

## ATTACHMENT A – OFFICIATING RESPONSIBILITIES

### UMPIRES RESPONSIBILITIES

- The umpires must control the game in accordance with the rules set out in the [FIH Rules of Hockey](#).
- The primary concern of umpires is the safety of players. They must ensure the game is played in a safe manner and take action to suspend individual players or team officials, or completely suspend the game should circumstances arise which may threaten the safety of any players or spectators.
- It is the responsibility of the umpires to keep time if there are no match managers present.
- The umpire must signal clearly to the match manager/s when a time out is blown.
- The umpire must signal clearly to the technical officials (TO, judge/match manager) when a card has been given. In the case of a yellow card the amount of time of the suspension must also be clearly signalled.
- Umpires must ensure that all players, team officials and spectators (where possible) adhere to the HA Code of Conduct

#### **At the conclusion of a game:**

- The umpires must ensure that the team sheet has been completed correctly with the score, goal-scorers and any cards recorded clearly.
- They will record the best players for each team.
- When satisfied that the team sheet is accurate, umpires will print their name and sign the team sheet.
- The umpires will ensure that any suspensions are noted clearly on the team sheet. A Report must occur in the case of any red card awarded but may also occur if the umpire considers any other action or breach should be reviewed. The Umpire must lodge the report with the Technical Manager no later than 48 hours of the completion of the game.
- The umpire will ensure that if a team intends to lodge a protest at the conclusion of a game, that this is recorded on the team sheet and the team manager (or captain) be advised that the protest must be lodged in writing no later than 30 minutes after the conclusion of the game.

## TECHNICAL OFFICER ROLE and RESPONSIBILITIES

PRE-MATCH	
Document	<ul style="list-style-type: none"> <li>Check Team sheets are filled in before the commencement of each game.</li> <li>Ensure the captain and bench personnel have been recorded</li> </ul>
Time	<ul style="list-style-type: none"> <li>Ensure that Premier League games commence at the expiration of the 10-minute warm up period. Sound a whistle with 3 minutes remaining, at which time the team captains will be called in by the umpires to do the 'toss' if this has not already been done.</li> <li><b>Teams must be on the field and ready to play when warm-up time expires.</b></li> <li>Premier League games will start at the direction of the Technical Officer in consultation with the umpires.</li> <li>Give teams a 30 second warning at <math>\frac{1}{4}</math>, <math>\frac{1}{2}</math> and <math>\frac{3}{4}</math> time breaks.</li> <li>Teams are to be on the field and ready to play when time expires. The game clock will be started regardless.</li> <li>Manage the 40sec clock when required for penalty corners.</li> </ul>
DURING THE MATCH	
Interchange	<ul style="list-style-type: none"> <li>All interchanges (whether entering play or leaving play) must be done within 3 meters of the centre line (roughly adjacent to the Tech Bench) and on the first entry to play the Team Manager or Player should report to the bench.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Work with the Umpires – important to be on the same page</li> <li>Be observant of players or coaches approaching umpires as they leave the field. Should you feel there is an issue you should be able to quickly approach and de-escalate</li> </ul>
Bench	<ul style="list-style-type: none"> <li>Ensure the team only consists of 11 players, up to 5 interchange players + a fully kitted goalkeeper (this can include injured players as long as no more than 5 field players are on the bench) and 4 other team officials. With prior written approval from the TM, a team may have one additional person from their development program sit on the team bench.</li> <li>The Coach and Team Manager are only permitted to move about within one meter of their bench (except when the Team Manager is facilitating an interchange or PC instruction).</li> <li>Closely monitor the behaviour of Team Managers, Coaches and Players on the team benches, bringing to the notice of the Team Manager any undesirable or improper practice or behaviour.</li> </ul>
Penalties	<ul style="list-style-type: none"> <li>Administer any player suspensions (time)</li> <li>Players who are temporarily suspended (green/yellow card) are required to sit outside the technical bench and the only person to approach that player is the Team Manager to take tracksuit/drink, if required.</li> </ul>
Injuries	<ul style="list-style-type: none"> <li>Watch for players who may be bleeding and notify the umpire on the bench side of ground. Ensure that any contaminated area on the field is washed down with the solution provided in the stainless-steel bucket in the tech bench area.</li> <li>The medical person (or Team Manager) may only go onto the field of play when called by the umpire and that player (goalkeepers excepted*) must leave the field for a minimum of two minutes of playing time irrespective of whether they are injured or not. *Goalkeepers are not required to leave the field unless an injury requires treatment off field.</li> </ul>
POST MATCH	
Document	<ul style="list-style-type: none"> <li>Ensure team sheet is checked and signed by Team Managers (or Captains if no manager is present), umpires and Judges / Match Managers at the conclusion of the game. TO is to sign once all other personnel have signed. Ensure the Match Report is completed, with B&amp;F votes, PTW scores and details of any cards.</li> </ul>
Issues	<ul style="list-style-type: none"> <li>Report on the Match Report provided, any misconduct or breaches of the Code of Conduct which you witness. This may include (but is not limited to) failure to observe your instructions; dissent; abuse (verbal or physical) towards any official or player; or any other behaviour which you consider warrants investigation by the TM.</li> </ul>

