



**COURSE SYLLABUS
&
TUTOR PACK**

LEVEL 1 UMPIRE AWARD

INFORMATION

Thank you for tutoring this Level 1 Umpiring Course. This pack is produced to assist you in your task and to provide you with all of the information we believe you require to deliver a successful and informative session/s.

As you know, the Level 1 Umpire Award is made up of 3 key parts. As the Tutor, your role is to deliver the first part of the Award – the Course (the theory element inclusive of the examination paper).

During the Course, you are expected to endeavour to keep all of the candidates involved, to ask them questions and to lead them through appropriate practical demonstrations to support your tutoring. This pack will assist you in that process.

CONTENTS OF THIS TUTOR PACK (Items 1-6 are the same as those in the candidates pack)

- ① **Candidate Registration Form** – all candidates have a copy at the back of the Candidates Pack. They are to complete the top section and then pass it to their Assessor prior to their assessment match.
- ② **Parental Consent Form** – all candidates have a copy immediately before (the reverse side of the Registration Form) in the Candidates Pack. If any are Under 18 years of age, they are required to ensure that the form is completed by their parent or guardian and then pass it to their Assessor prior to their assessment match.
- ③ **Candidate Match Record Card** – all candidates have a copy in the Candidates Pack. You need only advise them as to where to send it or who to give it to once they have completed the 3 practice games and feel they are ready for an assessment game.
- ④ The England Hockey **Code of Conduct for Umpires** - all candidates have a copy in the Candidates Pack.
- ⑤ **Red Card Report Form** – all candidates have a copy in the Candidates Pack. Your role is only to remind them to keep it somewhere safe and know the importance of completing it, if and when they may be required to award a red card.
- ⑥ **Level 1 Candidate Assessment Report** – all candidates have a copy in the Candidates Pack. Your role is only to point it out to them so as they understand the kind of things that they will be judged upon during their assessment game.

CONTENTS OF THIS TUTOR PACK

(Items 7-10 are exclusive to the tutor pack)

- 7 The Level 1 Umpire Award **Course Syllabus** – if you want to copy this and distribute it to the candidates, you may do so. Some Tutors believe in making as much information available as possible. The decision is your own.
- 8 A handouts copy of the of the Level 1 Umpire Award **Course Presentation** – there are 2 presentations available (one that can be copied onto acetates and used on an overhead projector and one that can be e-mailed to you and used as a POWERPOINT presentation delivered from your computer).

Please advise the Development Dept which presentation you would prefer.

OTHER RESOURCES SENT TO YOU

(It is your responsibility to distribute these to the candidates at the commencement of your Course)

- A copy of the Outdoor Hockey Rules book
- A copy of the book - A Guide to Umpiring Hockey
- A whistle
- A set of warning cards
- A sticker pad for recording match results

LEVEL I UMPIRE REGISTRATION FORM



Section A is to be completed by the **CANDIDATE** Level I Umpire

Section B is to be completed by the **County Umpires Secretary** or the **County Level I Co-ordinator**.

Upon completion of Section A, the candidate should keep the form and when he/she has their assessment game, they should send / pass the form **together with the completed candidate match record card** to the **Umpires Secretary** or the **County Level I Co-ordinator**.

The **Umpires Secretary** or the **County Level I Co-ordinator** then completes the form (Section B) and either e-mails, posts or faxes it to the Development Dept. at England Hockey (address as below). Confirmation of the accreditation and the Level I Umpire Registration Card and badge will be forwarded to the County Umpires Secretary / County Level I Co-ordinator for onward distribution to the umpire (unless otherwise advised – i.e. it can go directly to the umpire if the county prefers).

SECTION A

PLEASE PROVIDE REQUIRED INFORMATION IN **CAPITAL LETTERS** - to be completed by the candidate.

FIRST NAME OF UMPIRE: _____ **SURNAME:** _____

ADDRESS OF UMPIRE: _____

COUNTY: _____ **POSTCODE:** _____

TEL NUMBER: _____ (h) _____ (w)

E-MAIL ADDRESS: _____

DATE OF BIRTH: _____ **ETHNIC ORIGIN:** _____

DATE & VENUE OF COURSE: _____

NAME OF CLUB: _____

SECTION B - COUNTY UMPIRES SECRETARY DETAILS

To be completed by the Secretary or the County Level I Co-ordinator

DATE OF PASS

NAME OF ASSESSOR

NAME OF SECRETARY

ADDRESS OF SECRETARY

SIGNATURE

OFFICE USE ONLY

Received by:	Date registered on database:
Signature:	Registration Number:

E-mail completed form to ellie.stevens@englandhockey.org or send by fax to 01908 241106
Development Dept. England Hockey, National Hockey Stadium, Silbury Boulevard, Milton Keynes MK9 1HA

PARENTAL CONSENT FORM



This section MUST be completed on behalf of all Level I candidate umpires who are under 18 years of age

Under current legislation regarding the protection and processing of personal data, certain information is classed by the law as "Sensitive Personal Data". In order for us to maintain records of young people who have gained an Award, it is necessary for us to keep details of name, address, date of birth, disabilities and racial or ethnic origins.

To hold this "Sensitive Personal Data" we will need your explicit consent. This can be given by completing the pro-forma below.

The information will only be used to confirm certification of the Award and/or any future Awards, monitoring, as management information and occasionally for the distribution of appropriate partner/sponsor marketing. Information will be held in a secure database with access only available to authorised England Hockey personnel.

The information provided will not be passed to any third parties outside of England Hockey.

I give explicit consent to the holding of information on the candidate's date of birth, health, disabilities, race/ethnic origin for the purposes of monitoring and evaluation only.

SIGNATURE _____

Please Print Name on this line

Parent Guardian

Candidate's Date of Birth _____

Candidate's Signature _____

Date _____

This form plus the Level I Umpire Award Registration Form is to be passed to the HDO or County Umpiring Secretary and / or the Course Organiser / Tutor. Your Tutor will advise you.

Candidate Match Record Card

Candidates:

Detach this card and use it to record your 3 practice games. Your games can be men's, women's or mixed hockey. When you have recorded the 3 games, you are eligible for an assessment game. Again, men's, women's or mixed hockey can be used. Please contact your local hockey umpiring organiser or co-ordinator to arrange your assessment. If you are unsure of who to contact, ask your Course Tutor for assistance.

