**UMPIRING**

 **Information for Umpires 2016/17 **

**UMPIRE APPOINTMENTS PROCEDURES**

This document is split into three sections. Section 1 will detail the procedures involved for teams prior to appointments being made. Section 2 will give the basic procedures involving the appointment of umpires and Section 3 will detail the responsibilities of clubs / teams and umpires in the event that an appointed umpire becomes unavailable.

For an umpire to be deemed available, they must be able to travel to umpire any game in the national league or cup competitions on any given date.

If an umpire has chosen to become part of the National Panel (please see appendix for the criteria), it is assumed that they wish to umpire most weeks and that this may mean that a club could have more than one umpire participating in the national league every week.

The last dates for availability are noted on the Scottish Hockey Umpire Appointments System within the “Appointments; Your Choice” section.

Umpires should fill in their expenses claims in line with the Officials Expenses Policy, completing the Umpire Expense Form. Both available at <http://www.scottish-hockey.org.uk/competitions/competition-rules--forms.aspx>

Section 1

1. An automated email will be sent to all clubs prior to the last date for availability advising them to update their availability.
2. An availability snapshot for the appointing period shall be taken on the day after the last date for updating availability
3. The appointments committee will appoint prior to the publishing date as noted on the system prior to the publishing date to determine the appointments.

Section 2

1. Umpires shall be appointed from the pool of available umpires. National league panel umpires shall for the most part be appointed first.
2. Umpires shall be appointed on a basis of ability, developmental potential and experience for the scheduled fixtures.
3. The committee shall attempt to appoint in a way to minimise travel but the main criteria are detailed in Section 2, point 2.

Section 3

1. If an umpire becomes unavailable after being appointed, they must contact an Appointments Committee representative, the Club Umpire Convenor of the team that they are associated with, and the Home club of the fixture(s) concerned immediately.
2. The Appointments Committee shall then, where possible, replace the umpire or ask the umpire’s associated team / club to supply a replacement umpire (who should be properly registered and marked as available on the Umpire Appointment System) from their membership or nominated pool of umpires. If the club whose umpire becomes unavailable is already supplying one or more other umpire then a club / team who have not been given an umpire appointment on that date will be asked to supply an umpire. The replacement Umpire may be switched to a different match, at the discretion of the Appointments Committee.
3. It is the responsibility of a club’s Umpire Convenor and associated umpires to keep their availability 100% up to date. If a club has not been given an appointment, they must still have an umpire available at short notice to provide an umpire.
4. Where, following the availability snapshot changes to the Umpire availability results in a Team having less than 100% availability, the club’s umpire convenor shall receive a warning email, sanctions will be applied if this is not rectified. Any replacement umpire requests are subject to the Senior National competition rules.

**1. PREPARATION**

1.1 Be thorough in your match preparation, arrive with a minimum of 30 minutes before pass back. Warm up, have a discussion with your colleague to create a match plan.

1.2 Make sure that you understand the Briefing –this is our match plan

1.3 You are expected to umpire to this Briefing –the players want to see the same consistent decisions and actions between each umpire every match, so ask if you are not sure

1.4 Have a personal action plan –try to improve something every match

1.5 Maintain your fitness level

1.6 Report any injuries –get treatment

1.7 Look after yourself –eating, drinking, resting … always be prepared and consider weather etc.

1.8 Umpires, or Technical Officials, where appointed, must ensure that the Match Report Form is properly completed before the match starts, noting all players, coach, manager and any other officials associated with the team.

1.9 Agree the location of managers, coaches, substitutes, and suspended individuals during their suspension, and from where substitutions will take place.

**2. RULES OF HOCKEY 2015**

2.1 Make sure that you understand the latest set of the Rules

2.2 From previous Umpire Briefings: -

* Attacking Free Hits, awarded within 5 metres of the edge of the circle , now taken from the point of the offence
* Re-start after ball has unintentionally been played or deflected over the back - line by a member of the defending team, and no goal is scored , is now taken on the 23 metres line and in line with where the ball crossed the back - line
* Lifting of ban of certain types of face masks for defending Penalty Corners

2.3 Also be aware of any FIH, EHF or National Competition Regulations which may vary the Rules of Hockey.

**3. THE MATCH**

3.1 Be yourself at all times

3.2 Help the players –the players need to understand what you want

3.3 Teamwork and co-operation are critical –let’s help and support each other

3.4 Be aware of the areas of the pitch where your colleague could need assistance

3.5 If you have to, take time in making decisions

3.6 Try to get the decisions correct and consistent between the two of you

3.7 Use common sense -understand the players’ intentions

Guidance on completion of time at the end of the half or the match. If time expires just before an umpire would otherwise have made a decision, umpires are permitted to make that decision immediately after the end of the first period or the match.

