



Field Hockey  
**CANADA**  
Hockey sur gazon



# UMPIRES' HANDBOOK

Updated June 2008

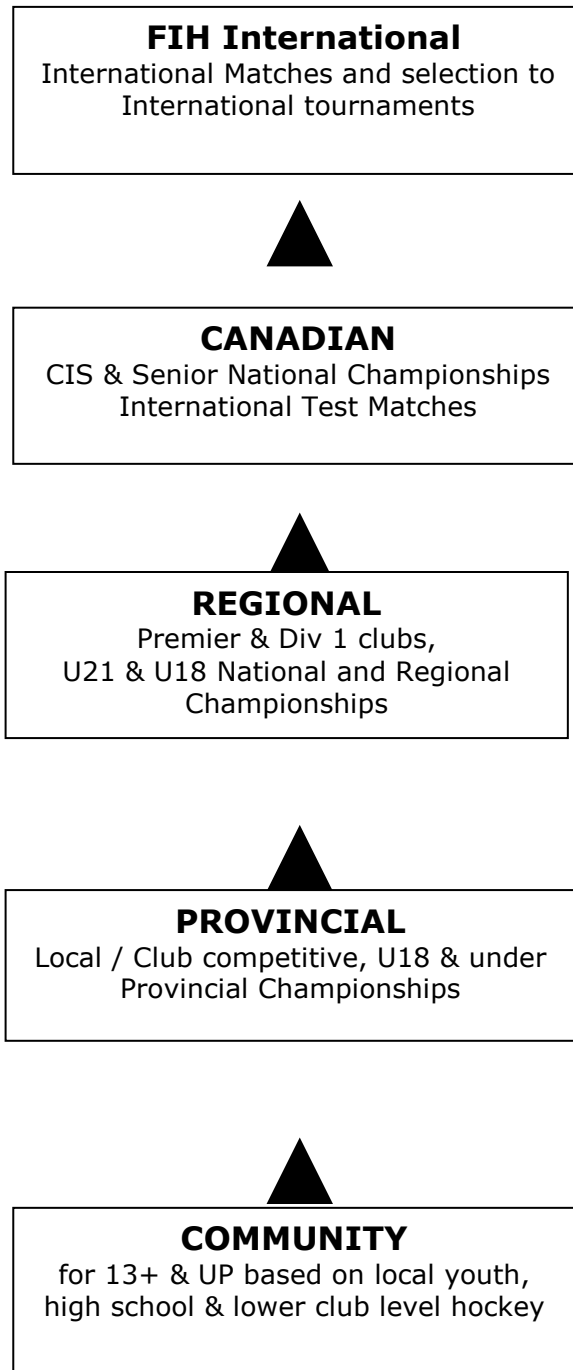
This handbook aims to provide Umpires, Local and Provincial Associations with a quick and easy guide to the new FHC umpire ratings scheme, registration, responsibilities and development opportunities with Field Hockey Canada. It is a working document and will be updated on a regular basis to ensure the information presented is current.

If you have any questions, suggestions to improve this manual or would like to see additional information included that would be of benefit to umpires, please contact the Program Coordinator at [fhc@fieldhockey.ca](mailto:fhc@fieldhockey.ca) or Wendy Stewart [wendsyyc@yahoo.ca](mailto:wendsyyc@yahoo.ca)

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## 1. New FHC Umpiring Structure effective April 2007



