

# PORT MACQUARIE HASTINGS HOCKEY ASSOCIATION

## TECHNICAL OFFICIALS HANDY GUIDELINES

### Prior to start of match

1. Be dressed appropriately,
2. Be prepared to umpire should the need arise,
3. Have a good understanding of the Rules of Hockey and the Policies of PMHHA,
4. Know and acknowledge the senior most PMHHA elected member on site or have the President's and Secretary's phone number handy,
5. Locate and be familiar with the Emergency Access Keys and gates, and the location of the Automatic External Defibrillator,
6. Confirm laptop and scoreboard are operating correctly and know how to use them,
7. Check all equipment is available for match and in good working order;
  - a. Goals and nets
  - b. Balls and sticks
  - c. Pens, Paper, Score Cards
  - d. Your own watch or stopwatch, whistles and umpiring cards
8. Check to see if a bucket is handy in the event of blood on the field,
9. Make sure injury ice is in the freezer,
10. Confirm teams and GKs are wearing contrasting colours as per the rules of hockey, and
11. Introduce yourself to the team manager / coach / captain – remember names & build good relationships

### During the match

1. Ensure all Rules & Regulations are enforced **outside** the field of play. The umpires are in control of what happens **inside** the field of play,
2. Be the central point of communication for teams, umpires, managers, coaches and captains,
3. Be visible and attentive to the teams' and umpires' needs,
4. Share information from PMHHA with both teams' managers / coaches / captains equitably,
5. Ensure team managers / coaches / captains are familiar with their duties and requirements,
6. Operate the Scoreboard / Clock;
  - a. Start Clock for each period, Half-time and quarter-time intervals, and Warm-up
  - b. Update scores
  - c. Matches must stay on schedule – do not get ahead or behind
  - d. Be prepared to blow a whistle to end the game should the siren fail.
7. Match Reports and Cards;
  - a. Record Goals & Cards on the match card
  - b. Review entries with team managers / coaches / captians just prior to half time & 2 minutes before end of match to ensure everyone agrees on the results
  - c. Keep separate notes in your own notepad if needed – mainly around behaviour, injuries and incidents. Record these items on the match card!
8. Manage number of auxiliary team members (coaches and managers etc) on the bench & in the technical area – don't let non-coaches / managers / team members in to bench / technical area,
9. Manage number of players on a team (16 per team for Seniors, U16's and U13's),
10. Communicate with team manager to confirm goal scorer's names if unsure,
11. Manage & time suspensions,
12. Manage re-entry time to field for injured player is attended to on field of play – 2 minutes

13. Manage re-entry time for suspended players. Time starts when they sit down on the suspension chair. These players are NOT allowed to leave the chair until their suspension is over – but may join their team during quarter and half-time breaks
14. Manage substitutions – know these rules well
15. Manage team bench and technical area as according to the spirit of the rules with consideration of the following:
  - a. Coaches/managers/players on team bench may not direct vocal communication or distractions towards umpires, officials, or players of the opposing team,
  - b. Players are to remain ‘inside’ their dugout area,
  - c. Coach may stand to coach and may even stand on the field but outside the field of play, or out on the aprons etc, however the umpire has priority when they need to see or move along the sideline and TO’s should be mindful of the umpire’s movements,
  - d. Control the behaviour of the bench and suspended players,
  - e. TO has authority to eject/suspend team staff, and increase the length of suspension to an already suspended player. There is no need to show cards, just tell the person to leave, and / or inform both teams that then length of suspension has been increased, and
16. Clean any liquid hazards or blood staining on the field of play, and
17. Keep sidelines clear of trip hazards – including bags, equipment, water bottles, extra balls

## Post-match

1. Ensure umpire safety at the end of the match – walk out and greet them mid-field
2. Ensure all details are correct on the match cards, including winners and losers, scores, goal scorers, any reasons for Green, Yellow and Red Suspension Cards, etc,
3. Fill out the incident / injuries log on the rear of the card,
4. Obtain match report signatures at end of match, in correct order
  - a. Team Captains
  - b. Umpires
  - c. TO
5. Ensure benches are clear of rubbish after each match
6. Report any on-site problems or questions to the senior PMHHA official on-site or the directly to the President.

## End Note

*These guidelines do not supersede the PMHHA Policy on Technical Officials. Consult that policy for the full extent of duties and responsibilities of Technical Officials.*

*Our TO’s provide an important and pivotal role just before, during and just after a match. They have the delegated authority of PMHHA to act in an official capacity on behalf of PMHHA whilst in the role of TO. To this end, the behaviour and standards of our TO’s must be exemplary. They should be “setting the standard” in and around the bench and dug-out areas. Match cards will form a legal document in the event of insurance, judicial, criminal or civil actions. The actions of the TO may be called into account should the cards not be completed correctly.*

***IF IN DOUBT – FILL IT OUT***