



# ***Umpires Policy 2016***

*Reviewed December 2016*

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# Objectives

**Introduction** This Policy sets out policies and guidelines for the administration of our Umpires, under the jurisdiction of Otago Hockey Association (OHA).

**Objective** The objective of this Policy is to expand and clarify the roles of various key personnel and panels as well as providing a point of reference for decision-making.

By collating policy and decision-making frameworks into a single document, focus can be placed on the implementation of policy and decisions instead of expending time and effort on debating what is to be achieved.

**Review of Policy** As the structure of Hockey NZ (HNZ) programmes change and OHA's Policies follow these changes, revision of this Policy will be necessary. Feedback from all stakeholders will be welcomed in order to improve this document.

The contents of this document will be reviewed annually by the OHA. Any changes made to this document will be ratified and adopted by the OHA Board.

**Further Policy** In addition to this Policy Document OHA expects all personnel involved in OHA umpiring to understand and abide by all aspects of the following policies:

- HNZ Safety Policies
- HNZ Harassment Policy
- HNZ Player Welfare Ruling
- HNZ Anti-Doping Policy
- HNZ Code of Conduct
- HNZ Head Injury Policy
- Otago Hockey Code of Conduct
- Otago Hockey Police Vetting Policy

# Roles of Key People and Umpires Committee

**Introduction** This section describes the key roles and responsibilities of those involved in OHA's Umpires Committee.

**Chairperson  
1 position** The Chairperson is responsible for the overseeing of the Umpires Committee in conjunction with the OHA. They will be a first point of contact for umpires, provide advice to the OHA, will be responsible for assisting in decision making, will be involved in any disciplinary matters and also will assist with policy reviews.

The OHA office is responsible for selecting and appointing a Chair for the Umpires Committee.

**Appointments  
6 positions** Umpires selected for the Appointment roles will be responsible for appointing umpires to matches across all of the OHA's competitions.

The Chairperson, alongside the OHA office is responsible for selecting and appointing a panel of up to 6 individuals for the roles of Appointments on the Umpires Committee.

The OHA will call for expressions of interest for the Appointments role in February of each year. From those expressions of interest a panel will then select the candidates who will be appointed to the Appointments roles.

Appointments will be made up of:

|                               |           |
|-------------------------------|-----------|
| Club Appointments             | – 3 roles |
| Secondary School Appointments | – 2 roles |
| Small Sticks Appointments     | – 1 role  |

**Mentoring  
1 position**

The Umpire selected for the mentoring role will be responsible for assisting with the development of our umpires within the OHA

The Chairperson, alongside the OHA office is responsible for selecting and appointing an individual for the role of Mentor on the Umpires Committee.

The Mentoring role is a vitally important one and will work closely alongside the OHA in pairing our junior umpires with a senior umpire with a view to mentoring them for the season and encouraging their development and upskilling. The Mentor position will oversee this process.

The OHA will call for expressions of interest for the Mentoring role in early March of each year. From those expressions of interest a panel will then select the candidate who will be appointed to the Mentoring roles.

**Rules Panel  
3 position**

Umpires selected for the Rules Panel roles will be responsible for reviewing new and experimental rules brought in by the FIH and advising Otago Hockey Association as to which rules should be adopted and in what format.

The Chairperson, alongside the OHA office is responsible for selecting and appointing panel of up to 3 individuals for the roles on the Rules Panel of the Umpires Committee.

Where new and experimental rules are introduced by the FIH, the OHA will call for expressions of interest for the Rules Panel in February of that year. From those expressions of interest a panel will then select the candidates who will be appointed to the Rules Panel.

Where there are no new or experimental rules brought in by the FIH, there will be no rules panel for that year.

## **Roles and responsibilities**

### **CHAIRPERSON:**

- The Chair is responsible for overseeing the Umpires Committee and all of its functions
- Liaises with OHA regularly
- Is the first point of contact for any umpiring issues or disciplinary matters
- Assists with policy review
- Assists with the management of nominations as required by Hockey New Zealand of umpires/officials for matches played under the jurisdiction of Hockey NZ

### **APPOINTMENTS:**

- The Appointments panel will receive a brief report on the level of all umpires making themselves available to the OHA for that season
- It is then the Appointments panel's responsibility to select and manage, without prejudice, the appointment of umpires for all matches played under the jurisdiction of the OHA.
- The Appointments panel will ensure all umpires are informed of any umpiring duties no less than 5 days prior to the match taking place

