

NEW SOUTH EAST UMPIRE ONBOARDING PROCEDURE

Procedure Aims:

- To ensure all new umpires are suitably qualified to take neutral Grade 2 or 3 appointments.
- To ensure all new South East 'Panel Umpires' are onboarded, made to feel welcome, and understand expectations: *'This is the way we do things here'*.
- To ensure all new South East 'Panel Umpires' are screened by an experienced L2 / L3 umpire to confirm the umpire has the skills, knowledge and behaviours expected to represent South East.

Onboarding Process --- when an Umpire is to umpire SE neutral appointed fixtures:

1. Send the Umpire's contact details to relevant Panel Lead, preferably with a brief summary of previous experience.
2. Panel Lead sends 'Welcome' email and/or speaks to Umpire to explain how onboarding and appointments work. This includes registering with EHO as a Gold member and selecting SE Hockey as chosen area.
3. Panel Lead identifies: club loyalties, general umpiring history, umpire's preferences, England Hockey Umpire Number and confirmation of Umpire Level (Level 1 Assessed or Level 2 or Level 3 or the direct equivalent from another country's hockey umpire organisation).
4. Panel lead identifies an existing SE umpire (who may live reasonably close to this new umpire) who will act as a mentor or a "buddy" for half a season or so to help ease the transition from Level 1 club umpiring to Level 1 neutral appointment umpiring.

Note: Club Umpires umpiring Grade 3 or 4 fixtures should already be Level 1 Assessed. Umpire Number and Umpire Level can be confirmed with certificate OR we can apply to England Hockey.

Adding new Umpire to the system:

5. Panel Lead asks SE Data Manager to add umpire to relevant umpire panel(s) on GMS and Panels Spreadsheet.
6. SE Data Manager checks GMS for Umpire's qualification level and if it is present, adds to panels as instructed.
7. If no umpire qualification level present on GMS:
 - a. Data Manager refers to Club Liaison Lead providing Umpire's EHO Number and/or Certificate if available to England Hockey (or the home country of the new umpire) --- confirmations sought as required.
 - b. Club Liaison Lead confirms to Data Manager when appropriate Umpire qualification level entered on GMS
 - c. Data Manager adds to relevant umpire panel(s) as originally requested.
8. Data Manager confirms to Panel Lead when GMS and Panel Data completed.
9. Panel Lead confirms to SE Appointments Team (and the new umpire) that umpire is available for selection for an appropriate level 'screening game' with an experienced L2 / L3 colleague. All new umpires to South East should undertake a 'screening game' before being appointed to any other fixture to ensure 'competence'.

The 'screening game':

10. The New Umpire should by now have received onboarding from Panel Lead and the experienced L2 / L3 colleague.
11. The fully briefed L2 / L3 colleague will welcome the New Umpire and demonstrate normal expectations/behaviours, such as responding to team emails, arranging meet time, shirt colours, pre-match chat, radio protocols, record keeping, post-match debrief attendance, use of GMS etc in readiness for the screening game.
12. After the screening game, L2 / L3 colleague reports back thoughts and observations to relevant Panel Lead.
13. Panel Lead confirms any recommendations to Development Team and as appropriate to Appointments team.