The England Hockey Code of Conduct for Umpires



Principles of the Code of Ethics and Conduct

England Hockey expects all umpires to conform to ethical standards in a number of areas. These areas are clearly laid out in this document and it is imperative that all umpires read and understand this Code before umpiring a game of hockey.

Introduction

England Hockey has a duty to its members to provide guidelines within which hockey umpires work. It is important that the expected standards of ethical behaviour in umpiring are widely publicised and maintained. It is essential that those using the services of hockey umpires are also informed of the Code of Ethics and Conduct.

- The role of the umpire within the sport is a very important one.
- The umpire is any person who controls and applies the Rules to a game of hockey
- They are the sole judges of fair play.

Umpires are usually people who are linked to a school or a club and have attained a recognised level of competence within the England Hockey Umpire Awards Structure. Schoolteachers, players, students and parents also umpire.

Personal Standards

The base line on which all umpires should set their standard

Personal appearance and presentation is of great importance when umpiring. Umpires should consistently project a favourable image of umpires and umpiring to colleagues, players, officials, parents, spectators and the general public.

In addition to this the umpire should:

- Be punctual
- Wear clothing appropriate to the match
- Never umpire under the influence of alcohol or drugs under any circumstances
- Avoid using profanities

Umpires should have confidence in and maintain their integrity.

They should umpire the game:

- In an unbiased, honest manner regardless of the reactions of players, coaches, spectators; time remaining; score, previous decisions, or any other potential source of influence.
- Respect other umpires and their decision-making.
- Take responsibility for their own continuous development, making the most of opportunities offered to them through England Hockey, their associations or other education agencies.

An umpire shall not:

- Engage in any conduct that is prejudicial to the interests of the game of hockey.
- Make any public comment or media statement that is detrimental to the game of hockey.
- Disclose or comment on any alleged breach of this Code or the EH Code of Discipline.

Competency

Level of competency and the umpires' ability to apply the Rules and deal with situations.

Qualified umpires should be able to provide proof of qualification and level of competency as defined by the England Hockey Umpire Awards Structure.

Umpires should:

- Demonstrate a thorough and complete understanding of the Rules and regulations governing hockey and their application.
- Recognise the importance of and seek to achieve consistency in all aspects of umpiring.
- Endeavour to ensure that the spirit of the game is maintained.

Relationships

How the umpire interacts with players, coaches and other umpires.

Umpires should:

- Set and maintain an atmosphere for the enjoyment of the game.
- Show respect to their colleague, players and the game - whatever the level.
- Foster regular and effective communication with colleagues, coaches, and players.
- Make decisions with quiet confidence, never with arrogance.
- Ensure that on or off the pitch their behaviour is consistent with the principles of good and fair play.
- Encourage and assist in the development of other umpires.

Safety

Umpires have a responsibility to make sure that they provide a safe environment in which players can properly display their hockey skills. It is recommended that umpires carry out their duties in keeping with the regular and approved practices adopted and published by England Hockey. It is strongly recommended that umpires arrange adequate insurance (civil liability and personal injury) to cover their umpiring.

Equity

Umpires shall respect the rights of every human being they work with, and treat all as equals. This must be regardless of age, ethnic origin, gender, religion, sexual orientation, cultural background or political affiliation. Umpires should try to ensure that anyone umpiring under their supervision is equitable in their behaviour.

Complaints Procedure

Anyone wishing to make a complaint about any person acting in the capacity of hockey umpire within the context of this Code must follow the set procedure.

- ❶ Submit a report in writing to England Hockey who may delegate responsibility for dealing with the complaint to the appropriate Umpires' Association. If the complaint involves a minor (a person under the age of 18) the complainer must include the confirmed age of the person involved.
- ❷ On receipt of a complaint, procedural guidelines will be issued to all parties by England Hockey or the delegated authority.

RED CARD REPORT FORM

This form is to be completed following the issue of a **Red Card** or to report any **Regulation 3 Offence** as per the England Hockey Code of Discipline. It is applicable to men's, women's, mixed, senior and junior hockey. Upon completion of the Report Form, it is to be posted / faxed to the appropriate County / Regional Disciplinary Administrator / National Disciplinary Officer (see contact info on reverse side) within **72 hours** of the red card / regulation 3 incident. In the case of a red card, the Report Form is to be completed by the umpire issuing the card. The other umpire may comment if they wish - in section 13.

SECTION A - FOR RECORDING A RED CARD INCIDENT

Please **PRINT** all details

Full name of person awarded red card:	
Playing number:	
2. Name of person's club:	
3. Title of competition if applicable:	
4. Date of match and name of venue:	
5. Name of home team:	6. Name of visiting team:
7. Please tick applicable box indicating why the red card was issued.	
a) <input type="checkbox"/> An offence in which physical violence is not used, offered or threatened. b) <input type="checkbox"/> An offence that involved violence being offered or threatened to a player. c) <input type="checkbox"/> An offence that involved violence being offered or threatened to any other person (i.e. coach, physio, spectator etc.). Please record the person's name and their position/role at the match/event. d) <input type="checkbox"/> An offence that involved violence being offered or threatened to an umpire or properly appointed tournament or match official. e) <input type="checkbox"/> An offence that involved violence being used on a player. f) <input type="checkbox"/> An offence that involved violence being used on any other person (i.e. coach, physiotherapist, spectator etc). Please record the person's name and their position / role at the match/event. g) <input type="checkbox"/> An offence that involved violence being used on an umpire or properly appointed tournament or match official.	
8. Please provide details of the incident leading to the issue of the red card:	
9. Full name and accreditation of umpire who issued the red card: (Level 1 Umpire, Level 2 Umpire, Level 3 Umpire, National Badge)	
10. Daytime Tel. No. of umpire:	11. E-mail address:
12. Signature of umpire issuing card:	13. Date:
14. Name and accreditation of second umpire:	
13. Optional additional comments / endorsement by second umpire:	

See reverse side for Reg. 3 Offence Report and Disciplinary Administrator contact details.

