

## FIH OFFICIALS - ROLES AND RESPONSIBILITIES

### PREAMBLE

- ❖ The following document is intended as standardised guidelines for the roles and responsibilities fulfilled by the various FIH Officials at FIH events.
- ❖ All officials are encouraged to make use of this document in order to ensure a consistent approach to officiating at all levels.
- ❖ Please also note that this document may be regularly reviewed to ensure that the latest practices are in place.

### GENERAL

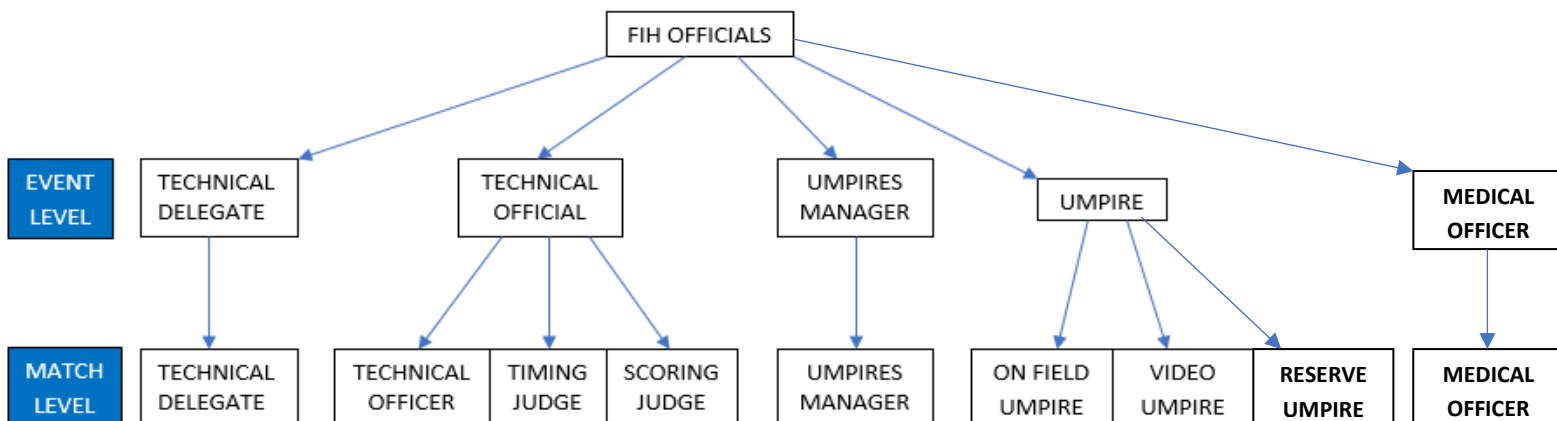
All FIH Officials are appointed by the FIH Officials Committee and they will play an integral role at an event.

- Technical Official: refers to a group of people appointed to an FIH event.
- Technical Officer: refers to the person in charge of a match as it is documented in TMS and referenced in the tournament regulations.

All appointed Officials at an event should endeavour to:

- have proficient knowledge and consistent application of the relevant rules and regulations;
- have the skills required to perform their roles effectively, and ensure adequate preparation;
- maintain a professional attitude and have a calm conduct under pressure;
- demonstrate a mutually respectful attitude towards all those involved;
- build good working relationships with all stakeholders;
- keep confidential any information entrusted to them as a result of their role;
- enjoy all aspects of an event.

### OVERVIEW



## 1. OFFICIALS AND THEIR ROLES AND RESPONSIBILITIES AT AN EVENT

### 1.1. TECHNICAL DELEGATE (TD)

#### General Roles and Responsibilities

- Ensures that event is conducted in accordance with relevant Rules of Hockey and FIH Tournament Regulations.
- Ensures that all participants and officials adhere to the relevant Rules of Hockey and FIH Tournament Regulations.
- Ensures pitch and facilities comply with relevant Rules of Hockey and FIH Tournament Regulations.
- Works in cooperation with FIH Sport Manager and other representatives of the Governing Body, if applicable.
- Arranges and oversees all pre-event meetings.
- Allocates uniform colours for matches.
- Assists and supervises all appointed Officials.
- Approves and supervises all Umpires and Technical Officials appointments to all matches.
- Provides feedback to all appointed officials throughout the event.
- Closely observes all aspects of play to adequately adjudicate when required.
- Provides advice and responses to team managers and event officials.
- Conducts any necessary disciplinary hearings in accordance with FIH procedures and policies.
- Completes performance feedback reports on all appointed Officials.
- Debriefs with the Officials and local organisers before leaving the venue.
- Submits all tournament reports to FIH respecting deadlines.

