



JOB DESCRIPTION – TOURNAMENT DIRECTOR

1. PREAMBLE

- 1.1 The Tournament Director for any tournament is normally appointed by the Competitions Committee or, in case of emergency, by the President or Hon. Secretary General of the F.I.H. The Tournament Director appointed as well as the National Association of the host country is informed accordingly in writing.
- 1.2 The Tournament Director is the technical representative of the F.I.H. during the tournament and acts as such to ensure that all F.I.H. instructions are applied and obeyed. When especially instructed he may also be the general representative of the F.I.H. and be entrusted with public relations, making all arrangements for awarding of prizes and medals according to F.I.H. Protocol, expressing the appreciation and thanks of the F.I.H. to the organisers, the host country, etc.

2. DUTIES PRIOR TO ARRIVAL AT THE TOURNAMENT

- 2.1 Contact between T.D. and T.O(s).

Contact should be made with the T.O(s) for the exchange of information and, if more than one, an agreement reached upon a division of duties between them.
- 2.2 Tournament Regulations/Doping Policy

The T.D. must have a good understanding of the tournament regulations and doping policy in ensure that there is nothing overlooked and to be prepared to answer questions before and during the tournament.
- 2.3 Preparation of Pre-Tournament Briefing Papers

Pre-tournament briefings should be prepared prior to arrival at the tournament.
- 2.4 Technical Requirements

Write to the Organising Committee, and to the local T.O., if already appointed, to list the technical requirements for the administration and control of the tournament.

3. DUTIES AFTER ARRIVAL AT THE VENUE AND BEFORE THE START OF THE TOURNAMENT

- 3.1 Contact to be made with the Chairman or Secretary of the Organising Committee to ensure the completion of the checklist concerning the

technical requirements for the administration and control of the tournament set out in the F.I.H. Technical Manual.

- 3.2 Contact to be made with Technical Officer(s), Umpire Manager (where appointed), Medical Officer (where appointed), Media Officer (where appointed) and President of the Appeal Jury (where appointed) to ensure that all technical requirements for the administration and control of the tournament are in place. Refer to F.I.H. Technical Manual for full details.
- 3.3 Contact to be made with Officials of all Teams to carry out checklist concerning the technical requirements for the administration and control of the tournament. Refer to F.I.H. Technical Manual for full details.
- 3.4 A full inspection is to be made of the field(s) of play, technical equipment and facilities to be used.
- 3.5 First appointments are to be prepared of the T.O.(s), umpires (and reserve umpires) and judges for the first day matches.
- 3.6 Team Manager's Briefing
Conduct briefing for all team managers based upon information contained in the F.I.H. Technical Manual.
- 3.7 Umpires' Briefing
Conduct briefing for the umpires' panel based upon information contained in the F.I.H. Technical Manual.
- 3.8 Judges' Briefing
Conduct briefing for the judges based upon information contained in the F.I.H. Technical Manual.

4. DUTIES DURING THE TOURNAMENT

- 4.1 Appointments:
Appointments are to be made in due time for the officials on duty for each match.
- 4.2 Before the start of a match (T.D. and/or the T.O. on duty):
 - 4.2.1 Be at the venue in time prior to the start of the match in order to:
 - Inspect the field of play to be used.
 - Discuss, if necessary, with the groundsman a policy for watering it.
 - Check the technical equipment.
 - Receive from the team managers their team lists of players who will be on the field of play or seated on the team bench at the start of the match (these lists are not required for Indoor competitions).
 - Make sure that the match report is prepared properly.

4.2.2 Be at the ground 20 minutes prior to the start of the match to check that the judge and umpires are present and request them (possibly with the assistance of the reserve umpire, if T.D. or the T.O. on duty or decide(s) so):

- To check goals and markings.
- To check that the match reports are available.
- To allocate specific duties for the judge.
- To check that there is no practicing on the field of play, unless otherwise agreed upon during the pre-tournament briefing meeting.
- To check that the team benches and the seats for technical officials and temporarily suspended players are adequate - Additional seats just for those who have authority to be there (F.I.H. Representative(s), Tournament Director, and Umpires' Manager) if they so desire.
- To check that the colours on the umpires and ball boys clothing do not clash with the team colours.
- To check in due time prior to the start of the match, the colours of the goalkeepers shirts and their number on the front and the back of the shirt, order the lining up to the teams, and have the sticks and goalkeeper's hand protectors/headgear/pads checked by the judge.
- To order the start of the match strictly on schedule.

4.3 During a Match (T.D. and/or the T.O. on duty):

The technical control of the game within "The Rules of Hockey" Booklet (within "The Rules of Indoor Hockey" in case of an indoor competition) is the entire responsibility of the umpires.

The T.O. on duty is obliged and responsible for the supervision and control of all other aspects of the game.

4.4 After a Match (T.D. and/or the T.O. on duty):

Before leaving the technical officials' table :

- Proceed with the judge to the completion of the match report (half time and final scores, signature of team managers, umpires and reserve umpire, judge, notification of a protest, if any (also the penalty stroke competition report, if relevant).
- Sign the match report once completed (also the penalty stroke competition report, if relevant).
- In case of a protest enforce the correct application of the regulations and make special note of the time (10 minutes) in which the protest must be confirmed in writing.
- Ensure the security of the technical officials' table equipment.

At some time later :

- File the original match report (also the penalty stroke competition report, if relevant).
- Record all information and statistics needed to complete the report to F.I.H.
- If there is protest, make sure the deposit is lodged in time and if so, consult the judge and the umpires to obtain their written testimony before making a decision in accordance with the tournament regulations.
- Mark the umpires after having asked the T.O(s). and U.M. (if any) for his personal comments on the umpires' performances (Marking the umpires is the T.D.'s responsibility exclusively).
- If necessary, decide upon suspensions and inform at once the team manager(s) concerned accordingly.
- Telephone, telex or fax the results of the matches of the day to the F.I.H. office (or request the Organising Committee to do so) - if by fax, communicate preferably the match report.
- Refrain from criticising umpires and from disclosing the marks given.

5. DUTIES AT THE COMPLETION OF THE TOURNAMENT

5.1 Before leaving the venue:

- Collect together all necessary documents.
- Collect the F.I.H. technical equipment (if any) and inform the F.I.H. what has been done or intended to be done with it.
- Within 24 hours, telephone, telex or fax the final ranking of the teams to the F.I.H. Headquarters (or request the Organising Committee to do so).
- Forward the original match reports (also the penalty stroke competition reports, if relevant) to the F.I.H. Headquarters.

5.2 Tournament Director's Report:

- Prepare a written report of the Tournament.
- Send report on the umpires, including a completed "Feedback Umpire Performance" form for each umpire within one week from the end of the tournament to the Hon. Secretary General of the F.I.H.
- Send report on any decision on suspension of any player after the last match played in the tournament by their team, within one week from the end of the tournament to the Hon. Secretary General of the F.I.H.
- Send a copy of the report within one month from the end of the tournament to the Hon. Secretary General of the F.I.H., and another copy of that report to the Hon. General Secretary of the Continental Federation concerned in the event of a tournament at continental level.