### **MENTORING:**

- Responsible for the coordination of the delivery of adequate education and development opportunities for the training of new and existing umpires, working in conjunction with the OHA
- Oversees the Mentoring programme
- Liaises with the Community Hockey Manager and OHA regarding umpiring development and education programmes available through Hockey NZ
- Has regular meetings with both Mentors and Mentees in the programme

### **RULES PANEL:**

- Responsible for meeting prior to the season to discuss the implementation of new and experimental rules by the FIH and Hockey NZ
- Responsible for advising and making recommendations to the OHA regarding rules to be implemented at Association level

The above Committee has no executive authority, but can make decisions of an operational nature within the parameters instructed by the General Manager of the OHA. However, recommendations of the Committee outside of these parameters may be implemented by the OHA following due consideration of the OHA Strategic Plan, Operational Plan, Budget and other relevant OHA policies and procedures.

# Representative Umpiring

**Introduction** This section describes the procedures for umpires wishing to be considered for Representative Umpiring.

**Procedure for expressions of interest** Before the commencement of the season, there will be an umpires meeting held at the McMillan Hockey Centre to brief all umpires about the upcoming season, new policy and any rule changes that may be coming into effect.

At this meeting everyone will be issued a form to complete to provide their details and their aims for the year. This will include the question as to whether or not they would like to umpire at a national tournament.

**Selection** The Umpires Committee Chair, the OHA Competitions Manager and if desired, one other individual nominated by the Chair or OHA, will meet and discuss the expressions of interest from individuals wishing to attend representative tournament.

Aspects that will be taken into consideration are: skill, qualifications, attitude, ability and fitness.

From these discussions by the panel, nominations will be put forward to Hockey New Zealand for final selection for Domestic Tournament Umpires. All nominees will be notified that they have been put forward for selection via email.

The nominated umpire will be named alongside the Representative team they will be umpiring for and final confirmation will come from Hockey NZ

Feedback will be given to all umpires who have put themselves forward to be available for Domestic Tournament Umpiring.

**Naming of Tournament Umpires** Hockey New Zealand will name the umpires going to tournament via their website.

Once named, all umpires will be expected to comply with the rules found in the OHA Representative Policy.

# Mentoring

**Introduction** This section describes the procedures the OHA's Umpire Mentoring Programme

**Procedure for expressions of interest** Before the commencement of the season, there will be an umpires meeting held at the McMillan Hockey Centre to brief all umpires about the upcoming season, new policy and any rule changes that may be coming into effect.

At this meeting everyone will be issued a form to complete to provide their details and their aims for the year. This will include the question as to whether or not they would like to have a mentor or whether they would like to be a mentor.

The Mentoring manager on the Umpires Committee will oversee the Mentoring process.

**Selection** The Umpires Committee Chair, the Mentoring manager and the OHA will meet and discuss the expressions of interest from individuals wishing to be part of our Mentor/Mentees programme.

From these discussions by the panel, Mentors will be matched up with a Mentee. The Mentoring manager will notify all parties via email.

The Mentoring manager will give feedback to all umpires who have put themselves forward to be part of this programme.

**Getting the programme started** At the commencement of the season, the Chair of the Umpires Committee will make a brief report regarding the level of each umpire or another individual that has been delegated this task by the Chair.

This report will remain confidential, but will be passed on to the OHA for our records and in the case of Umpires whom are being mentored; this will be passed on to the Mentoring manager for Development Purposes.

Hockey New Zealand Umpire Match Reports will be made available to the Mentoring Manager for the purposes of development.

## Code of Conduct and Complaints

**Introduction** This section describes the Code of Conduct and Complaints procedures for umpires.

**Code Of Conduct** All umpires will be bound by the Hockey New Zealand and the OHA Code of Conduct.

There is also a brief additional Umpires Code of Conduct that must be adhered to at all times – see appendix one

**Complaints Procedure** Complaints regarding an umpire will be dealt with in accordance to the complaints procedure – see appendix 1

Complaints by an umpire should in the first instance be referred to the Chairperson and then if necessary will be escalated to the General Manager of the OHA and will be dealt with in accordance with the OHA Code of Conduct.

## Competitions

**Introduction** This section describes the administration for competitions and procedures for umpires.

**Club, Secondary & Small Sticks Competitions** All competitions will be governed by the rules and procedures set out in the respective competition handbook.