SECTION B - FOR RECORDING A REGULATION 3 OFFENCE

Regulation 3 Offences apply to incidents and offences committed **outside** the game (not within the normal 70 minutes playing time). They represent reports of any misconduct prejudicial to England Hockey, any one of its constituent bodies or to the game of hockey. They do not include drug abuse as this area has a separate Code of Regulations. Upon completion of the report, it is to be posted or faxed to the County or Regional Disciplinary Administrator **within 10 days** of the incident.

Please attach a separate sheet of paper if you require more space.

1. Name of person / s you are reporting:	2. Role of person:
3. Name of person's club:	4. Title of competition if applicable:
5. Date of incident:	6. Venue of incident:
7. Full details of the incident (indicate exactly why it is a Reg. 3 Offence). Include the names of any witnesses.	
8. Name of person raising Regulation 3 Offence Report	
9. Daytime telephone number:	10. Evening telephone number:

If you are uncertain as to where to send the completed Red Card Report Form, please call or e-mail the Stephen Barlow, **National Discipline Officer** at England Hockey, National Hockey Stadium, Silbury Boulevard, Milton Keynes MK9 1HA.
Tel: 01908 544611, **Fax:** 01908 241106, **E:** Stephen.barlow@englandhockey.org
 Alternatively, contact the relevant Regional Discipline Administrator (see below)

COMBINED SERVICES	Commander Ian Bisson RN , Directorate of Naval Manning (Engineering General Service), Room 122, Victory Building, HM Naval Base, Portsmouth PO1 3LS T 02392 727508 E: dnm@dialpipex.com
EAST	Jean Coleman , 16 Kestrel Way, Great Clacton, Essex CO15 4JE T: 01255 425 965 (home) F: 01255 425 965 (fax at home) M: 07899 896313 E: jeanc@kestrel1699.freeserve.co.uk
MIDLANDS	Norman Stott , 44, Porthill Gardens, Shrewsbury, Shropshire SY3 8SQ T: 01743 350 233 (home) T: 01743 252 705 (office) E: norman.stott@shropshire-cc.gov.uk
NORTH	John Sale , 39 Mapleton Drive, Norton, Stockton on Tees. Durham TS20 1RP T: 01642 534 704 (home) F: 01642 361 974 M: 07836 719162 E: johnandval@amserve.net
SOUTH	John Colban , 53 Valley Drive, Brighton, East Sussex BN1 5FD T: 01273 501862 (home) F: 01273 501862 (fax at home) E: johncolban@ukonline.co.uk
WEST	Joan Davies , Top House, High Street, Hindon, Salisbury, Wiltshire SP3 6DJ T: 01747 820258 (home) E: djd.tophouse@talk21.com

LEVEL I CANDIDATE ASSESSMENT



<p>Name of Umpire :</p> <p>Name of Assessor:</p> <p>Date of assessment:</p>	<p>Match Details</p> <p>Teams:</p> <p>Venue:</p>
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COMMENT IN DETAIL

Positioning & Mobility	
Co-operation (with colleague & teams)	
Control (Application of the Rules / appropriate penalties)	
Whistling/Signalling (tone / variation & timing)	
Advantage / Flow	
Summary (including areas of demonstrated strength and areas to work on)	
Signature of Assessor	Date

TIME MANAGEMENT PLANNER FOR THE COURSE SYLLABUS

This planner represents the Level 1 Umpiring Course Syllabus and OHP Presentation as supplied by England Hockey. The Level 1 Umpire Award Examination Paper is based on **this** syllabus.

SLIDE No.	SUBJECT TITLE	TIME ALLOCATED
1	Title Slide	Displayed until presentation starts
2	Our Umpiring Structure	5 minutes
3	Presentation	5 minutes
4	Equipment	5 minutes
5	The Pitch	5 minutes
6	Preparation	15 minutes
7	Areas of Responsibility	10 minutes
8	Positioning and Mobility	10 minutes
9	The Game Rules	10 minutes
10	Starting & re-starting the Game	5 minutes
11	Signals	5 minutes
12	The Bully	5 minutes
13	Scoring a Goal	5 minutes
14	Accidents & Injury	10 minutes
15	Conduct of Play	15 minutes
16	Obstruction	10 minutes
17	Players may not...	10 minutes
18	Goalkeepers may...	5 minutes
19	Advantage	10 minutes
20	Free Hit	10 minutes
21	Penalty Corner	Allocate 35 minutes to slides 21, 22, 23
22	Penalty Corner continued...	See above
23	Penalty Corner continued...	See above
24	Penalty Stroke	Allocate 20 minutes to slides 24, 25, 26
25	Penalty Stroke continued...	See above
26	Penalty Stroke continued...	See above
27	Personal Penalties	10 minutes
28	Use of Warning Cards	10 minutes
29	Developing Yourself	5 minutes
30	And Finally...	5 minutes
		Total time = 240 minutes

THE LEVEL 1 UMPIRE AWARD

COURSE SYLLABUS

(For the use of authorised Tutors only)

COVER SLIDE

SLIDE 1

OUR UMPIRING STRUCTURE (5 MINUTES)

SLIDE 2

Explain to the candidates the reasons why people choose to umpire. Be positive and include references to enjoyment, participation, involvement, prospects of progression and the social aspects. Provide an outline explanation of the current Umpiring Awards structure – Level 1 the club and the county (local competitive hockey), Level 2 (participating in county and regional competition) and Level 3 (taking appointments in the National Programme).

PRESENTATION (5 MINUTES)

SLIDE 3

Discuss appearance with the candidates. Emphasise the importance of smartness and uniformity. Explain the relevance of the umpires wearing the same colour shirts on the pitch and why they are always a different colour from the teams. Explain the importance of suitable footwear (turf shoes etc.) and waterproof clothing for wet weather.

Talk to the candidates about the relevance of using whistle tone – little beep for minor offence, blast for major offence. Explain that the whistle tone carries a message as well as indicating a stop in play. **Demonstrate.**

Talk about the importance of clear and confident signals. **Demonstrate.**

Explain the importance of not being too officious – how it frustrates the players if the umpires behave like robots. Encourage them to smile – advise them that a relaxed and comfortable image is preferred to a ‘stiff and uncompromising one’.

