

# Officiating Committee Chair



## Purpose

To provide vision, leadership and strategic planning in all aspects of West Officiating, in line with the England Hockey guidelines. To oversee the Officiating Committee to ensure delivery of umpire development through development pathways to umpires at all levels, with a high level of customer satisfaction. Providing that important link between Officiating and the rest of the game.

## Key Tasks of the Role

### 1. Arrange and lead meetings

Arrange and chair Officiating meetings, working closely with the Committee to prepare the agendas, minutes and reports from these meetings. Ensure the effectiveness of the Officiating Committee, reporting to the West Board of Directors ensuring they receive accurate, timely and clear information, including an annual budget. Presenting an unbiased view on discussions and having the casting vote on any unresolved issues.

### 2. Implementation and delivery

Effectively manage and support the officers on the Committee to complete their appointed tasks ensuring a consistent delivery of the England Hockey Officiating Association membership package and influencing umpire development across the West. Ensure the effective use of IT systems to enhance the administration and feedback process. Manage the umpire complaints procedure within the West on behalf of the England Hockey Officiating Association. Use the latest legislation and England Hockey guidance to ensure health, safety and welfare policies are implemented.

### 3. Reporting and representation

Accountable to the West Board of Directors, representing the Officiating Committee at West Management meetings. Ensure the Officiating Committee is represented at any County, Area and National meetings, including the Officiating Working Group to input local knowledge into national decision making on officiating pathways and processes.

## Is this Role for you?

If you are a strategic leader with excellent communication and facilitation skills, have thorough knowledge of umpiring at grass roots and at neutrally appointed levels, with empathic understanding of the voluntary nature of officiating, you could help shape the future of officiating within the West, ensuring collaborative working between West Hockey, Counties and its members.

# Officiating Committee Vice Chair



## Purpose

To support the Chair in providing the vision, leadership and strategic planning in all aspects of West Officiating, in line with the England Hockey guidelines. Ensuring that support for succession planning is in place, for the benefit of all.

## Key Tasks of the Role

- To understand the responsibilities of the Chair and to perform those duties in the absence of the Chair (see Chair of Officiating Role Description).
- To support the Chair and undertake work assigned by the Chair.
- To attend all West Officiating Meetings and participate as a vital part of the West Officiating leadership team.
- To chair the committee meetings in the absence of the Chair.

## Is this Role for you?

If you are aspiring to be a future leader, develop experience in effective management and strategic administration, have strong communication skills, and a diplomatic and discreet manner, you could help shape the future of officiating within the West, ensuring collaborative working between West Hockey, Counties and its members.

# Officiating Committee

## Performance Development Lead



### Purpose

To operate as a key driver of performance within neutral umpiring appointment levels of the Officiating area. To act as lead mentor and facilitator to the Area's registered neutral appointment taking umpires to aid with their own progression, as well as to add to the player experience through high quality umpiring in the leagues these umpires are appointed to.

### Key Tasks of the Role

#### 1. Officiating Committee

- ❖ Attend meetings, reporting on development opportunities, progress and potential challenges.
- ❖ Accountable to the Officiating Chair.

#### 2. Administration

- ❖ To develop neutral umpires being appointed to West Area competitions and EH Competitions as required.
- ❖ Ensure Quality Assurance process for Umpire Assessors and Coaches working with the registered umpires undertaking neutral appointments.
- ❖ Delivery of panel assessment criteria within West area.
- ❖ Review umpire feedback reports and to liaise with clubs where appropriate, in respect to neutrally appointed umpires.
- ❖ To regularly meet other selectors to ensure neutral umpires are on appropriate panels and receive appropriate appointments.
- ❖ To distribute Pre-Season & Mid-Season briefings in line with feedback from teams to umpires.
- ❖ To ensure that appropriate Umpire Support (e.g., coaches and assessors) are appointed appropriately to the panel and individual umpires' requirements.

### Is this Role for you?

Skills required:

- Excellent communicator, both in verbal and written communication.
- Thorough knowledge of working with the OMS for data analysis on feedback reports from clubs and umpires alike.
- Have up to date knowledge of current coaching techniques and working with educating adults.
- Have a keen interest in umpiring and willingness to keep up to date with current umpiring techniques and advice used at the higher levels of the domestic game.

# Officiating Committee Appointing Lead



## Purpose

To appropriately appoint umpires and technical officials to all required West Area leagues and competitions for juniors and adults, as well as England Hockey competitions where appropriate.

## Key Tasks of the Role

### 1. Officiating Committee

- ❖ Attend meetings, reporting on West appointments.
- ❖ Accountable to the Officiating Chair.

### 2. Administration

- ❖ Appoint umpires and technical officials as appropriate to area leagues, competitions and England Hockey competitions
- ❖ Upload competition fixtures onto the OMS
- ❖ Make appropriate changes to appointments / fixtures as needed
- ❖ Appoint Umpire Managers or Umpire “Support” individuals as appropriate
- ❖ Liaise with Development Lead, Selectors and other appointers as needed

## Is this Role for you?

Skills required:

- Excellent communicator, both in verbal and written communication
- Thorough knowledge of working with the Officiating Management System
- Have a working knowledge of club hockey within the Area
- Have a working knowledge of transport links and factors to appoint and avoid appointing umpires and technical officials within the area
- Have a keen interest in umpiring and willingness to keep up to date with current umpiring techniques and advice used at the higher levels of the domestic game.

