goal is to be used, the Match TO shall consult with the umpires to decide.
5. The Match TO shall witness the toss and note which team will be taking the first shootout.
6. The Match TO must enter the field to supervise and record the shootouts.
7. When team personnel go out onto the field, the Match TO shall approach the teams one at a time and direct each Team Manager or Coach to accompany their goal keeper and the

nominated shootout takers up near the 23 metre line (field hockey) or 3 metres from the top of the circle (indoor hockey) on either side of the goal box but not within 10 metres of the spot where the ball is placed at the start of the shoot-out (unless they are the goalkeeper of the team taking a shoot-out who must stand on the back-line outside the circle, i.e. not between the goal box and the edge of the circle).

8. The match TO shall then direct any other team personnel who may go out on the field to remain on or behind the centre line behind the five players taking the shootouts for their team.
9. Only the team players taking part in the Shootout Competition may take sticks onto the field, unless the Team has a dedicated Penalty Stroke taker not involved in the Shootout, they may take their stick with them.
10. The Match TO shall instruct the timekeeper to clear the scores at the end of the match from the scoreboard and to record the shootout goals on the scoreboard.
11. Once the Shootout Competition has commenced the on field technical officials must not allow any non-participating player or other team personnel to join the group taking part in the Shootout Competition, and vice versa, except that should a Team Manager or Coach wish to confer if the first series of five shootouts is a tie, the Manager or Coach may temporarily leave the participating group to do so before the “sudden death” series commences.
12. The Match TO shall appoint one and the same match official to time the eight (8) second period for each shootout with a stopwatch (the reserve umpire may perform this role if not participating in a three umpire adjudication of the shootouts). This official must stand with their back to the action and not observe the shootout, and signal (e.g. by blowing a loud whistle) when the eight second period has elapsed. Another official must stand beside the official timing the eight (8) or six (6) second period facing the action and in the line of sight of the umpire awarding the goals to signal readiness before each shootout. Both officials must stand well outside the circle.
13. The match TO shall stand between the 23 metre line and the halfway line (field hockey) and between the shootout taker and the halfway line (indoor hockey) where he/she can observe both the numbers of the players taking the shootouts and the umpire awarding the goals.
14. The teams then take a series of five shootouts (outdoor) and a series of three shootouts (indoor) each. The team that elected to take the first shootout sends the first player to take their shootout against the opposition goalkeeper and the Match TO should record the player number of each player as the shootout progresses. The match TO records the result, marking an “X” against the player number for a goal, and an “O” for a miss. The opposing team then sends their first shootout taker to take a shootout against their opposition keeper. The teams continue to take alternate shootouts against one and the same defending goalkeeper (unless the keeper becomes incapacitated and is replaced) until either one team wins by scoring more goals from the series of shootouts than the other team or until both teams have taken five shootouts each and scored the same number of goals. In the latter case a “sudden death” procedure will operate. Where AltiusRT is being used, the judge remaining on the bench should, where possible, enter the details of the players participating as each shootout is taken.
15. It is possible to have a result before all shootouts are taken. For example if the first team has scored 3 conversions from four shootouts, and the second team has scored one conversion from four shootouts, it is not necessary for them both to take the last shootout of the series, as Team 1 cannot be caught even if they do not score from the last shootout. However if the first team has scored 3 conversions from three shootouts, and the second team has scored one conversion from three shootouts, the competition is not yet decided. Team 1 could miss the next two shootouts and Team 2 could convert their two resulting in a tie. Unless the match Technical Officer is very experienced at shootout competitions, it is better to complete the first series rather than declare a result and be mistaken.

16. For the “sudden death” procedure, only the players that took part in the first series of five (outdoor) and three (indoor) shootouts may take part.
17. Teams do NOT toss to determine which team shall take the first shootout for “sudden death”. If Team 1 went first for the first series of five shootouts, Team 2 goes first for second series of five for the “sudden death” competition.
18. The same players that participated in the original may take their shootouts in a different sequence to the first set provided that all five (outdoor) and three (indoor) nominated players shall take a shootout before any of them are eligible to take a further shootout.
19. If an equal number of goals are scored after a second series of shootouts, additional series of shoot-outs are taken with the same players:
  - (a) the sequence in which the attackers take the shootouts need not be the same in any subsequent series;
  - (b) the team which starts each shootout series alternates for each series.
20. The “sudden death” competition shall cease after a team has scored or been awarded one more goal than the opposing team after an equal number of shootouts have been taken by each team (not necessarily being all shootouts in a series). That team shall be the winner.
21. Once a winner has been established, the match TO shall ensure the result of the shootout competition is recorded correctly in AltiusRT or if paper version used on the Shootout Competition Form. The Shootout Competition Form must then be signed by the Team Managers and TO.