#### Person Specification and Skills

- Excellent knowledge of the latest Rules of Hockey and relevant FIH Tournament Regulations.
- Have excellent diplomatic skills.
- Have excellent leadership skills.
- Good analytical skills.
- Proficient in dealing with Tournament Management System (TMS).
- IT literate.
- Extensive experience as a Technical Official at international events.
- Able to mentor and develop Technical Officials.
- Capable of delegating tasks effectively to appointed Technical Officials.
- High level written and verbal skills in English.

### 1.2. TECHNICAL OFFICIAL (TO)

#### General Roles and Responsibilities

- Reports to Technical Delegate.
- Assists with the pre-event check (field and GK equipment, uniforms, passports and required forms.)
- If requested, assists the TD with:
  - the allocation of team colours for matches
  - the appointments of Technical Officials for matches

- If requested, assists the TD with any disciplinary hearings.
- Will be appointed to matches in the various roles (Technical Officer, Timing Judge, Scoring Judge) as further described below.

### **Person Specification and Skills**

- Thorough knowledge of the Rules of Hockey and the relevant FIH Tournament Regulations.
- Proficient in dealing with the Tournament Management System (TMS).
- IT literate.
- High level written and verbal skills in English.
- Excellent diplomatic skills.

### **1.3. UMPIRES MANAGER (UM)**

#### **General Roles and Responsibilities**

- The most important role of a UM is to help each umpire to improve their standard of performance game by game, and to provide them with the necessary information and assistance to enable them to become better umpires.
- Through regular pre-tournament dialogue, ensures umpires are well prepared both mentally and physically and have had suitable match practice.
- Ensures all umpires have suitable transport to and from event, coordinates rooming arrangements and ensures availability of tournament specific umpiring shirts if required.
- Ensures that all umpires are aware of and adhere to, the relevant Rules of Hockey and FIH Tournament Regulations.
- Works in cooperation with FIH Sport Manager and other representatives of the Governing Body, if applicable.
- Arranges and conducts pre-event meetings – Umpire Briefing, Video Umpire Briefing, Coach's Briefing to ensure consistency of interpretation and rule application and a professional approach to all aspects of the game/tournament.
- Allocates all umpire/video umpire appointments.
- Works closely with the TD on all aspects of the tournament, umpiring performances and appointments.
- Provides feedback/coaching to all umpires throughout the event to assist in their development and improvement in performance.
- Provides responses to team managers/coaches and event officials.
- Assesses the overall performance of each umpire, prepares an Umpire Performance Feedback Form in conjunction with the TD and ensures that each umpire has access to their personal copy and overall mark at the end of the tournament.
- Debriefs with the umpires before leaving the venue. Debrief to be conducted with TD present.
- Submits all tournament reports (Umpire/Video Umpire, Umpire Manager) to FIH respecting deadlines.
- Confirms departure arrangements with OC.

### **Person Specification and Skills**

- Excellent knowledge of the latest Rules of Hockey and relevant FIH Tournament Regulations.
- Have excellent leadership skills.
- High level communication skills (verbal, written).
- High order analytical skills.

- Proficient in dealing with Tournament Management System (TMS).
- IT literate.
- Extensive experience at international events.
- Able to mentor and develop umpires.
- High level written and verbal skills in English.

#### **1.4. UMPIRE (U)**

##### **General Roles and Responsibilities**

- Responds promptly to any communication he/she receives, either concerning an appointment to an event or from the appointed TD, UM or Organising Committee.
- Ensures that travel arrangements enable him/her to arrive at an event on time to attend the pre-event briefings.
- Ensures continuous pre-event dialogue with UM.
- Attends pre-event briefings - umpire's briefing and video umpire briefing: discusses how a team of four umpires can work together, goes through scenarios and how to deal with them, reviews processes and protocols.
- Prepares properly for each event, ensuring that he/she is both mentally and physically fit to carry out umpiring duties.
- Needs to be aware of the requirement to prepare differently for unfamiliar climates.
- Makes sure to have the required equipment available and in working order.
- Debriefs on overall performance with UM and TD before leaving the event – ensures that he/she has access to a personal copy of the Umpires Performance Feedback Form and overall mark on TMS.
- Be a role model as an FIH representative.
- Treat the teams with respect.