EQUIPMENT (5 MINUTES)

SLIDE 4

Demonstrate essential umpiring equipment to the candidates. The demonstration must include a current Rules Book, at least two different varieties of whistle, a stopwatch, a stick-ring, warning cards, pencil, score-cards, coin, scissors or small knife together with string/adhesive tape for nets etc.

Explain to the candidates that in competitive hockey all players are required to wear team colours. They are not permitted to wear anything that may be dangerous to either themselves or other players. This includes spikes, studs, baseball caps with reinforced (stiff) peaks, and any type of raised jewellery etc. Shin pads are not compulsory, but are **strongly** recommended for all field-players. Mouth guards are not compulsory, but again, they are **strongly** recommended for all field players.

Goalkeepers are permitted to wear the following protective equipment:

Body protector, leg-protectors, feet protectors, hand protectors, elbow pads, full helmet (compulsory except when taking a Penalty Stroke). The GK must wear a shirt that is a different colour from that worn by the teams and it must be worn over his / her body protector.

THE PITCH (5 MINUTES)

SLIDE 5

Advise the candidates to refer to the diagram of the hockey pitch in the Hockey Rules Book. Explain to them that they are required to know all of the following and that their answers are to be recorded in metres. (*Refer to the pitch diagram in Rules Book for further guidance.*)

- length 91.40 metres.
- width 55.00 metres.
- radius of the circles 14.63 metres.
- penalty corner markers 10 metres from each goal-post.
- corner markers 5 metres from corners on side-lines.
- penalty stroke spots 6.40 metres from the goal-line.
- width and height of goal 3.66 metres x 2.14 metres.

Detail the lines and markings, the shooting circles and the goals (inclusive of back and side boards) and flags.

PREPARATION (15 MINUTES)

SLIDE 6

1. Discuss why the umpires should always arrive at the match venue at least 30 minutes before the match is scheduled to start. Emphasise the importance of arriving in a good, calm state. Allow time to settle after a difficult journey etc. Explain the purpose of the **pre-match chat** and why it is essential. If the umpires know that being there 30 minutes in advance is going to be difficult (perhaps they are playing in a game immediately before) they must make every effort to seek out their colleague earlier (i.e. before the game they are playing in).
2. Decisions relating to consistency, timing, choice of ends, colours and most important of all, how they are going to operate as a team, supporting and assisting each other for the benefit of the game.
3. To operate as an effective team, all key areas of the game need to be discussed and decisions confirmed - including the lifted ball, stick interference, misconduct, hand in the back, breaking down of play, warning cards, advantage around the pitch particularly with regard to attack and defence, areas of responsibility (include reference to taking control of the majority of approaching play and leaving what is going away for the colleague) eye contact and why it is so important etc.

4. Give examples of when eye contact should be used and how to use it speedily and effectively. Emphasise the importance of taking any signal if offered as opposed to looking for it and then ignoring it.
5. Remind the candidates that this is also the time to decide who times each half, who takes which side, who calls the captains in for the toss etc.
6. Emphasise to the candidates that the two umpires should always carry out the pre-match checks (the pitch inspection) together. Advise them that the condition and positioning of the goals will need to be checked, the nets must be checked - they need to be free of holes (holes that are big enough for the ball to go through), the backboards and side boards will need to be checked, all pitch markings including the goal-lines, the circle edges, the penalty stroke marks, the penalty corner and corner marks etc. It is also worth mentioning the four flags - one at each corner of the pitch. Remind them that the home team are responsible for the equipment and if there are problems, they should call upon the Captain for assistance.
7. Remind the candidates that the safety of the players is crucial and that any dangerous material on or around the pitch must be removed prior to starting any game.
8. Emphasise that the lines are part of play, that the circle edge is part of circle etc.
9. Emphasise that the umpires need to ensure that the Rules are applied consistently throughout the match and that decisions / penalties are applied fairly and with control. This pre-match chat is crucial to good performance.
10. Warming up is essential. Advise the umpires that they should always stretch, jog and run before the game commences.

AREAS OF RESPONSIBILITY (10 MINUTES)

SLIDE 7

This topic (slide) is very similar to the last (pre-match chat) but it is worth re-iterating all of the areas of responsibility so as to guarantee that the good practice message is well and truly given!

1. Explain that umpires do not whistle in each other's circle, and that each has total responsibility for their own side-line, however, they must work as a team.
2. Explain the principle of assuming responsibility for play approaching the umpire (coming towards the umpire), but leaving play that is going towards your colleague (the other umpire) for him / her to whistle. Emphasise again that the umpires work together as a team over all of the pitch; nothing is exclusively "mine" or "yours."
3. Explain eye contact and methods of helping and supporting each other.

4. Discuss timing the match and who starts and finishes each half. Explain that the whistle must be blown to award a free-hit, a penalty corner or a penalty stroke etc but it is not necessary for a corner or a hit-in.
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POSITIONING & MOBILITY (10 MINUTES)

SLIDE 8

1. Emphasise that positioning with movement around the pitch is the key to good performance. Unless their positioning is good and flexible, their umpiring will not be good enough! Do not mislead the candidates into thinking that their positioning is restricted to the edges of the pitch. Emphasise the requirement of moving into the pitch especially when play is on the far side, off the pitch when play is on the near side, up the pitch when play is deep in the other half etc.
 2. Discuss the relevance of reading the game and positioning according to the demands of the game (in open play terms and at set-pieces i.e. penalty corners and corners - near and far side, penalty strokes).
 3. Explain the importance of continual mobility in order to adopt the best position.
 4. Demonstrate and explain the relevance of the positioning of the two umpires (the team). Emphasise that they assist each other throughout the match and the closer they are to each other and to play, the better they will see, the more they will work together and, very importantly, the more credibility their decisions will have. Advise them that they should each react early to changes of possession - always reading the game and moving accordingly.
 5. Advise the candidates to practise running and jogging sideways and backwards. Remind them that a large percentage of their game will involve them being ahead of the play and facing the play. However, there will be occasions when they unavoidably or sometimes intentionally follow the play from behind. They also need to be familiar with arcs of vision; how to stand in order to see more - opening up the feet and the shoulders.
 6. It is essential that they recognise the relevance of reading the game and positioning accordingly. Flexibility is very important and they must feel confident and free to experiment.
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THE GAME RULES (10 MINUTES)

SLIDE 9

Teams and substitutions and goalkeeper on the pitch:

1. Explain that there are a maximum of 16 players in each team and that not more than 11 are permitted on the pitch at any one time – one who must be a goalkeeper (or kicking back).
2. Explain that the 5 substitutes may be used on a roll-on, roll-off basis, excepting that no player may be substituted after the award of and prior to the completion of a penalty corner (except for injury to or suspension of the defending goalkeeper).