## 2. Umpire Development Model (UDM)

Criteria	Community	Provincial	Regional	Canadian
<b>1. Minimum age</b>	Age 13	Age 13	Age 13	Age 13
<b>2. Course and Exam format</b>	Community Course (with practical component) min. 4hr; Exam with Y/N and multiple choice	6 hr Provincial Course/clinic Written Exam with Y/N and multiple choice	5 hr Regional Course/clinic Written Exam	Oral presentation & discussion of Set Questions
<b>3. Qualification Criteria</b>	Pass Community exam (min. 75%) and 1 coached & 1 Field Assessment at appropriate level	Pass Provincial Exam (min. 75%) and 2 Field Assessments at appropriate level	Pass Regional Exam (min. 80%) and 2 Field Assessments at appropriate level within one year	Pass Oral presentations and 2 field assessments at appropriate level and give a presentation at a local Community, Provincial or Regional umpiring course
<b>4. Level of play certified to umpire</b>	Youth 11 a-side (U12, U14, U16), High School & lower level Club hockey	Local / Club competitive, U18 & under Provincial Championships	Premier & Div 1 Club, U21 & U18 National and Regional Championships	CIS & Senior National Championships *Considered for appointment to International Test matches by FHC International selection committee
<b>5. Duration of certification</b>	4 years	4 years	4 years	4 years
<b>6. Renewal</b>	Rules Update Clinic; One Field Assessment	Rules Update Clinic; One Field Assessment if actively umpiring as per criteria # 7, otherwise 2 field assessments may apply	Rules Update Clinic; One Field Assessment if actively umpiring as per criteria # 7, otherwise 2 field assessments may apply	Rules Update Clinic; 2 Field Assessments
<b>7 Requirements to maintain current umpiring level</b>	Gain as much experience as possible  Actively umpiring minimum 8 – 10 matches a year and maintaining adequate physical fitness level  FHC Registered Umpire	Actively umpiring and maintaining physical fitness level  Min 10 - 12 matches annually  FHC Registered Umpire	Actively umpiring and maintaining physical fitness level as per beep test  Min 12 games annually Passing 1 annual match assessment  FHC Registered Umpire	Actively umpiring and maintaining physical fitness level as per beep test  Min 15 games annually Passing 2 annual match assessments  FHC Registered Umpire
<b>8. Physical Fitness test how often?</b>	To gain experience, try it and see what level you achieve!	To gain experience, try it and see what level you achieve!  *Can be organised by PSO at start of playing season	*Annual Beep Test as per FIH standards <ul style="list-style-type: none"> <li>• &lt;30 - 10M/9W</li> <li>• 30-40 - 9M/ 8W</li> <li>• &gt;40+ - 8M/7W</li> </ul> at National Championships or as organised by PSO	*Annual Beep Test as per FIH Standards <ul style="list-style-type: none"> <li>• &lt;30 - 10M/9W</li> <li>• 30-40 - 9M/8W</li> <li>• &gt;40+ - 8M/7W</li> </ul> (*mandatory at National Championships )
<b>9. Tentative Annual Fee for Umpire Association Registration</b>	\$10.00 Yearly	\$10.00 Yearly	\$50.00 Yearly	\$50.00 Yearly

### **3. Further Explanation of the Umpire Development Model**

#### **Minimum Age requirement**

It has only been stipulated at the COMMUNITY level. There should be no minimum or maximum limit to umpire at the other levels. Local leagues and Provinces should take into consideration that at all times, affiliated umpires are promoting the sport in a fair, safe and appropriate manner.

#### **What umpiring level do I start at?**

Any person who has never held an FHC Umpiring certification is required to start at either the Community or Provincial level, and then progress as per the Umpiring Structure (pg 5). Your local umpiring contact should also be able to advise you.

- **Community** – if you are either new to the sport or are currently just interested in umpiring your local Junior, high school or lower level leagues then this is a good option. The course will cover the basic rules, communication tools of an umpire and practical scenarios that you may experience and how to deal with them and facilitate the game.
- **Provincial** - even if you are new to the sport or have a lot of playing experience but are interested in umpiring towards a higher level then this would be the option. The course will cover the rules, communication & game management tools of an umpire, also theoretical and practical scenarios that you may experience and how to deal with them.