## JUDGE & MATCH MANAGER ROLE and RESPONSIBILITIES

PRE-MATCH	
Roles	For Premier League & 1 <sup>st</sup> Grade matches, decide the <b>key responsibilities</b> (a) who will manage the clock and (b) who will manage the team book entries.
Time	Except for Premier League games, all games are to start at the advertised starting time. The clock should be started irrespective of whether teams are ready or not.
Document	Team sheets are to be filled in before the commencement of each game.
DURING THE MATCH	
Time Judge	<ul style="list-style-type: none"> <li>Responsible for time (the official scoreboard and clock plus a manual “count-down” clock).</li> <li>Make sure there is a back-up clock (ie a “count-down” clock).</li> <li>Your role might not be exacting at times, but it is critical that clock stopping and starting is accurate and prompt.</li> </ul>
Book Judge	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>the team book entries (including a “count –up” manual clock)</li> <li>recording goals, cards and interchanges as they occur</li> <li>administration of any player suspensions and record on Play the Whistle sheet</li> <li>any other matters which may require leaving the bench to give advice to umpires or team managers.</li> </ul> <p><b>Premier League:</b> Assist the TO to manage the 40sec clock when required for penalty corners.</p>
Time	<p><b>Premier League:</b> Premier League games will start at the direction of the Technical Officer in consultation with the umpires.</p> <p><b>All other grades:</b> All games are to start at the advertised starting time. The clock should be started irrespective of whether teams are ready or not. All game are to finish no later than 10 minutes (for senior games) or 5 minutes (for junior games) before the next advertised starting time even if this necessitates shortening the match. Please keep team bench and umpires informed if this becomes necessary.</p>
MM: Bench and interchange	<ul style="list-style-type: none"> <li>Ensure the team only consists of 11 players, up to five interchange players (this can include injured players as long as no more than 5 field players are on the bench) + one kitted goalkeeper and four team officials.</li> <li>All interchanges (whether entering play or leaving play) must be done within three metres of the centre line (roughly adjacent to the Tech Bench) and on the first entry to play the team manager or player should report to the bench.</li> <li>The coach and manager are only permitted to move about within one metre of their bench (except when the manager is facilitating an interchange).</li> </ul>
MM: Penalties	<ul style="list-style-type: none"> <li>Players who are temporarily suspended (green/yellow card) are required to sit outside the technical bench and the only person to approach that player is the team manager to take tracksuit/drink, if required.</li> <li>The judge / match manager (not keeping time) will advise the players when they can return to play, except on PL games where the TO will manage suspensions.</li> </ul>

Injuries	<ul style="list-style-type: none"> <li>Judges / match managers should watch for players who may be bleeding and notify the TO or umpire on the bench side of ground. Judges / match managers are to ensure that any contaminated area on the field is washed down with the solution provided in the stainless-steel bucket in the tech bench area.</li> <li>The medical person (or manager) may only go onto the field of play, when called by the umpire and that player (goalkeepers excepted*) must leave the field for a minimum of two minutes of playing time irrespective of whether they are injured or not. *Goalkeepers are not required to leave the field unless an injury requires treatment off field.</li> </ul>
<b>POST MATCH</b>	
MM (recording)	Ensure that any breaches of officiating are recorded clearly on the team sheet and report any misconduct or breaches of the Code of Conduct to which they are a witness on the Match Report provided on the Tech Bench. This may include (but is not limited to) failure to observe your instructions; dissent; abuse (verbal or physical) towards any official or player; or any other behaviour which you consider warrants investigation by the Technical Support Group. A written report should be submitted to the Technical Manager within 48 hours.
Document	Team sheet should be checked and signed by Team Managers (or Captains if no manager is present), umpires and judges/match managers.