3. Explain that if the goalkeeper is incapacitated or suspended, a replacement goalkeeper must enter the pitch and a nominated field player must leave the pitch, or alternatively, a field player on the pitch can put on the goalkeeping kit. In either case, time must be allowed for the departing GK and the replacement to take off/put on the kit. Time is stopped for goalkeeper substitutions – it is not stopped for other substitutions (other than in the case of serious injury).

Captains:

Explain the responsibilities of the Captains.

This is an ideal opportunity to ask the candidates for their understanding of the captains' responsibilities.

The duration of the game – normally 2 halves of 35 minutes each with a minimum of 5 minutes and a maximum of 10 minutes (as agreed) at half time. Note on a water-based turf pitch, the watering time may determine the length of half-time.

Candidates should be reminded that the umpires are a part of play and if the ball strikes an umpire, a passing dog or any other object on the pitch, it remains in play, whatever the outcome. So...if the ball, having been struck by an attacker in the circle, hits the umpire and goes into goal, a goal should be signalled.

STARTING & RE-STARTING THE GAME (5 MINUTES)

SLIDE 10

Explain that the Centre Pass is made from the centre of the pitch following the umpire's whistle.

- The ball can be hit or pushed, but not intentionally lifted.
- It can be played forwards, backwards or sideways.
- It must move at least 1 metre before it can be played / touched by a player of the same team.
- No opposition player may be within 5 metres of the ball until it is played and all players must be in their own half of the field.

Explain how the game is re-started when the ball goes out of play.

Hit in: Awarded following the ball being played over the side-line.

Hit-out: Awarded following the ball being played by an attacking player over the back-line.

Corner: Awarded following the ball being accidentally played over the back-line by a defending player (from anywhere on the pitch).

Penalty Corner: Awarded following the ball being deliberately played over the back-line by a defending player (from anywhere on the pitch).

SIGNALS (5 MINUTES)

SLIDE 11

Advise the candidates to study the 'Umpires Signals' section of the Hockey Rules Book. Inform them that they will be required to describe some signals when doing the examination paper.

Explain that signals must always be clear, that they must be made confidently and that under no circumstances should umpires make up their own. **Encourage the candidates to demonstrate a few**

sample signals – some good and confident in appearance, others poor and visibly lacking in confidence!

THE BULLY (5 MINUTES)

SLIDE 12

Explain why the game is occasionally re-started with a bully.

1. When there is a simultaneous breach of the Rules by both teams.
2. When time has been stopped for an injury or any other reason and there has been **no** offence.
3. When the ball has to be replaced (e.g. having broken).

Demonstrate a bully. Explain that all non-involved players must be at least 5 metres from the ball and that the players taking the bully must stand square with the back-lines.

Explain that no bully can be played within 14.63m. (the radius of the circle) of the back-line.

SCORING A GOAL (5 MINUTES)

SLIDE 13

Emphasise that the circle lines are a part of the circle. Explain that before a goal can be scored, the ball must completely cross the goal-line and have been touched or played by the stick of an attacking player while it (the ball) was in the circle.

The only exception is the **penalty goal**. Explain that a penalty goal may be awarded by the umpire without the ball having crossed the goal-line, when a goalkeeper breaches the Penalty Stroke Rule to prevent a goal being scored following the award of a penalty stroke.

ACCIDENTS & INJURY (10 MINUTES)

SLIDE 14

1. Explain the importance of stopping the 'time' immediately a player/s appear to be seriously injured.
2. Explain that players who are able to leave the pitch for treatment must do so at the earliest opportunity and while the injured player is being treated, a substitute player may enter the pitch.
3. Advise that it is important to quickly assess an injured player (go to them) and call for treatment if they ask for it.
4. Emphasise that umpires are advised to play absolutely no part in the treatment of injured players unless qualified to do so and, even then, only if invited to help. Explain that the umpire is to make no attempt to move any injured player.
5. Explain how to re-start the game if the injury required 'time' to be stopped (i.e. with a penalty if there was an offence, close to where the offence occurred, or, with a bully if there was no offence, close to where the injury occurred).

6. Advise that if a player has a blood injury, he/she should leave the pitch and have the wound dressed and if they have any blood stained clothing, it must be removed and replaced before they re-enter the pitch.
7. If an umpire is injured (seriously) he/she or the other umpire should stop the game (and time). If the umpire is unable to continue, the other umpire should seek a replacement for him/her.

CONDUCT OF PLAY (15 MINUTES)

SLIDE 15

Players shall not:

1. **Back sticks:** Demonstrate and explain that it is an offence to intentionally play the ball with the rounded side of the stick. Explain that there is only a flat side and a round side of the stick (no mention of the word 'edge' in the Rules book) and there are an increasing number of occasions when players intentionally play the ball with the 'edge' of the stick. The question to ask is, "is it the flat side or the round side (i.e. legal or illegal) of the stick that is being used to play the ball?" The answer is, "that if the flat side of the stick is visible (i.e. not hugged tight to the turf) then it is considered legal and must not be penalised unless it is dangerous to other players (i.e. someone has to take evasive action).
2. **High sticks:** Demonstrate and explain that goalkeepers and defending field players are permitted to use a high stick in their own circle, to defend shots at goal, provided that the raised stick is neither dangerous nor leading to dangerous play.
3. Explain that a warning card should be issued to any defender who uses a high stick in the defending 23 metres area to attempt to bring down the ball and, in addition, a penalty corner should be awarded. This is measured as a deliberate offence and it is therefore feasible that a yellow card is shown.
4. **Use of hand:** Demonstrate and explain that it is an offence to intentionally use the hand - except a GK in their circle. They are permitted to play the ball with the hand but cannot propel it dangerously. Remind them that a player using a hand as protection against a dangerously lifted ball is not committing an offence.
5. **Use of body:** Demonstrate the difference between a player kicking the ball, and the ball striking a player's foot. Explain that it is only an offence if the player moved intentionally into the path of the ball, or made no effort to avoid being hit, or was positioned with the clear intention to stop the ball with the foot or body, or he/she (or the team) gains benefit.
6. **Raised ball:** Explain the restriction at free hits (i.e. the ball may not be **intentionally** raised).