#### **Course, Exam & Field Assessments**

The process to attaining your level of umpiring will be as follows:

- attend the clinic
- pass the written and/or oral exam, if any
- pass field assessment/s

#### **Cost of each Course:**

The cost of attending an umpiring course will be set by each Province or Local association who are responsible for organising and facilitating the appropriate umpire course. Each course may vary in cost due to rental facilities, course conductor fee and additional resources required.

#### **What Clinic / Practical Time is involved:**

- **COMMUNITY:** Minimum 4 hours with minimum 1 hour for practical (whistle blowing, signaling, positioning if required at a suitable venue) & 1 coached session and 1 x appropriate level game
- **PROVINCIAL:** 6 hours & 2 games
- **REGIONAL:** 5 hours & 2 x 70 minute games

#### **Practical Assessment:**

- **PROVINCIAL:** Local or club matches of 11-a-side.
- **REGIONAL:** Matches need to be of a high calibre, preferably including provincial athletes and in a tournament environment. Two successful assessments by two different assessors must be completed. Assessments must be completed within one year of passing the exam.

### What you get at the course:

- COMMUNITY: FHC Official manual, and whistle.
- PROVINCIAL: FHC Official manual, rule book, cards, whistle, and pouch.
- REGIONAL: FHC Official manual.

### The pass test written at the course:

- COMMUNITY: pass is 75% based on a Yes / No multiple choice
- PROVINCIAL: pass is 75% also includes Yes / No multiple choice
- REGIONAL: pass is 80%

### What to do after the course:

Practice umpiring and be coached on the appropriate level of games as per UDM chart.

- COMMUNITY: 1 coached game and 1 successful rating
- PROVINCIAL: 2 successful ratings; different Assessors preferred but not essential
- REGIONAL: 2 successful ratings by 2 different Assessors
- CANADIAN: 2 successful ratings by 2 different Assessors

### Expiry and Renewal

As the new umpiring levels and structure is effective from Spring 2007, it has been agreed that for administration purposes *all* previous umpiring certifications will remain valid until the time of their old expiry date and then the new 4 year renewal will take effect. e.g. if an umpire renewed their Regional certification in May 2005 they need to recertify before 31/12/2010 (as an old certification lasted 5 years.)

**New Structure - All umpiring certifications are valid for 4 years, and expire on the following 31<sup>st</sup> December**, e.g. a rating achieved on 9<sup>th</sup> July 2007 will expire on 31/12/2011.

Umpires who only want to renew their certification at their current or a lower level (e.g. *Regional --> Regional or Regional --> Provincial*) are only required, before their expiry date, to:

- attend a Rules Update Clinic
- Pass the appropriate field Assessment(s) for that level

### Grandparent Clause

Umpires who are still active but whose certifications have already expired, *may* be able to re-enter the new system at the equivalent level to their last certification, provided they fulfill all the requirements of that level, rather than start at the bottom again. Umpires who fall into this category should contact their local /Provincial umpiring representative.

**Please Note:** that once a certification has expired renewal is not an option, and the umpire **must** complete all certification steps as if they never had a certification.

## **Upgrading**

At any time during the 4-year period, an umpire may choose to upgrade to a higher rating (e.g. Provincial -> Regional) by successfully passing all requirements for the higher level.

## **Fitness Levels**

It is recommended that PSO's organize an Annual Beep Test at the start of their outdoor field hockey season. All PROVINCIAL, REGIONAL & CANADIAN umpires who will be actively umpiring in their local league are encouraged to participate in the Beep Test, but it is not mandatory.

*Please note* - all Umpires appointed to a Senior National Championship, CIS or Canada Games will be required to do their Annual Beep Test at one of the events and achieve the FIH fitness standards.

## **Important Note:**

**For Liability reasons no person should umpire without being one of the following;**

- 1. Registered FHC umpire**
- 2. FHC paid member**
- 3. Fully certified or working towards their FHC certification**

## **4. FHC Umpire Association**

FHC is implementing a new annual fee specifically for umpire officials. FHC is committed to developing and improving the standards of officiating to our members. The new fee will also assist with costs to maintain the officials program.

