



## **UMPIRE MANAGER TOURNAMENT CHECKLIST**

(to be read in conjunction with the Roles of Officiating Personnel document – Umpire Manager/Coach Responsibilities)

### **Pre-Championship**

Contact Umpire Coaches	<input type="checkbox"/>
Confirm Umpire Briefing Time and Date with Td & HQ and confirm with TD/HQ/Host where Umpire Coach room is located and facilities for Umpires	<input type="checkbox"/>
Emails sent to all Umpires confirming Umpire Briefing time/date; uniform requirements, tournament availability and individual umpire accreditation. (copy in TD & HQ)	<input type="checkbox"/>
Compare accreditation information received from HQ with that provided by umpires	<input type="checkbox"/>
Complete Day 1 allocations and send to TD & HQ; and enter into AltiusRT	<input type="checkbox"/>
Prepare Umpire Briefing in readiness for Umpires' Briefing	<input type="checkbox"/>
Allocate tasks to Umpire Coach Team	<input type="checkbox"/>
Confirm match protocols with Tournament Director	<input type="checkbox"/>
Make arrangements to attend Managers' Meeting (include UC's)	<input type="checkbox"/>
Facilitate Umpires' Briefing	<input type="checkbox"/>

### **During Championship**

Allocate Umpires throughout the Tournament and communicate allocations to Umpires, TD and HQ; enter into AltiusRT and publish live	<input type="checkbox"/>
Maintain records of allocations to ensure variation	<input type="checkbox"/>
Maintain records to ensure appropriate number of feedback sessions per umpire	<input type="checkbox"/>
Where applicable, identify and select Umpire Award winners	<input type="checkbox"/>
Complete HockeyEd/Hockey Qld accreditation for each umpire either on provided form or online via HockeyED Assessor Portal	<input type="checkbox"/>
Provide any completed Assessment Forms to HQ	<input type="checkbox"/>

### **Post Championship**

Complete and return Umpire Ranking document	<input type="checkbox"/>
Complete Umpire Manager Report	<input type="checkbox"/>
Complete Umpire Coach(s) Report	<input type="checkbox"/>
Complete Umpire Performance Reports	<input type="checkbox"/>