



JOB DESCRIPTION – TECHNICAL OFFICER

1. PREAMBLE

The Technical Officer(s) are appointed to a tournament by the F.I.H. and one T.O. is appointed by the T.D. to each of the matches.

2. DUTIES UPON ARRIVAL AT THE TOURNAMENT

- 2.1 Contact immediately the T.D., communicate your room number and ask for his room number.
- 2.2 Ask for and agree with him upon his preferred allocation of duties.
- 2.3 At his request, and if not already done, check together the fields of play, technical equipment and facilities.
- 2.4 Perform any specific duty as may be asked by the T.D. and report immediately to him.
- 2.5 If not already received, ask for a copy of the match schedule, tournament regulations and doping policy/
- 2.6 Attend the pre-tournament briefing meeting with the team managers, judges and Umpires, which will normally be held the day before the opening matches.

3. CHECK LIST PRIOR TO DEPARTURE FROM THE HOTEL

- 3.1 Check your personal equipment which ideally should include a F.I.H. standard stick ring, a stopwatch and a whistle, apart from the necessary pen, pencil, writing pad, etc.
- 3.2 Protective clothing may be desirable depending upon weather conditions prevailing, i.e. rain wear or anti-sun gear.
- 3.3 Take the official transport from the hotel to the stadium at the time stated to arrive at the match venue, not later than 30 minutes prior to the start of the match. If you leave by other means or depart earlier, then first advise the hotel hockey desk or transport officer so that he is aware of your movements and can mark his departure chart accordingly.

4. DUTIES UPON ARRIVAL AT VENUE AND PRIOR TO START OF A MATCH (WHEN ON DUTY)

- 4.1 Report immediately to the T.D.
- 4.2 Inspect the field of play to be used.

- 4.3 If necessary but in agreement with the T.D., check with the groundsman the policy for watering it.
- 4.4 Check the receipt from the team managers of the team lists of players who will be on the field of play or seating on the team bench at the start of the match (these lists are not required for Indoor competitions).
- 4.5 Make sure that the match report is prepared correctly and that 3 copies (as well as of the penalty stroke competition report, if relevant) are available at the Technical Officials' table.
- 4.6 Check whether the Judge, umpires and reserve umpires have arrived.
- 4.7 Allocate the duties to the Judge and, if you decide so, to the reserve umpire, including the operation of the electronic clock, if available, and stop watch time as well as match report recordings.
- 4.8 You or the Judge on duty, under your responsibility:
 - Check the availability of the medical doctor on duty and the stretcher, splints and stretcher-bearers and the whereabouts of same.
 - Ensure that the colours of the players clothing and umpires shirts are as per the appointment sheet and that there are no clash with the colour of the ball boys shirts and also that the goalkeepers are wearing a shirt of a distinctive colour with numbers on both the front and back.
 - Ensure that players are wearing socks of a dark colour and shoes of a dark colour but not green, and goalkeeper's pads and kickers of a dark colour but not green.
 - Ensure that the advertisement regulations are obeyed.
 - Check that the F.I.H. flag is flying.
 - Check the table equipment to include 3 stop watches, 2 hooters, coloured arm bands with small safety pins or ribbons, writing pads, pens, pencils, 2 F.I.H. official stick rings, template for checking the goalkeepers' hand protectors and pads, 3 copies of the match report and (if relevant) of the penalty stroke competition report, copy of tournament regulations and doping policy, 2 spare whistles, 2 sets of umpires cards (green, yellow and red). Check whether a set of substitution boards (numbered 1-32) is available at each team bench.
 - Check the availability of F.I.H. approved balls with a spare ball to be kept at the technical official's table.
 - Check the stop watches, clocks prior to the start of the match and announce when there is one minute to the commencement of the match. Check the hooter in operation.
 - If required, provide each team manager with an appropriately contrasting coloured captain's armband with a small safety pin or ribbon to be worn by the captain during match.
 - Forbid any practicing on the field of play before the match, unless otherwise agreed upon during the pre-tournament briefing meeting
 - Check the players' sticks with the 2" F.I.H. official ring. First check all spare sticks in the stick rack and then, approximately ten minutes, before the match is due to start, give the signal to the umpires to line up the teams on the field of play and check all sticks plus the goalkeepers equipment (i.e. hand protectors, pads and headgear (no dangerous edges).

- Any stick not passing through the 2" ring and/or any non regulatory goalkeeper's equipment must be notified to the relevant team manager and placed under the technical official's table for the duration of the match.
- Make sure that all players entering the field of play for starting the match are properly numbered and dressed (shirt tucked in, socks up with shin guards worn inside with any additional item of clothing of the same colour as the adjoining corresponding piece of clothing - not blood stained clothing,
- Ensure that the match starts on time.

5. DUTIES DURING THE MATCH

You, or the Judge under your responsibility:

- 5.1 Take time stoppages from umpire's signals including for penalty strokes.
- 5.2 Check the number on the shirts of the players starting the match against those marked off on the match report.
- 5.3 Register on the match report the time-on of substitute players, all goals and umpires cards with the number of the player and the time of play. Goals should be marked 'FG' for a field goal, 'PC' for a goal scored directly or indirectly from a penalty corner and 'PS' for a penalty stroke conversion.
- 5.4 Control the team benches for persons seated (maximum 8 plus the registered medical doctor) and prevent vocal communications directed to the Technical Officials seated at the table, umpires and players of the opposing team.
- 5.5 Prevent any unauthorised entry onto the field of play.
- 5.6 Control the player substitutions, if so directed by the T.O. on duty - No player going in is to enter the field of play until the player he substituted has left it. - No player with an injury causing bleeding, unless adequately covered, or wearing bloodstained clothing may enter the field of play.
- 5.7 Count down and sound the hooter for half time.
- 5.8 Supervise the half time field of play watering.
- 5.9 Ensure that players leave their sticks and the goalkeepers their hand protectors and headgear at their team bench if going to the changing rooms at half time.
- 5.10 Sound the hooter at full time under same procedure as at half time, zeroing the watches immediately thereafter.
- 5.11 If a penalty stroke competition is played then enter the field of play. Check that only the five stroke takers and the goalkeeper of each team enter the field of play and that the stroke takers remain behind the 23 meters line and then come forward in the correct sequence in the first round, sending the players one by one. If a second series is required the players may go forward in a revised sequence. The goalkeeper has to wear a headgear when defending the goal.

6. DUTIES AFTER THE MATCH

- 6.1 Check the match report entries or copies with those of the Judge and reserve umpire on duty.

- 6.2 Supervise the signing of the official match report by the team managers, umpires, judge and reserve umpire and sign then it yourself.
- 6.3 You or the Judge on duty, under your responsibility, collect all table equipment including the captain's armbands or ribbons.
- 6.4 You or the Judge on duty, under your responsibility, return any rejected sticks and/or goalkeeper equipment to the team manager concerned.
- 6.5 If a protest is lodged, remind the team manager concerned that he must declare his intention to protest immediately under his signature of the match (or penalty stroke competition) report, that his written protest must then be handed to you within 10 minutes of the match (or penalty stroke) ending and the deposit of 400 Swiss Francs (or equivalent in freely convertible currency) within a further 15 minutes.
- 6.6 Report immediately any protest to the T.D. and make a personal note of your own views upon the incident, as it may be that you will be called upon to give evidence.
- 6.7 Comment the umpiring of the match to the T.D. exclusively.
- 6.8 If he so wishes, assist the T.D. in marking the umpires and in drafting the appointment sheets for the next day.