<b>THE TECH BENCH</b>	
Roles	<ul style="list-style-type: none"> <li>Check that everyone on the team is comfortable in their role – TO, judge, match manager, umpire</li> </ul>
Professionalism	<ul style="list-style-type: none"> <li>Our competition isn't a tournament like a National Championship; however, we should endeavour to run our competition in a similar, professional way.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>The TO is the leader of off-field communication BUT we still ensure we are communicating as a team.</li> <li>Our priority is to try to avoid issues and de-escalate any issues that may arise. Of course, the best way to do this is to remain calm and try to diffuse the issue in the first instance.</li> <li>Often a quiet word of warning to the player (as an umpire) or to a Team Manager (if you are a bench official) can prevent things escalating.</li> <li>Bench Officials should PRIMARILY talk to the Team Manager – not directly to players or coaches – who may be "heated".</li> <li>Support and assist the TO – if you think the TO has not seen something, quietly draw their attention to it (they might already be aware of it and dealing with it in their own way).</li> <li>Remember that many umpires don't mind being approached about clarification, but it is your judgment whether it looks to be aggressive or not —always be prepared to de-escalate or ask the umpire if any interaction was unacceptable. Umpires should not have to deal with irate Coaches or players. It IS acceptable for a Captain or Manager to respectfully query an Umpire during a break in play, however issues about umpiring matters should ALWAYS be addressed to the Umpire Manager.</li> <li>Keep calm and, if in doubt, ask.</li> <li>Trust your colleagues.</li> </ul>
Timing issues	<ul style="list-style-type: none"> <li>If something goes wrong with the timing, keep calm, and let the TO know (they will let the teams know) – using the back-up timer it should be able to be recovered.</li> </ul>
Recording	<ul style="list-style-type: none"> <li>Remember to have a pen and notepad.</li> <li>Keep hand-written records, no matter how small – don't rely on your memory.</li> <li>Card (yellow and red) reasons to be noted, and any comments by you regarding Play the Whistle score or any other issue, positive or negative, should be noted if you feel there are things worth mentioning.</li> </ul>

Concentration	<ul style="list-style-type: none"> <li>▪ Don't get distracted.... after a goal is scored, watch the post-goal player engagement – the book and scoreboard can wait.</li> <li>▪ Be visible and be mobile and don't be distracted by paperwork, or by speaking to your Judges when the game is 'on'.</li> <li>▪ If the TO is engaged with the team bench, ensure someone is always watching the game.</li> <li>▪ Politely communicate, even if you know someone else on the team saw it too.</li> </ul>
Rapport	<ul style="list-style-type: none"> <li>▪ Communication with the teams (especially bench) is imperative - this starts the moment the teams arrive.</li> <li>▪ Greet the teams and introduce yourself.</li> <li>▪ Ensure you know the names of the managers and coaches.</li> <li>▪ A friendly chat can be a very important precursor if something untoward happens during the game.</li> </ul>
Game management	<ul style="list-style-type: none"> <li>▪ Do not over-officiate – try to step in only when required and identify when something 'matters' and when not-so-much.</li> <li>▪ Be proactive by anticipating what's to come.</li> <li>▪ Approach all your issues calmly and with respect – be relaxed and confident as this will filter through to the teams.</li> <li>▪ Be alert, observant, and proactive in dealing with situations as much as possible.</li> <li>▪ Remember what's most important and hardest/impossible to fix/undo: <ul style="list-style-type: none"> <li>▪ the clock</li> <li>▪ too many players on the pitch</li> <li>▪ suspension timings</li> <li>▪ escalating bad behaviour</li> </ul> </li> </ul>
Rule and regulations	<p>Remember that the focus of all rules and regulations is aimed at four areas: -</p> <ul style="list-style-type: none"> <li>▪ <b>Safety:</b> of players, officials, and spectators (includes physical and mental)</li> <li>▪ <b>Fairness:</b> to ensure the game is played without any undue advantage to one side or the other</li> <li>▪ <b>Consistency:</b> to ensure that all participants feel that everyone is being treated the same</li> <li>▪ <b>Professionalism:</b> to ensure the game is developed and displayed in a professional manner to all stakeholders</li> </ul>
Penalties	<ul style="list-style-type: none"> <li>▪ Penalties are there as a last resort to prevent players or teams acting inappropriately or getting some advantage.</li> <li>▪ Our desire is to not have to ever impose penalties – but of course when we are dealing with people– there are times that this is necessary.</li> <li>▪ It is not our role and shouldn't be our intent to wield a big stick or impose penalties unless it is compromising Safety, Fairness, Consistency and Professionalism.</li> </ul>