•A goal may be awarded provided the ball crossed the goal line prior to the expiry of time.

•A penalty corner, penalty stroke or personal penalty may also be awarded for an offence that occurs immediately prior to the expiry of time.

•Similarly Umpires may immediately review incidents which occur just before the expiry of time to take the necessary action, for instance to correct a wrong decision.

**4. MANAGEMENT**

4.1 Our watchwords should be **Awareness**–**Recognition**–**Action**

4.2 Be pro-active. Prevention is better than cure

4.3 Set standards early –TALK to the players. In the event of any misconduct the umpire should warn the players or team officials in the first instance. If further action is required players or officials can be suspended from the bench either temporarily (green/yellow) or permanently (red), their team playing with one less player for the duration of the suspension. This player is not interchangeable. A Red Card/BMI/AMI/DMI form must be completed for any red.

4.4 Make it easy on yourself –get them 5 metres at free hits from the beginning

4.5 Recognise early when the ball is not in the right place for free hits –avoid replays

4.6 Ensure free hits are taken correctly

4.7 Change your game plan and re-set standards if you need to

4.7.2 Communicate with your colleague

4.8 Coaches, managers and substitutes must remain in their designed area during the match, ideally seated

4.9 Players not taking part in the game, or those in subsequent4 or previous matches, must not warm up or cool down on or near the pitch whilst a match is in progress. Spectators should be advised, if necessary, of matters relating to their conduct and particularly as far as this affects the game in hand.

**5. FLOW**

5.1 Encourage the game to flow by only interfering when necessary

5.2 However do not lose your grip on the match as a result of allowing too much flow!

5.3 Allow the players to contest the ball

5.4 Allow as much advantage as possible

5.5 Read the game –do not ball watch

5.6 Sometimes a free hit is a better advantage and causes less frustration

5.7 Whistle timing is critical

**6. Tackling**

6.1 Watch tackles carefully –only penalise if you are sure there has been an offence

6.2 Do not penalise just because there is a noise or it looks bad

6.3 Do not penalise if the tackler initially appears to be in an impossible position from which to make a legal tackle

6.4 Watch which direction the ball travels

6.5 Be strict on the breaking down of play and intentional stopping tackles

6.6 Reckless play, and other overly physical challenges by field players, including those which take an opponent to ground and which have the potential to cause injury should attract appropriate match and personal penalties. A sliding tackle which takes a player to ground is a high risk, high penalty action

6.7 Be aware of intentional shielding and body blocking

**7. OBSTRUCTION**

7.1 Are the players trying to play the ball?

7.2 Is there a possibility to play the ball?

7.3 Is there active movement to prevent the playing of the ball?

7.4 Be aware of professional use of the body to illegally block opponents from the ball, as well players trying to demonstrate obstructions by lifting their sticks dangerously over opponents’ heads

7.5 Stick obstruction is a ‘hot issue’ for players. Judge it fairly and correctly and blow only if you are 100% sure

**8. BALL OFF THE GROUND**

8.1 Blow only in dangerous situations everywhere on the pitch -forget lifted, think danger

8.2 Low balls over defenders sticks in a controlled manner that hit half shin pad are not dangerous

8.3 Use common sense and show understanding of the play

8.4 Be consistent as an individual and as a team

**9. AERIAL BALLS**

9.1 Set up free hits correctly, make sure that the players are 5 metres from the ball

9.2 Watch the ball on the way up –the ball must not be flicked dangerously towards an opposing player

9.3 The ball landing –apart from the receiver, players must stay 5 metres away until the ball is safely on the ground

9.4 Penalise poor skill when the receiver makes the ball dangerous

9.4 Players may stop, receive and deflect or play the ball in a controlled manner in any part of the field when the ball is at any height, including above their shoulder, provided this is not dangerous in itself or leading to dangerous play. Be aware that the ability of players to intercept the ball with their stick above their shoulder outside of what would previously be considered the 5 metres landing area means that judging of potential danger is now more difficult –use common sense.