Emphasise the danger and the skill elements and the importance of being able to quickly recognise the difference between the two.

Emphasise that the ball must be safe at the point of take-off, safe in travel and safe at the point of landing. Remind the candidates that the player closest to the point of landing (i.e. under the ball) is entitled to 5m of space to collect and control the ball.

Explain that not every lifted ball is to be penalised (in open play only those that are dangerous or leading to dangerous play should be blown). This is particularly important in and around the circle. Emphasise that a ball lifted into the circle should only be blown if actually dangerous or leading to dangerous play.

7. Demonstrate the difference between an aerial pass and a low-lift pass and emphasise that aerial passes are not permitted to fall directly into the circles.
8. **Tackling:** Demonstrate good tackles and bad tackles from the left, the right, in front and behind.

Emphasise that players must not tackle unless they are in a position to play the ball without body contact.

Explain and **demonstrate** stick-tackles. Emphasise the importance of recognising them and penalising them quickly and appropriately. Explain that any stick interference is disruptive to the game and it is crucial that they see it and penalise it quickly and effectively.

OBSTRUCTION (10 MINUTES)

SLIDE 16

It is crucial that your explanation of obstruction is very clear and supported by easy to recognise demonstrations. Use the instruction as written, but support it with direct reference to the Hockey Rules Book. Ensure that you demonstrate body obstruction, stick obstruction / shielding and third party obstruction.

The principles are:

- The receiving player may be facing in any direction. (**Demonstrate**) The onus is on the tackler to move into position. (i.e. usually to move around the receiver so as to attempt a legal / legitimate tackle.)
- The tackler must not 'crash into' the receiver and try to claim an obstruction.
- Having collected the ball, the receiver must move away in any direction, except bodily into the tackler. Alternatively, the receiver must release / pass the ball immediately.

Encourage the candidates to use the 'Rules Interpretation' section of the Hockey Rules Book to support your instruction and confirm with them that they fully understand the Obstruction Rule. They must be able to recognise the stationary player and the moving player principles.

PLAYERS MAY NOT... (10 MINUTES)

SLIDE 17

Manufacture an offence:

The best way to provide clear and strong messages in this area is to invite 2 or 3 candidates to come forward and demonstrate some manufactured offences.

A manufactured offence is any offence that forces an opponent into offending unintentionally.

Time Wasting:

Again this is a good opportunity to encourage the candidates to come up with examples.

Time wasting could include hitting the ball away, running over the ball at a free hit (awarded to the opposition), standing over the ball at a free hit (awarded to you) etc.

GOALKEEPERS MAY... (5 MINUTES)

SLIDE 18

When the ball is in their circle, use their stick, leg protectors or feet protectors to propel the ball, or any part of their body, including the hands to stop but not propel or lie on the ball...provided such action is not dangerous or likely to lead to dangerous play.

When the ball is outside their circle, they can play the ball, but ❶ they have no special privileges (i.e. they can't kick it or play with the stick at above shoulder height!) and ❷ they cannot play it at all if it is in the other half of the pitch (unless they are taking a penalty stroke).

Explain that a goalkeeper lying on the ball should be considered to be obstructing. The umpire needs to ensure that he/she has excellent visibility of the situation – he/she must be close and able to make a decision promptly.

ADVANTAGE (10 MINUTES)

SLIDE 19

Explain that a penalty should be awarded only when a player or team has been clearly disadvantaged following an opponent committing an offence.

Emphasise just how important it is to understand and apply 'the advantage rule'. An umpire who is able to recognise an advantage and not blow the whistle is a player's friend.

Talk about the principle of applying that 'little bit extra' (holding the whistle for a second or two more) in attacking situations but 99.9% of the time when the defence are sinned against, the whistle should be blown! Defenders want the whistle in almost every situation. Ensure that the candidates understand these principles.

Talk about the pleasure of being in a game that flows.

Ask the candidates to come up with examples.

Explain that the advantage signal is really for the other players, the spectators and the team benches. Very rarely does the player/s on or immediately around the ball have time or inclination to look up and see the signal. It also helps in delivering a message to the other umpire – advising him/her not to blow the whistle and spoil it!

Talk about the benefits of giving the occasional verbal message too... "play on" is the perfect example.

FREE HIT (10 MINUTES)

SLIDE 20

Emphasise that the ball is to be stationary (or very close to it!) and must not be intentionally lifted.

Explain that when a free-hit is awarded in any area of the pitch, except within 5 metres of the circle edge, all opposition players must be at least 5 metres from the ball.

Advise the candidates that when a free hit is awarded within 5 metres of the circle edge, all players (except the taker) must be a minimum of 5 metres from the ball.

Explain that the ball must move a minimum of 1 metre before it can be played or touched by a player of the same team.

Explain to the candidates the importance of their looking around, reading the potential movement of the ball / the pass and positioning themselves quickly...ideally before the free hit is taken - so as to avoid chasing the play unnecessarily and potentially being forced to make a decision while running...not advisable unless absolutely necessary!

PENALTY CORNER (35 MINUTES)

SLIDES 21, 22 & 23

Quite a lengthy Rule this one! As Tutor you must ensure that your candidates are given all relevant details and that they totally understand. Emphasise to them that it is very important that they make correct decisions in the circles.

Explain that there are four principal reasons for awarding a penalty corner.