If during a Shootout Competition a player (either a shootout taker or a defending goalkeeper) is suspended by a yellow or red card, then that player shall take no further part in that Shootout Competition and, unless a defending goalkeeper, cannot be replaced. If a shootout taker is suspended, any shootout the player should have been entitled to take will be counted as no goal. If a defending goalkeeper, the replacement may only be from one of the nominated shootout takers. The shootout taker replacing the defending goalkeeper may continue to take shootouts and shall be allowed time to both put on and take off protective equipment.

## **Roles, Responsibilities and Guidelines – Technical Assessor**

### **Technical Assessor**

The Technical Assessor, where HQ has appointed to Tournaments, shall:

- Liaise with the TD, TM, HQ Competitions Coordinator and HQ Education Manager in relation to information and assessment needs for Technical Officials.
- Be available for and attend all days of the Tournament, unless advised by HQ.
- Provide feedback to the TM for Technical Allocations for the purpose of Technical assessments on potential candidates.
- Provide mentoring and coaching on games in the early stages of the Tournament to potential Technical candidates going for Technical Assessments.
- Conduct Assessments of all advised Technical Officials over the duration of the Tournament.
- Provide feedback to Technical Officials on the outcome of successful or unsuccessful assessments.
- Complete and submit the relevant Technical Accreditation assessment forms to HQ as supplied by HQ or via the HockeyED LMS Assessor access.



## **Roles, Responsibilities and Guidelines – Umpire Manager & Umpire Coach**

### **Umpire Manager duties**

The Umpire Manager shall:

- Utilise the Umpire Manager Tournament Checklist to assist with preparation and completion of duties prior to, throughout and at the end of a Tournament.
- Conduct Umpire Briefing of umpires, in consultation with the Tournament Director and HQ Competitions Coordinator.
- Attend the Managers' Meeting.
- Be available for and attend all days of the Tournament, unless advised by HQ.
- Liaise with the Umpire Coaches, Umpires of the Tournament on all relevant information and allocations, copying in the Tournament Director and HQ Competitions Coordinator.
- Be responsible for, or delegate to your UC, the allocation of umpires to matches.
- Advise the Tournament Director and HQ Competitions Coordinator on matters pertaining to umpiring.
- Attend to any other matters as required by the Tournament Director or HQ.
- Compile and submit an Umpire Manager Report to HQ via the RevSPORT Form, within fourteen (14) days of the conclusion of the Tournament.
- Complete and submit an Umpire Rating Report to the HQ Competitions Coordinator.
- Discuss HockeyEd Accreditation requirements at the Umpires' Briefing to ensure that all umpires have registered for the applicable HockeyEd level and completed any online assessment requirements. Umpire Managers may need to provide assistance to Umpires to complete the online registration process or inform HQ to assist Umpires.
- Assessment of Umpire Accreditations as directed by HQ.
- Provide Umpire Performance Feedback to umpires during the Tournament.
- Take photos of Umpire Panel (where appropriate) for general promotion of the Tournament and Umpires, Finals allocations and Award Winners for use of HQ website and/or social media pages.
- Submit Umpire Coach Performance Reports to HQ via the RevSPORT form within three (3) weeks of the completion of the Tournament. HQ will provide to the UAP Chair for review.
- Submit, or delegate to Umpire Coaches, Umpire Performance Reports for all Umpires at the Tournament to HQ via the RevSPORT form within three (3) weeks of the completion of the Tournament. HQ will provide to the UAP Chair for review.

### **Umpire Coach duties**

The Umpire Coach shall:

- Be available for and attend all days of the Tournament, unless advised by HQ.
- Assist the Umpire Manager with Umpire Allocations as requested.
- Assist the Umpire Manager with Umpire Feedback during the Tournament.
- Assist the Umpire Manager with the preparation and delivery of the Umpire Briefing.
- Assist the Umpire Manager with submitting Umpire Performance Reports of Umpires by the deadline as directed.
- Assist the Umpire Manager with the Final Umpire Rating Report as requested.

- Assist with the Assessment of Umpire Accreditations as directed by the UM and HQ.