**10. FREE HITS**

10.1 For free hits (including centre passes, corners and all sideline restarts after the ball has been outside the field): -

•All opponents must be at least 5 metres from the ball

•For free hits awarded to the attack within their attacking 23 metre area -all players must be at least 5 metres from the ball

*In all situations -if taken quickly and a player is within 5 metres of the ball but is not playing, attempting to play the ball or influencing play, the taking of the free hit does not need to be delayed; this same player can play, attempt to play the ball or try to influence play, once the ball has travelled 5 metres –be consistent in your judgment of this.*

•Attacking free hits awarded within 5 metres of the circle are now taken from the point of the offence

10.2 A player taking a free hit, centre pass, ‘corner’ or sideline restart can be the next player to play the ball –a ‘self-pass’

10.3 As a result of the self pass being able to raise the ball directly from a free hit, using a push, flick or scoop: -

•Taking the free hit and the next playing of the ball is no longer required to be two distinct and separate actions

•The ball does not have to move 1 metre before the player may play the ball again

10.3 At a free hit, which is not a ‘self-pass’, the ball is no longer required to move at least 1 metre before it can be played by a teammate of the player taking the free hit.

10.4 For free hits (including ‘corners’ and sideline restarts) taken by the attacking team inside the 23 metre area the ball cannot be played directly into the circle : -

•At a ‘self-pass’ the ball must travel at least 5 metres from the point of the free hit (not necessarily in a single direction) before the taker himself can play the ball into the circle

•Alternatively the ball must be touched, deflected, hit or pushed by any other player before either it enters or can be played into the circle

•For the new ‘corner’ re-start, when the ball has been unintentionally played over the back-line by a defender or deflected by a goalkeeper or player with goalkeeping privileges, be aware that this being taken on the 23 metres line means that the ball may not be played directly into circle.

10.5 For free hits (including ‘corners’ and sideline restarts) taken by the attacking team inside the 23 metre area: -

•Be pro-active and use your common sense regarding the placement of free hits either close to the circle or the 23 metre line

•Be flexible, only penalise if the ‘wrong spot’ for the free hit is chosen in order to either gain an unfair advantage or for reasons which are against the spirit and aim of the Rules

•Intentionally moving the location of an attacking free hit outside the 23 metre area to create an opportunity to play the ball directly into the circle must be seen as an unfair advantage and penalised accordingly.

**11. FREE HITS –PENALTIES**

11.1 For a free hit taken by the attacking team within their attacking 23 metre area which is played directly into the circle: -

•Do not penalise unless and until the ball actually enters the circle

•A free hit is awarded to the opposing team from the spot where the free hit was incorrectly executed

11.2 Award the appropriate penalty for infringements and be aware of break down play situations, intentional interference with free hits etc. Use technical and personal penalties as required or appropriate.

11.3 Be aware that the option to advance free hits by up 10 metres for another offence or misconduct is now deleted –this can be managed with the free hit rules, the ability to self-pass and/or personal penalties

**12. GOALKEEPERS AND PLAYERS WITH GOALKEEPING PRIVILEGES**

12.1 Goalkeepers and players with goalkeeping privileges must wear a single coloured shirt or garment of a different colour to both teams.

12.2 Players with goalkeeping privileges may wear protective headgear in their defending 23 metres area; it must be worn to defend penalty corners and penalty strokes. They may take part in the game outside their own 23 metres area provided that they have safely removed their headgear.

12.3 At penalty corners, an injured or suspended goalkeeper may be replaced by a similarly attired goalkeeper or a player with goalkeeping privileges.

12.4 Allow goalkeepers and players with goalkeeping privileges to move the ball away with their hand / hand protector / arm / body, as part of a goal saving action. Permit this action in situations where attackers have an opportunity to score or attempt to score a goal, so it can also be used to deny attackers the possibility of possession of the ball or another shot at goal. If they intentionally propel the ball over long distances they should be penalised with a penalty corner.