As an umpire member of Field Hockey Canada the following benefits are available:

- eligibility to umpire any field hockey game in Canada at the appropriate standard;
- new rule book every two years (or when one becomes available);
- encouragement to progress through the new umpiring structure;
- professional development opportunities, umpire seminars, rules clinic, etc.;
- eligibility to be nominated for FHC Annual Umpiring Recognition & Awards;
- receive news briefings and regular updates via email;
- receive mentoring from more experienced umpires as per the new FHC mentoring pilot program;
- receive information about suitable developmental tournaments and encouragement to apply (although not necessarily any funding assistance)

All officials must also be paid members of FHC.

## **5. Assessors / Course Conductors**

Assessors / Course Conductors need to have the experience and knowledge of the game to mentor aspiring umpires and are required to have:

- attended an Assessor's / Course Conductor's Workshop;  
and/or
- trained as an apprentice with a qualified Assessor for 2 or more games on different umpires

Qualified Assessors / Course Conductors may rate at their highest achieved (not necessarily current) level as follows:

- CANADIAN – Assess all levels
- REGIONAL – Assess Provincial
- PROVINCIAL – Assess Community

### **LEVEL OF PLAY**

All umpire ratings should take place at the levels indicated in the UDM chart.

## **6. FHC Umpires' Uniforms**

Men: Black pants,  
Red/ black / or yellow shirt (available from FHC)

Women: Black skirt  
Red/ black / or yellow shirt (available from FHC)  
Knee length black socks

## **7. Umpires' Responsibilities**

Umpiring is a rewarding and challenging experience at all levels of hockey. As an UMPIRE you 'manage the game' and use many skills in the process.

Below is some basic advice to help you achieve your goals as an umpire. By being proactive, responsible and committed to your umpiring, you in turn will help your field hockey community / association improve.

1. Read and discuss the FIH RULE INTERPRETATIONS or attend Rules Update Clinics on a regular basis, to ensure you keep up to date and current with any new information.
2. Be proactive in your fitness and mental preparation. Join a gym, train with other umpires or do cross training sports. Try visualization or relaxation techniques and think about simple strategies of how to deal with handling those 'pressure moments' in a game.
3. Watch videos of higher level hockey, other games and take time to observe other umpires, see what you can learn from them.
4. Presentation is an important asset, be smart in your umpiring attire and always wear the approved uniform of your association.
5. Be your self & use common sense. Enjoy and try to learn from each and every game you umpire — it can help to set yourself one or more simple and achievable goals for each match.
6. Be prepared. No matter how long you have been an umpire or how many times you have worked with an umpire colleague, it is essential to have a pre-match discussion and a game plan in mind for every match.
7. Try to be consistent, cooperative, pleasant and approachable as an umpire. Work on teamwork with your colleagues. Being open to advice (no matter how critical it seems at the time) can help you to understand what your colleague, the players, coaches and your umpires manager is expecting from you.
8. Keep a log book of games umpired to help you evaluate your progress. Include the following: date of game, level of play, umpiring partner, your goals for the game, feedback received, your own personal comments, how well you met your goals and above all be honest with yourself — that's how you improve.
9. Respond to any email or written correspondence from your local umpiring or national association or personnel. Let them know your availability for the season or if there is any change to your personal or work contact details.

## **8. Umpires' Code of Conduct**

As an Official of FHC you are required to comply with this policy. You must meet the following requirements in regard to your conduct during any activity held or sanctioned by FHC, a member association or an affiliated club and in your role as an Official