### **Umpire Manager And Umpire Coach Responsibilities**

#### **Pre-tournament**

- Print off and become familiar with the ***HQ Umpire Manager Tournament Checklist***
- Liaison and coordination with Umpire Coaches to co-ordinates roles and responsibilities for the tournament and create rapport with the team.
- Liaise with TD regarding time and date for the online Umpires' Briefing.
- Communicate with umpire panel directly (via email – addresses provided by HQ), copying in HQ Competitions Coordinator, in relation to:
  - Umpires' Briefing time/date and link for online meeting;
  - uniform requirements (black skirts/long black socks for females and long black pants for men. Shirts are to be the standard HQ umpire shirt or same colour);
  - seek confirmation of umpires' availability for the duration of the tournament; and
  - seek confirmation of umpires' HockeyEd accreditation (if any)
- Compare information provided by HQ in relation to accreditation with that provided by the individual umpires. This is **important** to ensure that the accreditation assessment at the tournament is for a higher level than that already held.
- At least 24 hours before the Tournament, complete allocations for Day 1 and send to the Umpire Panel, copy in the Tournament Director and Umpire Coaches, HQ Competitions Coordinator.
- Enter Umpire allocations into AltiusRT and publish if all confirmed.
- Prepare Umpire Briefing (PowerPoint) with information relevant to the tournament level, if HQ has not provided the Umpire's Briefing for HQ State Championships for the year.
- On arrival allocate the following tasks to the Umpire Coach team:
  - preparation of all assessment and coaching paperwork including HockeyEd and HQ Umpire Accreditation forms
  - Record matches umpired by "Replacement Umpires" (see HQ Tournament Regulations)
- Liaise with the TD to confirm match protocols in relation to warm-up time, captains' toss, quarter and half time and other relevant matters including any Umpire Awards that are relevant to the Tournament.
- Liaise with Host/TD/HQ in regard to Umpire Coach room for feedback and facilities provided for Umpires.
- Attend the Managers' Meeting. Introduce the Umpire Coach team and be available to respond to any rule interpretation queries.
- Facilitate the Umpires' Briefing. Introduce Umpire Coach team, Tournament Director and Technical Manager and set standards for the tournament including access to allocations; relevant information regarding HockeyEd and assessment processes. Discuss injury and fitness management for the tournament.

#### **During the tournament**

- Primary responsibility is the coaching of umpires during championships and leading the Umpire Coach team. Feedback should be provided to each umpire on a minimum of three (3) matches.

For those umpires seeking an upgrade in their accreditation, assessment should be completed on a minimum of two (2) matches. Refer <http://hockeyqld.com.au/Education/Umpiring> for further details.

- HQ Umpire Radios – where provided for the Tournament ensure that an Umpire Coach or Senior Umpire is given the responsibility for radios being charged, kept in a safe location and hygiene of earpieces is maintained. Any operational issues must be reported to HQ following the tournament.
- Allocate umpires for each day of the tournament within a suitable timeframe to ensure that allocations can be communicated to Umpires, UC(s), TD and HQ Competitions Coordinator.
- Maintain and monitor a record of allocations to ensure that umpire appointments are varied in regard to competing teams and colleagues.
- Communicate with team coaches when required and/ or requested.
- Where applicable, identify and select Umpire Award winners.
- Complete HockeyEd or HQ Umpire Accreditation forms for each umpire via the PDF electronic Forms or HockeyED Etrainu Portal Assessor Access provided by HQ. Ensure that appropriate written feedback is provided, as a minimum, on sections where an umpire is not competent.
- Following the completion of the Assessment, a copy if paper version must be provided to each umpire in a final briefing discussion. The Assessment form must be provided to HQ.
- Participate in the Closing Ceremony as requested by the TD and HQ.

### Post tournament

- The following reporting is required within three (3) weeks of the completion of the tournament:
  - **Umpire Rating Report** to be completed and forwarded to HQ Competitions Coordinator. HQ will provide a copy to the Chair of HQ Umpire Appointments Panel. When completing the Ranking Form ensure appropriate comments are included in relation to recommendation/s for potential national panels.
  - **Umpire Manager Report** to be submitted to HQ via the HQ RevSPORT Form. HQ will provide a copy of Report to the Umpire Manager and the Chair of HQ Umpire Appointments Panel.
  - **Umpire Coach Performance Report** to be submitted to HQ via the HQ RevSPORT Form. HQ will provide a copy of the Umpire Coach Performance Report to the Umpire Manager, to send onto the Umpire Coach, and a copy to the Chair of the HQ Umpire Appointments Panel.
  - **Umpire Performance Report**, on all Umpire Panel members, to be submitted to HQ via the HQ RevSPORT Form. Umpire Managers will send to individual Umpires, HQ will send to Umpire Associations and Chair of the HQ Umpire Appointments Panel.

## **Roles, Responsibilities and Guidelines – Tournament Convenor (Host Association/Venue Facility)**

### **Tournament Convenor Duties**

The position is appointed by the Host Association or Venue Facility and is one of a local nature and is not in effect an official role of HQ.

The Tournament Convenor should chair an organising committee responsible for such things as:

- Attend and contribute to HQ and Host Association pre-tournament and post-tournament meetings.
- Grounds and ground markings.
- Erection of any sponsor signage.
- All catering purposes for all attendees of the Tournament.
- Hospitality for Tournament Officials, VIPs and HQ as advised by HQ.
- First-aid requirements including ice.
- Dressing room requirements.
- Host Umpires and Technical Officials.
- Technical Bench and Team bench requirements.
- Photography information.
- Tournament Office space for Tournament Officials.
- Livestreaming location.
- Any other local requirements of a Host Association that does not impinge on the roles or responsibilities of any tournament official.
- Other responsibilities as outlined in Host Responsibilities and Venue Requirements document.
- Any other Host requirements as mutually agreed on by Host, HQ and Sponsorship requirements that may vary for each Tournament.
- Attend Managers Briefing to address any Host Venue questions from Team Managers.
- Inform the TD and HQ of any changes to/with catering services during the Tournament.