

APPOINTMENT AND MATCHDAY PROTOCOLS FOR INDEPENDENTLY APPOINTED UMPIRES

These notes are designed to help you understand your roles and responsibilities as an independently appointed umpire and aid with your preparation for fulfilling your appointments. If you have any questions on these matters, please contact your Panel Lead.

Appointments

- **Appointments are notified via GMS** and will give details of the time of the fixture, venue and contact details for the teams and colleagues.
- **Home team should contact you** to confirm details at least 3 days before the fixture. Please respond to the club contact, providing any details requested.
 - If you don't receive a notification, please contact the club to confirm details and advise **Rob Crosson**, who may issue a fine notice.
- It is **usual practice to make contact with your colleague(s)** during the week to confirm arrival time at venue (recommended time is 1 hour prior to push back), agree colour of umpire shirts and discuss plans for the how you might manage the match.
 - If an umpire coach or assessor has been appointed, ensure that they also know meet time and where you are meeting (café, reception, etc.).
- **Now is also a good time** to ensure that all kit for the weekend is clean and ironed, radio units charged, etc.

Matchday

- **Make sure you've got your kit together!**
- Check to make sure there are **no travel delays** on your planned route – allow extra time if necessary.
- In event of **adverse weather, contact home club** to confirm that the game is still on, advise on latest time that they can notify you prior to you commencing your trip.
 - If you have commenced travelling and receive notification of cancellation, please notify **Jerry Yates** who will advise on how to claim abortive expenses.
- On **arrival at venue, find your colleague and introduce yourself**. Have a good chat to reinforce what you discussed in the week (use chat prompt card if necessary), who is taking which side, timing cards, etc. **Make sure your radios are working and paired up**.
- Get out **to the pitch in plenty of time**, introduce yourself to Captains, get toss up done and agree on start time, duration of half time, etc. Check pitch condition, goals, etc. Once you and your colleague have arrived at the venue, the decision on safety factors, such as the fitness of the pitch, weather conditions, etc., before or during the game is solely yours.
 - If a match is abandoned whilst in progress, a decision on whether it should be replayed or the score should stand, is the decision solely of the Divisional Secretary.
 - If a match is postponed or abandoned, please ensure that you contact Jerry Yates.

- **During the match**, keep a note of the score, shirt numbers of players receiving cards and agree these with colleague at full time. This information will also need to be agreed with team captains at some point – usually during post-match hospitality. This is also a good chance to have discussions with Captains and/or team coaches on any points from the game.
- If an umpire assessor or coach has been appointed to the match, **please make time, post-match**, for a discussion and feedback from the game.

Post Matchday (League Matches)

- **Check GMS** to ensure match details (esp. cards) have been entered correctly. Details should be available after 8.00pm on matchday. If there are discrepancies, please contact **Rob Crosson**.
- In the event you have issued a **Red Card**, please advise **Colin Jones** who will be able to provide help and support.
- Enter feedback on teams' behaviour, hospitality, etc.
- Provide feedback on any umpire support staff appointed to your game.

CONTACTS

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