##### **Person Specification and Skills**

- Excellent knowledge of the latest FIH Rules of Hockey and relevant FIH Tournament Regulations.
- Keep up to date with the way the game is constantly developing.
- Teamwork on and off the pitch cannot be over emphasised.
- A good understanding of English, both verbal and written – all of the briefings and discussions are done in English. A lack of proper understanding may hinder an umpire's development.
- Be event fit, both mentally and physically.
- Be supportive of other participants and colleagues.
- Be trustworthy – act with integrity and be impartial.
- Have good people skills.
- Able to use Coach Logic or similar programme.

#### **1.5. MEDICAL OFFICER (MO)**

##### **General Roles and Responsibilities**

- Works in close cooperation with the Local Medical Officer (LMO), Technical Delegate, Technical Officials and the FIH Sport Manager

- Responsible for presenting the Tournament Medical Briefing, introducing the LMO and indicating where the medical facilities on site and locally can be found and the contact details of the LMO.
- Responsible for ensuring (through the LMO as appropriate) that all necessary medical related facilities are provided, and procedures established.
- Serves as the conduit for the medical care of all those who may be involved with the tournament but is not expected to render care except in a medical emergency. The MO and the LMO might act as a doctor on the pitch if requested
- Direct responsibility on the medical care of appointed FIH officials and should only practice medicine at the event location or the hotel.
- Ensures that the Doping Control facilities are set-up and suitable, in conjunction with the Sport Operations Manager and participates in the draw to select the tested players.
- Responsible for ensuring distribution and collection of injury forms from medical personnel.
- Supplies a full medical report to FIH including a summary of the injury information at the end of the tournament to the FIH.

### **Person Specification and Skills**

- Fully trained and licensed doctor. LMO might also be a doctor in training.
- Desirable to be specialized in Sports Medicine, Orthopaedics or Surgery, but not required.
- Familiar with the following documents: FIH Medical Officer Manual, FIH Anti-Doping Rules, the World Anti-Doping Code, WADA International Standards and TUE Processes.
- Able to act proactively.
- Fluent in English.

## **2. OFFICIALS AND THEIR ROLES AND RESPONSIBILITIES WITHIN A MATCH**

### **GENERAL**

It is imperative that all officials appointed for a game work together as one team to ensure the game runs smoothly.

#### **2.1. TECHNICAL OFFICIAL**

The Technical Official will be appointed to matches in the various roles (Technical Officer, Timing Judge, Scoring Judge) as further described below.

##### **2.1.1. TECHNICAL OFFICER**

#### **General Roles and Responsibilities at a match**

- Manages pitch watering and safety in cooperation with FIH Sport Manager, if applicable.
- Ensures ball persons, teams and umpires enter the field of play in an orderly manner at the designated area in cooperation with FIH Sport Manager, if applicable.
- Oversees the operations of the technical table (including equipment) with Timing Judge and Scoring Judge.
- Manages team benches, including preventing vocal communication directed to the judges at the table, umpires and players of the opposing team.

- Controls player and GK substitutions and prevents any unauthorised entry onto the field of play.
- Monitors the timing of suspensions and any injuries requiring assistance on the field of play.
- Manages shoot-outs.
- Supervises the signing of the official match report by all relevant people right after the end of the match.
- Prepares any necessary reports for the TD, including any protest a team may wish to lodge.

### **2.1.2. SCORING JUDGE**

#### **General Roles and Responsibilities at a match**

- Reports to the Technical Officer on duty.
- Logs in to TMS with the Scoring Judge's own account.
- Records match information using appropriate forms or on TMS.
- Checks the number on the shirts of the players starting the match against those marked off on the match report.
- Registers on the match report:
  - time-on of player's first substitution
  - all goals, number of player, time of play and type of goal
  - time, colour of card, reason for cards and number of carded players
- Assists the TO with the preparation of all documentation for the signing after a match.

#### **Person Specification and Skills**

- Thorough knowledge of the Rules of Hockey and relevant FIH Tournament Regulations.
- Excellent in dealing with the Tournament Management System (TMS).
- IT literate.
- Good level written and verbal skills in English.
- Highly focused and stress resistant.
- Good prioritization skills.

### **2.1.3. TIMING JUDGE**

#### **General Roles and Responsibilities at a match**

- Reports to the Technical Officer on duty.
- Controls the time of match using the clock and/or TMS (if scoreboard is operated via TMS).
- Takes time stoppages from umpires' signals.
- Ensures accurate score recording on scoreboard.
- Assists with the management of shoot-outs, including recording of the outcomes of each shoot-out on the scoreboard.

