



UMPIRES' MANAGER TOURNAMENT CHECKLIST

RESPONSIBILITIES

- To brief the umpires prior to the event and to ensure a professional approach along with consistency of interpretation and rule application
- To coach the umpires during the tournament to assist them to improve their performance
- To work closely with the TD on all aspects of the tournament, umpiring performances and appointments
- To assess the overall performance of each umpire, prepare an Umpire Performance Feedback Form in conjunction with the TD and to ensure that each umpire receives their personal copy at the end of the tournament
- To contribute to the grading recommendations made by the TD.
- To prepare an Umpire Manager report and send it by e-mail to the FIH within 14 days of the end of the Tournament

DUTIES PRIOR TO THE TOURNAMENT

- Contact TD to initially agree pre-tournament information package for the umpires and working procedures regarding discussions/meetings on umpire performances and appointments, maintaining further contact as necessary
- Contact Umpires and send by e-mail or fax pre-tournament package (to include match schedule, umpires list and any other relevant information)
- Contact OC as follows: -
 - To agree means of travel and required date/time for arrival and departure for booking purposes (having agreed the travel costs with the OC prior to booking). NB. You are responsible for any vaccination and visa requirements.
 - To give or receive advice on: -
 1. Umpire room sharing schedule
 2. Umpire arrival/departure details, if known
 3. Provision of umpiring shirts

DUTIES ON ARRIVAL

- Contact TD
- Contact OC to agree/confirm:
 - Transport arrangements to and from hotel to playing venue and/or clubhouse
 - Meal arrangements
 - Entrance passes and official tournament papers and programmes
 - Match refreshments for half and full time
 - Official function details, if any
 - Settlement of travel expenses for UM and neutral umpires
 - Facilities for video
 - Availability of medical/physio facilities
- Attend TD pre-tournament briefing meeting with Team Managers, and make relevant notes of points which may affect the umpires

PRE-TOURNAMENT BRIEFING MEETING WITH THE UMPIRES

This should cover: -

- Administrative arrangements, including: -
 - Introductions
 - Confirmation of room numbers
 - Language issues
- Information from OC and TD pre-tournament briefing meeting with Team Managers: -
 - Official functions, and dress code
 - Fitness testing arrangements (if any)
 - Transport arrangements
 - Arrangements at the playing venue
 - Any points from TD meeting with Team Managers
- Requirements to promote a good umpires team: -
 - On and off the field of play, with mutual support and co-operation
 - The need for consistency
 - Role of UM as coach and availability for help and guidance
 - Role of video (if available and used) for assistance in coaching
- Responsibilities of umpires, including: -
 - Checking appointments
 - Checking transport arrangements
 - Reporting time to Table prior to each game
 - Necessity to work well with Table during games, including clear signals for starting and stopping time, carding players and procedures for penalty corners awarded close to or at half and full time
 - Asking UM for assistance or advice, and informing him promptly in case of illness or injury
- Review to confirm that all umpires have and understand the latest Rule Book and current Rule interpretations
 - Use video to support this review (if appropriate and available)
 - Opportunity to ask questions should be provided
- Emphasis and discussion on how the umpires team can achieve the highest possible standard of performance, with regard to: -
 - Game Management
 - Consistency
 - Co-operation
 - Advantage
 - Concentration
- Any other points

DUTIES DURING THE TOURNAMENT

General: -

- Participation in meetings with TD to discuss umpire performance feedback
- Arranging review meetings with the umpires, if considered necessary
- Checking umpires have their daily appointment sheets in good time, and that shirt colours cause no problems
- Ensuring that administrative arrangements are in order, and ensuring any social arrangements are known to all the umpires team
- Maintaining notes on each umpires performance in each match

Umpire Development: -

The most important role of an 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.

This falls into three areas – before, during and after the match.

Before the match: -

- Check on time arrival at the Table
- Brief pre-game talk with the umpires (including reserve), taking into account any issues which may have arisen from previous games, and the need for good teamwork.

- Trying to instil as much confidence as possible from positive comments and encouragement
- During the match: -
- Watch each umpires performance
 - Take notes of the important aspects of each umpires performance, covering both umpiring technique and decision making (including timings if video is being used)
 - Do not interfere at half time (unless something exceptional has taken place and it is absolutely necessary)
- After the match: -
- Agree with the umpires when and where the review of the game will take place
 - Ensure that you allocate the right amount of time, appropriate to the umpire's experience and performance. The reviews may be individual or per umpire team, as appropriate
 - The review should be planned and structured, conducted in a positive manner (providing working solutions to any negative areas), encouraging two way interaction, and will typically include some or all of the following topics: -
 - Management
 - Consistency
 - Positioning, Mobility and Fitness
 - Whistling and Signalling
 - Body Language and confidence
 - Co-operation
 - Rule interpretation
 - Anticipation and reading of the game
 - Advantage and flow
 - Player rapport
 - Where video is available, it is most helpful from a coaching point of view to produce a few minutes of selective game action to highlight the points for coaching and improvement.

DUTIES TOWARDS THE END OF THE TOURNAMENT

Duties include the following: -

- Ensuring with the OC that return travel arrangements for the umpires and UM are confirmed and that local transport to the point of departure is arranged.
- Ensuring that the umpires are aware that it is their responsibility to pay for all extras on their hotel bills prior to departure
- Detailed discussions with the TD regarding each umpire's performance, completing the formal Umpire Performance Feedback forms such that TD and UM comments and marks are in agreement and in accordance with the final rankings and grading rules
- A joint meeting of the TD and UM with each umpire to provide feedback on their performance during the Tournament. The UPF should be written specifically to provide the umpire with positive coaching content and information as to how they can improve their future performances and what they need to do in order to improve and progress as an umpire. Each umpire should receive a copy of their feedback form at the end of the tournament.

DUTIES AFTER THE TOURNAMENT

- The UM report should be completed and sent preferably by e mail within 14 days of the end of the Tournament to : -

Hon. General Secretary

International Hockey Federation

E-mail : info@WorldHockey.org

Fax : +41 21 641 0607

The report should be copied to the TD, as a matter of courtesy