These handbooks can be found on the OHA website.

# Voting Rights & Attendance at meetings

**Introduction** This section describes voting rights and the ability to attend OHA meetings for umpires.

**Voting Rights at AGM** The Umpires Committee have voting rights at the OHA AGM. The allocated voting rights for the Umpires is two (2) votes.

Prior to the OHA AGM, the Umpires Committee shall appoint two (2) persons from among themselves to exercise these votes at the AGM, and the Chairperson shall inform the OHA Office of whom these persons are.

**Voting Rights at other competition committee meetings** Umpires do not have voting rights at meetings regarding competition.

**Attendance at meetings** Umpires have the right to attend the following OHA meetings, should these be held;

- Club Competition Pre Season Meeting
- Club Competition Delegates Meeting
- Club Competition Debrief Meeting
- Secondary School Competition Pre Season Meeting
- Secondary School Competition Mid Season Meeting
- Secondary School Competition Debrief Meeting
- Small Sticks Competition Pre Season Meeting
- Small Sticks Competition Mid Season Meeting
- Small Sticks Competition Debrief Meeting
- Representative Campaign Pre Season Meeting
- Representative Campaign Mid Season Meeting
- Representative Campaign Debrief Meeting

**Attendance at other OHA Events** Umpires are actively encouraged to participate at OHA events such as prizegivings, fundraisers, Regional Tournaments, OHA Tournaments and competitions.

# General Info

**Introduction** This section describes general information for Umpires.

**Compensation for umpiring** Umpires will receive the following for their services;

- Club Competition Umpires - \$10 bar tab per day to be used on the day on the day of umpiring
- Secondary School Competition Umpires - \$5 bar tab per day to be used on the day of umpiring
- Small Sticks Competition Umpires - \$5 bar tab per day to be used on the day of umpiring
- Summer Hockey Umpires – will receive \$10 per 40 minute game and \$15 per 1 hour game for umpiring

Bar tabs may be spent in the OHA café however umpires choose, in line with licencing laws.

**Equipment** Umpires are expected to bring their own;

- Whistle
- Cards
- Timekeeping device such as stopwatch (preferably not a cellphone)
- Pen
- Coin for the toss

The OHA will provide;

- An umpires shirt for the duration of the season
- An umpires jacket, where required, on game day

**Dress Code** An acceptable standard of dress is expected at all times whilst umpiring. This consists of:

- OHA Umpires Shirt (provided)
- Black Trousers or Skirt
- Trainers or rubber soled shoes suitable for the turf.

## OTAGO HOCKEY UMPIRES CODE OF CONDUCT

**Otago Hockey Umpires should do nothing, through their actions or words, which is likely to bring Otago Hockey Umpires or the Otago Hockey Association into disrepute.**

**Otago Hockey Umpires shall:**

- Keep themselves up-to-date with the Rules, their interpretations and guidance
- Umpire to the best of their ability, fairly and with a sense of justice
- Remain neutral and impartial while umpiring
- Support their colleagues during and after the game
- Respect, protect and encourage playing skills
- Eliminate unsafe and dangerous play
- Work to build rapport with players

**Otago Hockey Umpires shall not:**

- Criticise a colleague in front of players, team officials or spectators
- Swear at or demean a colleague, player, team official or spectator
- Harass, assault or act inappropriately towards a colleague, player, team official or spectator
- Demean a colleague, player, team official, team, club or spectators on a public website

**Otago Hockey Umpires will show a proficient approach by:**

- Arriving in good time for a match
- Wearing the appropriate clothing to the match
- Bringing the appropriate equipment to the match
- Discussing with their colleague(s) the conduct of the match
- Warming up
- Introducing themselves to team captains
- Meeting their colleague(s) for half-time discussion
- Leaving the field together
- Avoiding any post-match confrontation with players, managers, coaches or spectators
- Being prepared to discuss aspects of the match with the teams and team officials in a non-confrontational manner
- Being willing to take development opportunities offered to them

**When playing, managing or coaching, Otago Hockey Umpires shall:**

- Abide by the spirit and letter of the Rules
- Support the principles of fair play and abide by the umpires' decisions