#### **Person Specification and Skills**

- Thorough knowledge of the latest Rules of Hockey and relevant FIH Tournament Regulations.
- Excellent in dealing with the Tournament Management System (TMS).
- IT literate.
- Good level written and verbal skills in English.

- Highly focused and stress resistant.
- Good prioritization skills.

## **2.2. UMPIRES MANAGER**

### **General Roles and Responsibilities at a match**

- Brief pre-match discussion as required.
- Checks to see umpires have arrived at table.
- Watches each umpire's performance and takes notes.
- Clips matches live on Sports Code/Coach Logic where available to assist with feedback.
- Organises with umpires a suitable time and place for post-match feedback.
- Plans a structured review of match that encourages participation from all umpires/video umpire involved in match.

### **Person Specification and skills at a match**

- High level of game knowledge/ability to recognise game strategies/changes in play/tempo.
- Ability to create positive discussions even from challenging matches.
- Empathetic towards umpires.
- Ability to use Coach Logic or similar program for creating clips.

## **2.3. UMPIRE**

### **GENERAL**

Two on-field umpires, a reserve umpire and, in some cases, a video umpire, will be appointed for each match. An umpire will be appointed in any one of these capacities as further described below.

#### **2.3.1 ON-FIELD UMPIRE**

### **General Roles and Responsibilities at a match**

- Prepares properly for each match and is up to speed, both physically and mentally.
- Is involved in pre-match discussion with colleague – a short check list may help communication.
- Has clear and specific objectives and priorities during a match.
- Manages the match and applies the Rules of Hockey.
- Keeps the game safe – works with colleague to create a safe environment for the teams.
- Is the judge of fair play.
- Attends post-match feedback with UM and is prepared to be involved in the use of video to review his/her performance.

### **Person Specification and Skills at a match**

- Able to handle pressure and keep emotions in check.
- Respectful.
- Communication skills, including with players and coaches.

- Emphasize teamwork.
- Have the required level of physical fitness that will enable to achieve correct positioning, make the right decision, help maintain concentration for the duration of the match.

### **2.3.2 RESERVE UMPIRE (RU)**

#### **General Roles and Responsibilities at a match**

A reserve umpire is appointed in addition to the two on-field umpires.

- Acts as a back-up in the event of injury or other issues which prevent the on-field umpire from commencing or continuing a match.
- Keeps the score and back-up time.
- Records information on times and durations of cards.
- Supports the on-field umpires where possible during the quarter breaks.

#### **Person Specification and Skills at a match**

- Able to handle pressure and keep emotions in check.
- Good communication skills, including with players and coaches.
- Emphasize teamwork, including with TO, Timing Judge and Scoring Judge.
- Have the required level of physical fitness to replace an on-field umpire if needed.

### **2.3.3 VIDEO UMPIRE (VU)**

At certain events, a video umpire will be appointed to a match, in addition to the two on-field umpires and reserve umpire.

#### **General Roles and Responsibilities at a match**

- A VU is used to prevent major errors deciding the outcome of a game.
- There are two types of video referrals – an umpire referral and a team referral:
  - an umpire referral – an umpire can decide to refer a goal/no goal or a PS/no PS situation. There is no limit to the number of umpire referrals during a match;
  - a team referral – each team has one referral per game and if they win it, they keep it. If they get it wrong, then they lose their right to refer for the rest of the game. Team referrals can be used for PC/PS/Goal decisions or not.
- Get quick and correct decisions.
- Sometimes sits with a TV technician, sometimes alone.
- Sometimes the VU is in a truck, sometimes in an office overlooking the pitch. This depends on the set up at the venue.

#### **Person Specification and Skills at a match**

- Follow the process and protocol as set by FIH.
- Be mentally fit.
- Stay calm during the referral process.
- Look at what you are being presented with.
- Knowledge of the FIH rules of hockey.



## **2.4. MEDICAL OFFICER**

### **General Roles and Responsibilities at a match**

- Ensures that all medical equipment necessary is in place prior to the start of the match.
- Ensures that an ambulance is available for emergencies prior to the start of the match.
- Monitors weather conditions (i.e. temperature, lightning, etc.).
- Provides first aid care to the Officials.
- Provides support to the Team Doctors.
- Acts as a Doctor on the pitch in the absence of Team Doctors.
- Acts as liaison between the Teams and the Doping Control Team.