

## Chair

### Purpose

To provide vision, leadership and strategic planning in all aspects of North 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

#### Strategic

Aligned to the England Hockey and North West Hockey Strategies: Develop programmes to support the growth and development of officials at all levels to enable the sport to grow and thrive in the North West.

#### 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 North 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.

#### Implementation and delivery

Develop programmes to support the growth and development of officials at all levels to enable the sport to grow and thrive. Effectively manage and support the officers on the Committee to complete their appointed tasks ensuring a consistent delivery of the England Hockey Officiating (EHO) membership package and influencing umpire development across the North West. Ensure the effective use of IT systems to enhance the administration and feedback process. Manage the umpire complaints procedure within the North 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.

#### Reporting and representation

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

#### Data Management

Ensure that all Meeting Minutes, Agendas and Key Documents are stored on the North West Hockey Teams Filings System (365 Teams).

### 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 North West.

# Vice Chair

## Purpose

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

## Officiating Committee

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

## Key Tasks of the Role

- ❖ Attend meetings, reporting on development opportunities, progress and potential challenges.
- ❖ Accountable to the Officiating Chair.
- ❖ 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 North West Officiating Meetings and participate as a vital part of the North West Officiating leadership team.
- ❖ To chair the committee meetings in the absence of the Chair.
- ❖ To deputise the North West Hockey Officiating at England Hockey Officiating Working Group (OWG) meetings in absence of the Chair
- ❖ To Work closely with the Chair and Administrator to draft meeting agendas.

## 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 North West.

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# 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

### Officiating Committee

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

### Administration

- ❖ To develop neutral umpires being appointed to North West Area competitions and EH Competitions as required.
- ❖ Ensure Quality Assurance process for Umpire Assessors and Coaches working closely the Appointments Lead, with the registered umpires undertaking neutral appointments.
- ❖ Review umpire feedback reports and to liaise working closely the Appointments Lead, and liaising 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 to umpires, assessors and coaches.
- ❖ To ensure that appropriate Umpire Support (e.g. managers, coaches and assessors) are appointed appropriately to the panel and individual umpires' requirements working closely the Appointments Lead.

## Is this Role for you?

### Skills required:

- Excellent communicator, both in verbal and written communication.
- Thorough knowledge of working with the GMS 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.

# Club Umpire Development Lead

## Purpose

Providing that important link between the Area Officiating Committee and North West clubs, to help drive umpire recruitment, development and retention at a club level. To support the development of umpires within 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

### Officiating Committee

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

### Administration

- ❖ To maintain regular contact with umpires linking them with others in the local area for support and guidance.
- ❖ Working with the Club Cluster Leads and identify resources needed for new and existing umpires to aid development.
- ❖ 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 North 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.
- ❖ Ensure that all Meeting Minutes, Agendas and Key Documents are stored on the North West Hockey Teams Filings System (365 Teams).

## 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 North West, ensuring collaborative working in North West Hockey.

# Appointments Lead

## Purpose

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

## Key Tasks of the Role

### Officiating Committee

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

### Administration

- ❖ Appoint umpires as appropriate to area league and competitions.
- ❖ Upload Officiating appointments onto GMS
- ❖ Liaise with the Performance Development Lead on the appointments of umpires, coaches and assessors.

## Is this Role for you?

Skills required:

- Excellent communicator, both in verbal and written communication
- Thorough knowledge of working with the Game Management System (GMS)
- 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 within the area
- Have a keen interest in umpiring and willingness to keep up to date with current umpiring techniques.

# Area Technical - Officiating Lead (ATOL)

## AREA TECHNICAL OFFICIATING LEAD (ATOL)

### Purpose

To support clubs and technical officials within the area to support all Area Leagues, Competitions and England Hockey competitions where appropriate.

### Key Tasks of Role

1. Recommend suitable Technical Officials for appointment to relevant leagues and competitions (Adult and Junior) within the Area.
2. Co-Ordinate with Junior Comps & Player Pathway leaders within the area to deliver Technical Officiating opportunities within their structures
3. Work closely with Club Umpire Development Lead & Performance Development Lead to deliver Technical Official education and recruitment opportunities
4. To be part of a Technical Officiating Working Group, made up of the Area Technical Officiating Leads from the Areas and a representative from TAP, to help shape the educational materials and delivery models for TO education across the country.

### Is this Role for you?

Skills required:

Excellent communicator, both in verbal and written communication

Ability to work with other leads on Area Officiating Committee for the benefit of the Officiating Membership

Ability to work with other Area Technical Officiating Leads through TAP, to aid the production of high-quality educational materials

Have a working knowledge of transport links and factors to appoint and avoid appointing officials within the area

Have a keen interest in officiating and willingness to keep up to date with current Technical Officiating techniques and advice used at the higher levels of the domestic game.

# Club Cluster Lead (CCL)

## Purpose

The CCL will be responsible for a cluster of hockey clubs within a defined area, to help drive the strategy of the North West Area Officiating Committee (NWAOC). The CCL will be a local point of contact for clubs within the cluster which, through closer knowledge and relationships, will improve the support, and communication.

## Key Tasks of the Role

Support the NWAOC Club Umpire Development Lead through a variety of communication channels (email, WhatsApp, or in-person) to drive the strategic initiatives within their cluster.

Act as a point of contact for clubs, umpires and individuals who may need help with any aspects of officiating and to be a gateway to the wider support NWAOC can provide (e.g. umpire development, young umpire development, coaching).

Cluster Leads can take as much of an active role in providing support, that their time allows. The Club Umpire Development Lead will either support the CCL's in executing activities or can take them on entirely if the CCL doesn't have capacity.

Using WhatsApp, CCL's should create a group of key contacts at clubs within their cluster and to broadcast news and updates that are relevant.

CCL's are asked to like/share and promote positive news, including success within their own cluster on North West social media sites, working in conjunction with the North West social media lead.

Support the Club Umpire Development Lead with driving participation and reviewing the responses from the annual "Umpire Health Check" survey, which enables NWAOC to have a status of clubs, enabling those clubs within the cluster who need the most support to receive it.

Attend a once a quarter Club Cluster Lead meeting (online) to provide an update on the clubs within their regions and any initiatives and successes that have been achieved.

Attend the start of season and end of season Officiating Club Update where NWAOC will tell clubs about the; Officiating strategy, update on the Cluster Leads, any changes, such as to umpiring rules, that clubs may need to be aware of.

Support the Club Umpire Development Lead working with Clubs in their cluster, who have provided feedback on Umpires or, Umpires who have provided feedback on clubs, that requires action and follow up.

Input ideas and guidance on what is working well within their Clusters and where the NW and Club Umpire Development Lead should continue to focus our efforts

## Is this Role for you?

- > Skills required:
- > Passionate about the quality and growth of officiating within their club and across the North West
- > Good working knowledge of a Club environment with connections across a range of local clubs
- > Working knowledge of umpiring and the current England Hockey Umpire Developer and Umpire Development pathways
- > Excellent communicator of verbal and written communication.
- > Be able to identify areas for improvement and make the Club Umpire Development Lead aware.



North West Hockey Ltd is a company limited by guarantee registered in England, Company Number 13433627 and Registered Office Bisham Abbey Nsc, Marlow Road, Bisham, Marlow, SL7 1RR

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