1. Treat all players with respect at all times.
2. Accept responsibility for all actions taken. Exercise reasonable care to prevent injury by ensuring players play within the rules.
3. Be impartial and maintain integrity in your relationship with other officials, players and coaches.
4. Avoid situations that may lead to a conflict of interest.
5. Not be in a position of individual and unsupervised contact with players under 18 years of age.
6. Be courteous, respectful and open to discussion and interaction.
7. Be a positive role model in behaviour and personal appearance by maintaining the highest standards of personal conduct and projecting a favourable image of hockey and officiating at all times.
8. Refrain from any personal abuse towards players.
9. Show concern and caution towards ill and injured athletes. Enforce the blood rule and apply procedures regarding ill or injured players according to the rules.
10. Abstain from the use of tobacco and the consumption of alcoholic beverages when officiating or whilst in uniform.
11. Adhere to the Anti-Doping Policy advocated by FHC.
12. Make no public comments or media announcements without prior approval from your Tournament Director or Umpire's Manager.
13. Wear only the official uniform requested by FHC when umpiring at the tournament.
14. Maintain the fitness level deemed acceptable when your appointment to the tournament was made.
15. Abide by all relevant policies documented by FHC in relation to your appointment at a FHC sanctioned event.
16. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
17. Treat others with respect, fairness, consideration, tolerance, humanity, civility and dignity.
18. Honour your commitments.
19. Accept the consequences of your actions.

20. Respect the rule of law and neither engage in unlawful activity yourself nor condone unlawful activity by others.
21. Avoid positions of real or perceived conflict of interest that might impair, or could reasonably be thought to impair, your professional judgement.
22. Not release any confidential information gathered during the course of your work without prior permission.
23. Support the strategic directions and goals of FHC and uphold the image and reputation of FHC and will not engage in acts or activities that would discredit FHC.
24. Collaborate and work collegially with other sport volunteers, staff, partners, as well as seek out and value their input to our work, and will openly share my knowledge with our partners for the benefit of all sport.
25. Fully comply with all applicable FHC policies and regulations.

## **9. Umpire Resources**

### **Rule Book**

The FIH have committed to re-evaluate the rules every 2 years, and will issue a new rule book in odd-numbered years.

Other helpful weblinks and information. Please take time to read the following:

1. *'What makes a good umpire?'*  
[http://www.hockey.org.au/clubhouse/news/complete\\_article.asp?ContentID=244](http://www.hockey.org.au/clubhouse/news/complete_article.asp?ContentID=244)
2. FIH Umpiring for the latest interpretations – [www.fihockey.org](http://www.fihockey.org)
3. England Hockey - [www.englishockey.co.uk](http://www.englishockey.co.uk)
4. Sport Officials Canada - [www.sportofficials.ca](http://www.sportofficials.ca)

## **10. Availability, Selection Process & Travel Arrangements for Umpires to FHC National Championships.**

The FHC 2008 domestic selection committee is currently:

**Chair:** Paula Parks

**Members:** Mary Cicinelli, Janice McClintock, Trevor Martin, Tony Stewart & Alan Waterman

An updated availability procedure has been introduced. As a FHC registered Provincial, Regional or Canadian umpire you should automatically be contacted by FHC via email for your availability to umpire at FHC National Championships.

- March for Outdoor Championships
- October for Indoor Championships
- Please also check the FHC website at [www.fieldhockey.ca](http://www.fieldhockey.ca) for domestic opportunities

When all the availability forms are returned, they are consolidated and forwarded to the selection committee, who then decide which umpires will be appointed to each championship. The criteria they use for selection is based on but not limited to:

- ability and experience
- potential
- travel costs
- fully certified and registered

### **Confirmation of appointment**

You will receive email confirmation of this appointment from FHC and will be required to complete the reply confirmation form by the requested date.

### **Travel Arrangements**

All umpires are responsible for making their own travel arrangements to arrive and depart as per the Championship requirements. Due to financial restrictions umpires may be asked to pay their own way.

### **Notifying UM's, TD & Tournament organisers of travel**

All umpires are responsible for ensuring their travel information is given to the UM's, TD's and Tournament organisers.

## **11. Selection Process for Umpires to FHC International Test Matches**

The FHC International selection committee is currently:

**Chairs:** Janice McClintock and Alan Waterman