They are:

1. An intentional offence by the defence within the 23 metres area, but outside the circle.
2. An unintentional offence by the defence in the circle, where the attacker does not have possession or is unlikely to gain possession of the ball (e.g. the ball becoming lodged in a goalkeeper's protective equipment - measured as obstruction of the ball).
3. The defence intentionally playing the ball over their own back-line (from anywhere on the pitch).
4. An intentional offence by a defender in the circle that neither prevents a goal nor deprives an attacker of actual or likely possession of the ball.

Explain the importance of effective management of the penalty corner. Provide examples.

Detail the positioning of all the players, attack and defence. Include a reference to the taker having to have at least one foot outside the field of play and being permitted to take the PC anywhere on the back-line between the 10 metre mark and the edge of the circle (on the back-line).

Explain the positioning of the umpires and emphasise that the position of the control umpire will be determined by the position of the players. Include references to the near-side and far-side. The position of the supporting umpire should be approximately 7 metres over the centre line and 7 or 8 metres into the pitch therefore being in a position to offer genuine assistance when and if the control umpire becomes unsighted – a common occurrence when play is on the far side of the circle. In addition the support umpire may be able to assist when judging the far post – e.g. was the ball inside it or outside when it struck the player's foot? Emphasise that they (the support umpire) cannot blow the whistle when the ball is in the control umpires circle, but they can offer a signal immediately the umpire looks to them for help.

Emphasise that no player (attacker or defender) may enter the circle until the ball has been moved off the back-line (played).

Emphasise that if the first shot at goal is a hit it must not cross the goal line at above 460mm (the height of the back-boards). In addition, emphasise that:

- ❶ If the first shot at goal is a hit and it takes a deflection off either an attackers or defenders stick during its path, the hit is over and the ball may therefore enter the goal at any height and,
- ❷ Danger must always be considered – ***encourage the candidates to come up with some examples.***

EMPHASISE THAT THE BALL IS NO LONGER REQUIRED TO BE STOPPED BEFORE A SHOT ON GOAL. HOWEVER, IT MUST PASS BEYOND THE CIRCLE EDGE.

Ensure that the candidates fully understand that the PC rules cease to apply immediately the ball has passed beyond 5 metres of the circle edge. It is then judged to be in 'open play' and the PC restrictions must not be applied.

Any penalty corner awarded immediately before half-time or full-time must be completed.

Please ensure that all candidates fully understand when the PC is over.

1. When a goal is scored
2. When an attacker commits an offence
3. When the ball travels more than 5 metres outside of the circle
4. When the ball travels outside of the circle for a second time
5. When the ball is played over the back-line and another PC is not awarded (i.e. it comes off an attacker or unintentionally off a defender).
6. A defender commits an offence and another PC is not awarded (e.g. an unintentional offence by a defender immediately outside the circle).
7. A penalty stroke is awarded

PENALTY STROKE (20 MINUTES)

SLIDES 24, 25 & 26

Begin by advising the candidates on the 3 key types of offence for which the umpire should award a penalty stroke. They are:

1. An intentional offence by a defender in the circle, to prevent a goal being scored or to deprive an attacker of actual or likely possession of the ball.
2. An unintentional offence by a defender in the circle, that prevents the probable scoring of a goal.
3. Persistent early breaking of the back-line by defenders at penalty corners.

Explain that immediately a PS is awarded time is stopped. Confirm that no time-stopped signal is required, as the PS signal is considered to indicate an automatic stoppage of time.

Detail the positioning of all players, involved and non-involved.

Emphasise that the stroke taker is permitted to take only one pace and the defending goal-keeper (who must continue to wear the helmet), must be positioned on the goal-line and not move his / her feet until the ball is played. The opposing goalkeeper is permitted to take the stroke and may remove any protective clothing including the helmet to do so.

PERMANENT RULE CHANGE INTRODUCED JANUARY 1ST 2005 (was previously a mandatory experimental rule). The player taking the PS must start by standing behind and within playing distance of the ball and must not approach either the ball or the goalkeeper after taking the stroke. The former limitation of taking only one step forward has been deleted.

Note: The definition of ‘playing distance’ is an outstretched arm and stick

Explain and demonstrate the positioning of the umpire (behind and to the right of the player taking the stroke).

Detail the responsibilities of each umpire – include reference to the role of the supporting umpire - assessing if the ball wholly crossed the line.

Emphasise that the PS must not be taken until the umpire has blown the whistle.

Exactly as per the slide (24)...

Confirm that the PS is over when:

- A goal is scored or awarded
- The goalkeeper catches the ball (difficult with most hand protectors!)
- The ball becomes lodged in the goalkeeper’s equipment
- The ball passes outside of the circle
- The ball comes to rest in the circle
- The taker breaches a Rule

Exactly as per the slide (26)...

Following the PS the game is re-started in one of two ways.

1. If a goal is scored or awarded the game is re-started with a centre pass to the team who conceded the goal.
2. If a goal is not scored or awarded, a push or hit is awarded to the defence, taken immediately outside of the top of the circle.

PERSONAL PENALTIES (10 Minutes)

SLIDE 27

Explain that misconduct includes rough or dangerous play, any intentional offence, any time-wasting and, any bad behaviour.

Emphasise to the candidates that all players inclusive of substitutes can be cautioned, warned or suspended temporarily or permanently. These 'powers' can be used in addition to other penalties awarded (e.g. a penalty corner or penalty stroke etc.).

Explain that players who intentionally break the Rules should be severely punished.

Encourage the candidates to give you examples (e.g. knocking the ball away after a free hit has been awarded, "accidentally" colliding with or falling in front of an opponent etc.)

Verbal Abuse: Emphasise that if directed at an umpire, a technical official or any opponent it is not acceptable. Umpires are expected to step in quickly and make every effort to remove it from the game. This may involve a verbal warning the 1st time, a warning card the 2nd time and possibly a temporary suspension the 3rd time. (That is the 3rd time in the game as opposed to the 3rd time from any one player.)

Upgrading a penalty and reversing a decision:

Explain to the candidates that if a player/s dissent at penalties awarded against them, it is possible to advance a free hit by **up to 10 metres** or to increase the penalty (e.g. if it were a free hit in the 23 metre area, it could be upgraded to a PC).

Emphasise that an umpire is not permitted to upgrade a PC to a PS.