**13. NO GOALKEEPERS**

13.1 If a team uses only field players, no player has goalkeeping privileges –following the award of a penalty corner it is not permitted for one of the on field players to assume goalkeeping privileges by putting on a different coloured shirt and/or protective headgear.

13.2 Substitutions are allowed at penalty strokes; but if a team chooses to defend a penalty stroke with a player who is taking part in the game as a field player, this will not be considered as a substitution so they may only wear a face mask as protective equipment and may only use their stick to make a save.

 **14.** **PENALTY CORNERS**

14.1 Positioning is critical –sell decisions.

14.2 Manage the set up –including the meetings on the top of the circle or in defence.

14.3 Use pro-active and preventative reminders to prevent possible breaking and other offences.

14.4 Apply the drag flick interpretations; co-operation needed if runner is hit –be sure whether this was below or on/above the knee.

14.5 Position of disengaged umpire should allow support of colleague on the height and direction of the shot, the possibility of suicide runners and possible obstruction of runners.

14.6 When the ball is missing the goal and the defender is hit high on the body, decision is a free hit to the defence.

**15. OFFENCES DURING THE TAKING OF PENALTY CORNERS**

15.1 Remember that the Penalty Corner is taken again if: -

•The injector does not have at least one foot outside the pitch

•The injector feints at playing the ball –the offending player goes beyond the centre line and is replaced

•A defender, other than the goalkeeper, crosses the back line before permitted -the offending player goes beyond the centre line and is not replaced

•A goalkeeper or player with goalkeeping privileges, crosses the back line before permitted -the defending team nominates which defender goes beyond the centre line and they cannot be replaced

•An attacker enters the circle before permitted -the offending player goes beyond the centre line and may be replaced

15.2 For any similar offences by an attacker, defender or goalkeeper at this or any subsequently re-taken penalty corner, the same conditions apply.

15.3 The players beyond the centre line may not return for re-taken penalty corners, but may do so for a subsequently awarded penalty corner.

15.4 A free hit is awarded to the defence for any other offence by an attacker.

**16. PENALTY CORNERS**

16.1 A goal cannot be scored unless the ball has travelled outside the circle. If the ball has stayed inside the circle, it is not an offence to take a shot at goal–allow play to continue; if a defender commits an offence which *normally* would have prevented the probable scoring of a goal, a further penalty corner should be awarded.

16.2 If a player defending a penalty corner continues to wear a face mask after the corner has been completed a free hit should be awarded. Repetition means another free hit and appropriate card.

16.3 Players should, however, be allowed to complete a defending action, even if it means that they play the ball just outside the circle when wearing a face mask –common sense should prevail.

**17. PENALTY STROKES**

17.1 No personal interpretations

17.2 Stick to the Rules and guidance

17.3 Sell decisions

17.4 Ensure that goalkeeper and taker are in position and prepared

17.5 Taker to be within playing distance of the ball -communicate this early

17.6 At penalty strokes allow the stroke if it looks natural –even if there is a minor drag

17.7 The penalty stroke is a major decision for a major foul

**18. OFFENCES DURING THE TAKING OF PENALTY STROKES**

18.1 If the Penalty Stroke is taken before the whistle is blown: -

•By the attacker and a goal is scored –re-take

•By the attacker and a goal is not scored –free hit to the defence

18.2 A free hit is awarded to the defence for all other offences by the attacker

18.3 For any offence by the player defending the Penalty Stoke and: -

•A goal is scored –the goal stands

•A goal is not scored –re-take

18.4 Other than those involved in the taking of the Penalty Stroke, for any offence by the defenders and a goal is not scored or by the attackers and a goal is scored, the Stroke is taken again

**19. APPLYING THE RULES**

19.1 The following Rules are sometimes inconsistently applied –remember that: -

•If the ball is intentionally played over the back-line by a defender and no goal is scored, play is re-started with a penalty corner. If it is clear that the action is intentional, you should award a penalty corner

•If it is clear that a player is shielding the ball with their stick they should be penalised. Watch also for tackling players who by pushing or leaning on an opponent cause them to lose possession of the ball

•The requirement for the ball to be stationary, albeit very briefly, at free hits, especially if it is taken using a ‘self-pass’, should be more strictly (but sensibly) applied.

