



**FIELD HOCKEY
CANADA**



UMPIRES' HANDBOOK

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.

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 Field Hockey Canada at fhc@fieldhockey.ca.

Field Hockey Canada wishes to thank and to acknowledge Wendy Stewart for her contribution to the production of this document.

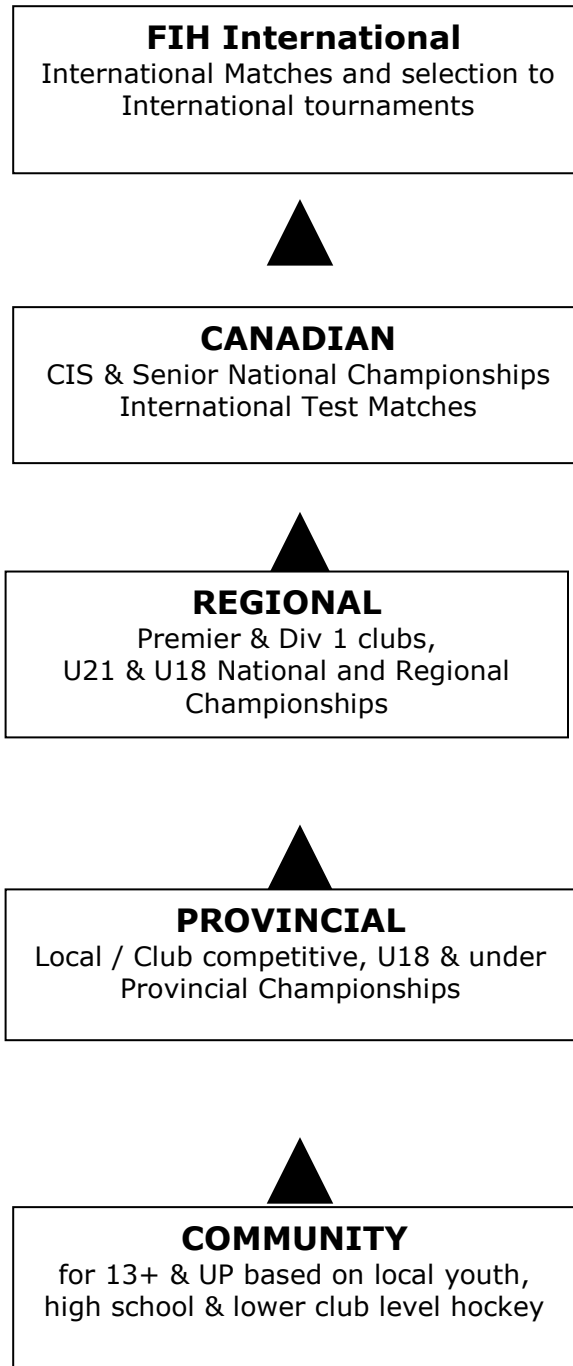
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Minor updates, 2012, by Julie Nelson, Chris Wilson
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TABLE OF CONTENTS

1.	FHC Umpiring Structure.....	4
2.	Umpire Development Model.....	5
3.	Further Explanation of Umpire Development Model.....	6..7
4.	FHC Umpire.....	8
5.	Assessors / Course Conductors	8
6.	Umpire Resources	8
7.	Umpires' Responsibilities	9
8.	Officials' Code of Conduct	100
9.	Umpires of FHC National Championship Events	110

1. FHC Umpiring Structure

(effective April 2007)



2. Umpire Development Model (UDM)

Criteria	Community	Provincial	Regional	Canadian
1. Minimum age	Age 13	Age 13	Age 13	Age 13
2. Course and Exam format	4 hr Community Course (with practical component); Written Exam with Y/N and multiple choice	6 hr Provincial Course Written Exam with Y/N and multiple choice	5 hr Regional Course Written Exam	Oral presentation & discussion of Set Questions
3. Qualification Criteria	Pass Community exam (min. 75%) and 1 coached & 1 Field Assessment at appropriate level within one year of class session.	Pass Provincial Exam (min. 75%) and 2 Field Assessments at appropriate level within one year of class session.	Pass Regional Exam (min. 80%) and 2 Field Assessments at appropriate level within one year of class session.	Pass Oral presentations and 2 field assessments at appropriate level and give a presentation at a local Community, Provincial or Regional umpiring course
4. Level of play certified to umpire	Youth 11 a-side (U12, U14, U16), elementary, middle school & lower level Club hockey	High School, Local / Club competitive, U18 & under Provincial Championships	University, 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
5. Duration of Certification <i>All expire as of December 31.</i>	4 years	4 years	4 years	4 years
6. Renewal (prior to expiry)	Rules Update, and One Field Assessment	Rules Update, and 2 Field Assessments by two different Assessors	Rules Update, and 2 Field Assessments by two different Assessors	Rules Update, and 2 Field Assessments by two different Assessors
7 Requirements to maintain current umpiring level	Gain as much experience as possible Actively umpiring and maintaining adequate physical fitness level Min 8 – 10 matches annually (keep a log) FHC Registered Member/Umpire	Actively umpiring and maintaining physical fitness level Min 10 - 12 matches annually (keep a log) FHC Registered Member/Umpire	Actively umpiring and maintaining physical fitness level as per beep test Min 12 games annually (keep a log) Passing 1 annual match assessment FHC Registered Member/Umpire	Actively umpiring and maintaining physical fitness level as per beep test Min 15 games annually (keep a log) Passing 2 annual match assessments FHC Registered Member/Umpire
8. Physical Fitness test Beep Test	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"> • <30 - 10M/9W • 30-40 - 9M/ 8W • >40+ - 8M/7W at National Championships or as organised by PSO	*Annual Beep Test as per FIH Standards <ul style="list-style-type: none"> • <30 - 10M/9W • 30-40 - 9M/8W • >40+ - 8M/7W (*mandatory at National Championships)