Emphasise that this penalty 'system' is most effective when it can be used quickly and it must always be supported with a second blow on the whistle and the appropriate supporting signal. All of the players have a right to know what is happening and the umpire must be encouraged to give clear messages.

If / when a player/s dissent at penalties awarded for them, it is possible to reverse the decision. This is a really effective Rule.

When the umpire upgrades a penalty, the whistle must be blown, firmly, so that all of the players fully understand the penalty. It is seriously important that this happens if the play is close to the 23's or the

circles, as the players will need to immediately re-position and in most cases this will be the last thing they expect!

USE OF CARDS (10 Minutes)

SLIDE 28

Explain that there are 3 warning cards and that they are colour coded green, yellow & red. **(Demonstrate).**

Explain that umpires are required to record the goals and any warning card awarded.

Explain that

△ **Green** card = a warning

□ **Yellow** card = a temporary suspension of a minimum of 5 minutes playing time

○ **Red** card = a permanent suspension from the remainder of the game

In an effort to improve player conduct any temporarily suspended player (player in the 'sin-bin') who commits further misconduct offences may have the intended duration of temporary suspension extended.

Ask the candidates for examples.

Advise the candidates that temporarily suspended players (yellow card) should be sent by the umpire to the bench area (sin bin or suspended players chair/s). It is not appropriate or safe in today's hockey to send a player to a position behind the goal. Temporarily suspended players may join their team at half-time but must resume their suspension when the game re-starts.

Advise the candidates that a player could receive 2 green or even 2 yellow cards for different offences in the same game. In addition, make sure that they (the candidates) fully understand and appreciate that if a second yellow is given to the same player, it is highly unlikely that it will be supported with a suspension of only 5 minutes – any second suspension of the same player is expected to be significantly longer.

Ask the candidates for examples of yellow card offences

Emphasise to the candidates that any offence involving violence should not be followed by another card of the same colour – for example a yellow card for violence must be followed by a red card for another violent offence.

Advise the candidates that where a player intentionally strikes another with a stick or a fist, or intentionally kicks or spits at another player, the red card must be shown immediately.

Advise the candidates that 'normal' temporary suspension times are 5 minutes for a serious technical offence (e.g. intentionally breaking down the play) and 10 minutes for serious physical offences. Emphasise to them that very rarely is a suspension in excess of 10 minutes.

The process: Demonstrate how a warning card is 'given'. Explain that the umpire must first stop 'time' and then beckon the offending player towards him/her. The card should be held high so as the players and the other umpire are able to see it clearly.

Explain that the umpire awarding the card must politely ask the offending player to turn around so as each umpire and any appointed match official can see and record the player's number.

Explain that it is rarely advisable to speak with a player when awarding a warning card. However, if he/she asks why the card has been given, reply politely, briefly, and calmly.

Give clear examples of when a warning card should be given (*demonstrate*), but emphasise the importance of not being too officious.

Note that under the Code of Discipline for Hockey in England, team coaches, managers and physios (if on the team sheet and/or the bench) are also eligible for any/all warning cards if they misbehave. A green, yellow or red card can be shown to anyone on the bench and they are to sit in the 'sin-bin' or suspended players' chair if there is one available (that is if they are awarded a yellow card). However, no player from the pitch is required to leave the pitch if the bench official (coach, manager physio etc.) is awarded a yellow or red card.

Emphasise that if a player is awarded a red card, he/she must completely leave the playing area (i.e. if the pitch is fenced or gated, the player must move to outside the fence/gate).

DEVELOPING YOURSELF (5 MINUTES)

SLIDE 29

Use the slide – repeat everything on it and then with the candidates discuss something they have to learn...how to best control the game in front of them. Explain that their development will be steered by their ability to develop and deliver control on the pitch.

Explain that nowhere in the Rules book is there actual instruction for this vital area of their umpiring. They must learn to develop this skill themselves.

Explain that control is widely accepted as the most important element of any umpires' game. It is essential to the success, safety and enjoyment of all games of hockey and where there is competition the demands are usually higher. Players expect umpires to control the match, to penalise fairly and consistently, to protect them from dangerous and destructive play and to use the penalties available to them in an honest, firm and consistent way.

Explain that umpires must communicate effectively (to players as well as between themselves), must co-operate fully and really need to be confident throughout. These three elements are crucial to good performance and ultimately create more and better control.

AND FINALLY... (5 MINUTES)

SLIDE 30

Use the slide.

Emphasise that the umpires genuinely can help to raise the standard of the game and they must endeavour to do so. Remind them that it is **theirs** and the **players** responsibility to make every effort to see that every game is played in the right spirit.

Insurance

Explain to the candidates that it really is essential that they make sure that they are suitably insured. All match officials and coaches in all sports in England are encouraged to take a policy that provides 'public liability' cover. If they are a club umpire, they need to check that the club has public liability cover that actually protects them and, in which games...is it for the club only or is it anywhere (e.g. if they did a game for their child's school team, etc.). If they are intending to join an Umpires Association, they need to ask the same questions.

Fitness

Emphasise the importance of fitness. Explain that umpiring for 70 plus minutes requires not only concentration, but if they are as mobile as the game requires...endurance. Encourage the candidates to address their level of fitness, to recognise why the players want and deserve fit and mobile people to officiate their games.

Your Course is very close to completion, but before winding it down totally, PLEASE ensure that you:

1. Give the candidates a final opportunity to ask you any question/s.
 2. Confirm that the Examination Paper is a **1 ½ hours** paper and the pass-mark is **75%**.
 3. Remind all candidates to read their copy of the Hockey Rules Book and A Guide to Umpiring Hockey – these resources are considered very valuable in the training of umpires.
 4. Remind them also that the Level I Award also requires them to submit a completed **Candidate Match Record Card** (with evidence of the three (3) practice matches) to the County Umpiring Administration (or to yourself to pass to the prior to the County Umpiring Administration) prior to them undergoing the practical assessment (i.e. the **Assessment Match**).
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Sample presentation slide – don't forget to order yours from England Hockey



LEVEL 1 UMPIRE AWARD

PRESENTATION TO CANDIDATE UMPIRES



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