# Officiating Committee

## Technical Officiating Lead



### Purpose

To operate as a key driver of information from the Technical Officiating Working Group to the West and clubs, to facilitate Technical Official recruitment, retention and development opportunities within the West.

### Key Tasks of the Role

#### 1. Officiating Committee

- ❖ Attend meetings, reporting on the Technical Officiating Working Group and West updates.
- ❖ Accountable to the Officiating Chair.

#### 2. Administration

- ❖ Work closely with Club Liaison Officer to deliver “Technical Official” education and recruitment opportunities.
- ❖ Liaise with the West Junior Leagues & Competitions Committee, including the County Junior Team Competition Organiser to deliver Technical Officiating opportunities within their structures.
- ❖ Recommend suitable Technical Officials for appointment to relevant Adult and Junior Leagues & Competitions.
- ❖ To be part of a Technical Officiating Working Group, made up of the Area Technical Officiating Leads (ATOL) from the Areas and a representative from TAP, to help shape the education materials and delivery models for Technical Officiating education across the country.

### Is this Role for you?

Skills required:

- Excellent communicator, both in verbal and written communication
- Thorough knowledge of MS Office 365
- Excellent motivational and mentoring skills
- Good working knowledge of the requirements of Technical Officiating
- Desirable to have a working knowledge of umpiring and the current England Hockey Technical Officiating pathway.

# Officiating Committee Local Network Coordinator



## Purpose

Providing that important link between the Area Officiating Committee and West clubs, to help drive umpire recruitment, development and retention at a club level. To support the development of umpires within your local area in appointed settings and in their club environment. To network and work in partnership with a team of assessors, mentors and coaches to develop umpires in their local setting, ensuring all umpires, including newly qualified umpires, are fully integrated into the local officiating network.

## Key Tasks of the Role

### 1. Officiating Committee

- ❖ Attend meetings, reporting on local development opportunities, progress and potential challenges.
- ❖ Accountable to the Officiating Chair.

### 2. Administration

- ❖ To maintain regular contact with umpires linking them with others in the local area for support and guidance.
- ❖ Working with the other Local Network Coordinators identify resources needed for new and existing umpires to aid development.
- ❖ Oversee the coordination of umpire support from coaches, mentors and developers within the local area.
- ❖ Consult with newly qualified umpires to support them through the assessment process as well as existing umpires looking to progress on the umpire pathway.
- ❖ Identify umpires of high potential who are keen to progress to West neutral appointments.
- ❖ Collaborate with umpires and clubs to develop people to take on the roles of Club Umpire Developers, mentors, assessors and coaches, supporting them through their qualification.
- ❖ Ensure Quality Assurance process for Umpire Assessors and Coaches collaborating with the registered umpires.
- ❖ Review umpire feedback reports and to consult with clubs where appropriate, in respect to umpire development.

## Is this Role for you?

If you have excellent communication and facilitation skills and have a keen interest in umpiring with a willingness to keep up to date with current umpiring techniques and advice. Have a thorough knowledge of umpiring at grass roots and at neutrally appointed levels. Work in partnership with a team of like-minded developers to support your local network, with an empathic understanding of the voluntary nature of officiating, you could help shape the future of officiating within the West, ensuring collaborative working between West Hockey, Counties and its member clubs.

# Officiating Committee Young Umpire Lead



## Purpose

To operate as a key driver of information from the Area Officiating Committee to the clubs, to facilitate Young Umpire recruitment, retention and development opportunities within their area.

## Key Tasks of the Role

### 1. Officiating Committee

- ❖ Attend meetings, reporting on Young Umpire programmes and development.
- ❖ Accountable to the Officiating Chair.

### 2. Administration

- ❖ Work closely with Club Liaison Officer to deliver “Young Umpire” education and recruitment opportunities.
- ❖ Liaise with the West Junior Leagues & Competitions Committee, including the County Junior Team Competition Organiser within the West to deliver Officiating opportunities within their structures.
- ❖ Recommend suitable umpires for appointment within Adult Leagues & Competitions where appropriate.
- ❖ Nominate Young Umpires to National In2 Hockey Finals weekend.
- ❖ To build a support team of “Umpire Mentors” to support the delivery of Young Umpire Opportunities to allow umpires to develop.

## Is this Role for you?

Skills required:

- Excellent communicator, both in verbal and written communication.
- Thorough knowledge of MS Office 365.
- Excellent motivational and mentoring skills.
- Desirable to have worked with young people within a hockey environment.
- Desirable to have a working knowledge of EH Safeguard Policy and have completed (or willing to complete) the EH Safeguarding Young People in Hockey – Basic awareness training.