Important Note:

For Liability reasons no person should umpire without being:

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

3. Further Explanation of the Umpire Development Model (UDM)

Minimum Age requirement

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/PSO 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 classroom clinic
- pass the written and/or oral exam,
- pass field assessments
- be a current paid member of FHC and your PSO

Cost of each Course:

The full 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.

- FHC is to be paid \$10 per person for taking the course

What Clinic / Practical Time is involved:

- **COMMUNITY:** Minimum 4 hours with minimum 1 hour for practical (whistle blowing, signalling, 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: High School, Local or club matches of 11-a-side.

- Two successful assessments must be completed. Assessments must be completed within one year of passing the exam.

REGIONAL: Matches need to be of a high calibre, preferably including provincial or University 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 course material
- PROVINCIAL: FHC Official course material
- REGIONAL: FHC Official course material

To be purchased separately: cards, whistle, and pouch.

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

- 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

All umpiring certifications are valid for 4 years, and expire on the following 31st December,

Example: a rating achieved on 9th July 2011 will expire on 31/12/2015.

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:

- Rules Update
- 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. They may also choose to be assessed at a lower level. Umpires who fall into this category should contact their local Provincial umpiring contact.

Please Note: Umpire's who have been inactive for more than two years must start the certification process from the beginning. Also, umpire's who have a expired certification must start the certification process from the beginning.

Special Note: When a FIH umpire retires from the international stage they will automatically return to the FHC system with a Canadian level and at the start of a 4 year cycle as long as they stay actively umpiring.

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.

4. FHC Umpire

As a paid and certified umpire member of Field Hockey Canada the following benefits are available:

- eligibility to umpire any field hockey game in Canada at the appropriate standard;
- 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 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)

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 by a certified Instructor; and
- trained as an apprentice Assessor with a qualified Facilitator/Assessor
- been a Certified Umpire for a minimum of 4 years

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

Please Note: All new Assessors / Course Conductors certifications are valid for 4 years, and expire on the following December 31st. Example, a certification received on July 9th, 2014 will expire on 31/12/2018. Active FIH Umpire Managers are exempted.

LEVEL OF PLAY

see UDM chart for level, number of games, etc.

6. 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, here is a link to the rules page. <http://www.fih.ch/hockey-basics/rules/>

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

1. FIH Website link - <http://www.fih.ch/>
2. FIH Umpire Briefing link – <http://www.fih.ch/inside-fih/hockey-resource-centre/events-management/fih-event-delivery/umpires/>
3. England Hockey - www.englandhockey.co.uk
4. Sport Officials Canada - www.sportofficials.ca

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 latest FIH Rules, FIH RULE INTERPRETATIONS, FIH Umpire Briefings 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. Official's Code of Conduct

Revised 2012

As an Official of Field Hockey Canada (FHC) you are required to comply with this policy. You must meet the following 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, coaches, peers, spectators, volunteers and other officials with respect at all times. (Respect = how you would expect to be treated)
2. Accept responsibility and the consequences of your actions. Exercise reasonable care to prevent injury by ensuring players play within the rules.
3. Be impartial and maintain integrity in your relationships with other officials, players and coaches. Be courteous respectful and open to discussions and interactions.
4. Avoid situations of real or perceived conflict of interest that might impair, or could reasonably be thought to impair, your professional judgement.
5. Refrain from any personal abuse (verbal and physical) towards players, coaches and other officials.
6. 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.
7. Fully comply with all applicable FIH rules of hockey, polices and regulations.

9. Umpires of FHC National Championship Events

If you are registered with FHC as a Provincial, Regional or Canadian umpire you should be advising FHC as to your availability to umpire at a FHC National Championships.

Requests for availability are posted on the FHC website at www.fieldhockey.ca

- March for Outdoor Championships
- October for Indoor Championships

The selection committee decides 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
- 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 are asked to pay their own way.