**All concerns should be promptly reported to the Umpires Committee Chair or your Mentor**

# OTAGO HOCKEY UMPIRES COMPLAINTS PROCEDURE

- 1) All complaints received about an Umpire shall be directed to the Umpires Committee Chair (“the Chair”).
- 2) The Chair will decide whether the complaint is:
  - a) **Vexatious**, in which case the Chair MAY:
    - i) Take no action.
  - b) **Minor**, in which case the Chair MAY:
    - i) Take no action; or
    - ii) Discuss the complaint with Umpire and/or their Mentor.
  - c) **Reasonable**, in which case the Chair SHALL:
    - i) Discuss the complaint with Umpire and/or their Mentor; and MAY:
    - ii) Require the Umpire to undertake extra training; and/or
    - iii) Discuss the level the Umpire umpires with the Appointments Manager.
  - d) **Serious**, in which case the Chair SHALL:
    - i) Call a Complaint Hearing.
- 3) A Complaint Hearing SHALL:
  - a) Be heard by a Complaints Committee composed of the Chair, OHA Competitions Manager and one (1) other member of the Umpires Committee;
  - b) Be heard within ten (10) days of the Chair receiving the complaint;
  - c) Be heard in private.
- 4) The Complaints Committee SHALL:
  - a) Decide, on the balance of probabilities, whether the conduct, action(s) or incident(s) alleged in the complaint occurred.
    - i) IF the Complaints Committee finds that the conduct, action(s) or incident(s) alleged in the complaint did not occur, the Complaints Committee SHALL:
      - (1) Dismiss the complaint with prejudice.
    - ii) IF the Complaints Committee finds that the conduct, action(s) or incident(s) alleged in the complaint did occur, the Complaints Committee MAY:
      - (1) Take no action; or
      - (2) Require the Umpire to undertake extra training; and/or
      - (3) Make a recommendation to the Appointments Manager; and/or
      - (4) Suspend the Umpire from umpiring for a period of time or indefinitely and/or downgrade the level that that Umpire is eligible to umpire at and/or that umpire will become ineligible to be put forward for Hockey NZ Domestic Tournament

- b) If a Complaint Hearing is unable to be convened before the next round of matches:
  - i) The Chair SHALL take no action; and
  - ii) The Appointments Manager SHALL ATTEMPT to avoid appointing the Umpire to a match involving the Complainant.
  
- 5) The Umpire has the right to:
  - a) Attend the Complaint Hearing;
  - b) Be represented;
  - c) Have a support person present;
  - d) Be given three (3) days written notice of the Complaint Hearing, such notice SHALL include:
    - i) The date, time and location of the Complaint Hearing;
    - ii) A copy of the complaint;
    - iii) A copy of the Otago Hockey Umpires Code of Conduct;
    - iv) A copy of the Otago Hockey Umpires Complaints Procedure;
  - e) Appeal the decision of the Chair or the Complaints Committee.
  
- 6) Subject to section 5, EXCEPT by order of the Complaints Committee, no Complainant or any other party has the right to:
  - a) Attend any Complaints Hearing;
  - b) Be informed of the outcome of any complaint.
  
- 7) The right of appeal in all cases shall be to the Executive Committee of the Otago Hockey Association (1990) Inc (“the Board”).
  - a) The Board may delegate its power to hear appeals to a subcommittee of not less than three (3) of its members.
  - b) No person who was a Complainant or a member of the Complaints Committee may hear the appeal.
  - c) The appeal shall be heard at the next regular meeting of the Board, or at an earlier meeting of the Board or subcommittee called by the President for that purpose.
  - d) In hearing an appeal of a decision of the Chair under section 2, the Board or its subcommittee shall have all the powers and duties of the Chair contained in section 2.
  - e) In hearing an appeal of a decision of the Complaints Committee:
    - i) The appeal shall be in the form of a hearing de novo;
    - ii) The Board or its subcommittee shall have all the powers and duties of the Complaints Committee contained in section 4.
  - f) The decision of the Board or its subcommittee shall be final.
  
- 8) Suspensions under this Code of Conduct and Complaints Procedure shall apply only to Otago Hockey Association matches, HOWEVER the Chair MAY communicate the findings and recommendations of any Complaints Hearing to Hockey New Zealand.
  
- 9) If the Chair is the Umpire complained about, the Mentoring Manager and Appointments Manager SHALL JOINTLY:
  - a) Exercise the Chair’s powers and duties contained in section 2; and
  - b) If necessary, appoint either of themselves or a member of the Umpires Committee to chair a Complaints Committee.