



JOB DESCRIPTION – UMPIRES' MANAGER

Appointed by the FIH or Continental Federation where a tournament has more than five teams. (National Associations are encouraged to appoint an umpire manager for smaller events to assist umpire development).

The person appointed will be a member of the Umpire Managers Panel. It is acceptable with prior approval from FIH, for a person of the opposite gender to the tournament to be appointed.

- It is essential that the UM establishes a good working relationship with the TD.
- To make contact with TD immediately appointment confirmed and agree method of operation.
- To make early contact with appointed umpires and provide advice on tournament preparation.
- To make early contact with the tournament, to ascertain such matters as arrangements for food, hotel, or any kit to be provided.
- To provide pre tournament information to enable the umpires to have as much knowledge as possible of arrangements e.g. hotel.
- Where appointed to have early contact with the assistant Umpire Manager, and provide the same information as per the umpires, as well as agreeing how you expect them to carry out their role.
- To arrange room sharing of umpires and where possible provide organisers with travel arrivals details of umpires.
- Greet all umpires on arrival and commence "team building".
- Arrange with the DT such matters as briefings, distribution of appointments, discussions on performances and similar.
- Discuss with Liaison Officer your needs and expectations.
- Arrange for a fitness test.
- Ensure that all umpires are properly analysed, coached and de briefed being constantly available for advice and general discussion.
- Ensure full use is made of video analysis.
- Ensure that daily discussions are held with TD on performances, appointments etc.
- Ensure that during the tournament group discussions are held to review overall umpiring performance.
- Check that full medical facilities, massage etc are available for umpires (Where appointed this is the responsibility of the Liaison Officer).
- Arrange for social activities, attendance at official functions etc. (Where appointed this is the responsibility of the Liaison Officer).
- Ensure transport arrangements, flight confirmations, departure times are organised. (Where appointed this is the responsibility of the Liaison Officer).
- Provide for personal overall feedback at the end of the tournament and arrange with the TD for that to take place
- Prepare initially the Umpire Performance Feedback forms and pass to the TD for completion.
- Ensure that each umpire receives a personal copy of their feedback form.
- Prepare and submit your full report within 14 days.