19.2 At some recent Tournaments, technical and personal penalties for intentional offences in the 23 metres areas have not been applied in accordance with the Rules: -

•Seeking to interpret breaches as personal penalties without correctly applying the Rules creates confusion and should be avoided

•Deliberate offences inside the defending 23 metres area should be appropriately dealt with, including the awarding of personal penalties as necessary.

**20. APPEALING AND DISSENT**

20.1 Appealing for free hits –abuse or shouting spoils the game.

20.2 Do not allow comments at every penalty corner you award.

20.3 Harassment, intimidation and surrounding of umpires after decisions should not be tolerated. 1 individual (preferably captain) approaching you in the right manner at the right time is OK, 2 or more is not.

20.4 Make it easy on yourself –use your skills and the tools at your disposal to stamp these problems out early in the game e.g. Communication with teams and your colleague, use of cards, body language etc.

20.5 Make use of the captains, who are responsible for the behaviour of their team.

20.6.1 Captains, coaches and managers are responsible for their own conduct and the conduct of their players, officials and spectators **AT ALL TIMES**.

20.6.2 Verbal communication by team officials and players on the team bench must not in any way be directed at the Technical Officials, the umpires or the players in the opposing team. If a coach or manager is shown a red card, the team must play with 1 less player for the remainder of the game.

20.6.3 Substitute players and team officials will be under the jurisdiction of the umpires.

**21. APPROACH TO INJURIES**

21.1 For all tournaments: -

•Go quickly to the player and ask them if they need attention

•If no response ask Captain if the Doctor/Physio is required

•If bleeding is obvious or serious –call Doctor/Physio immediately

•If Doctor/Physio enters pitch the player must leave the pitch for two minutes

•Be aware of players who are feigning injury and delaying the game –if this is the case, call Doctor/Physio immediately.

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| Card | With/Without Technical support | Reporting Process |
| **Red Card-1** |  With No Technical Official | * Inform player to leave Field of Play and Team bench area.
* Inform Captain of class and Automatic Ban
* Complete MRF- Captain and Colleague to sign
* Contact Scottish Hockey via Competitions@scottish-hockey.org.uk with Match Incident/ Red Card form, within 24 Hours.
 |
|  | With a Technical Official | * Inform player to leave
* Technical Official informs Manager of Class and Automatic ban
* Complete MRF- Technical Official takes charge
* Complete Match Incident/Red Card form- Give to Technical Official and/or email to Scottish Hockey
 |
| **Red Card-2** OR |  With No Technical Official | * Inform player to leave Field of Play and Team bench area.
* Inform Captain of class and Automatic 2 Match Ban
* Complete MRF- Captain and Colleague to sign

   |
|  |   With a Technical Official | * Inform player to leave
* Technical Official informs Manager of Class and Automatic ban
* Complete MRF- Technical Official takes charge
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Card Consistency

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| --- | --- | --- |
| **Type of infringement** | **Description examples** | **Card Options** |
|  |   |  Card options below will be determined by personal/team fouls or repetition of similar fouls. Examples on next diagram |
| **Technical** | Hitting ball awayNot retreating 5 metresAbusive/foul languageDeliberate footClumsy tackle (not dangerous)Time wasting (incl. PC) |     5 min 10 min |
| **Physical/break down** | Bad/dangerous tackleTackle that grounds a playerDangerous use of stick or bodyDeliberate breakdown of play (incl. out of defence)Deliberate technical foul that denies a goal scoring opportunity |     5 min 10 min  |
| **Nasty malicious breakdown with intention to injure** |   |  |

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| **Type of infringement** | **Examples** | **Card Option** |
|  |   |   |
| **Player X** |  6” Not retreating 5 metres =40” Bad/dangerous tackle=55” Abusive/foul language |     5 min  10 minNo Red as 2 different types of infringement. Yellow Cards escalate seriousness by higher time off the pitch |
| **Player Y** | 17” Tackle that grounds a player45” Dangerous use of stick or body |    10 min 2nd Yellow Offence of a Physical nature = Red 2 card |

**The Key to Success**

**GOOD COMMUNICATION**

**With the players**

**With your colleagues**

**and**

**With your support team**