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## **OPERATIONAL PROCEDURE FOR NOMINATION & APPOINTMENT OF TOURNAMENT OFFICIALS**

**April 2014**

1. For sanctioned tournaments by the PAHF and/or the FIH the following committees must make nominations to the PAHF Appointments Committee (AC) for the appointment of individuals who will comprise the tournament officials panel:
  - 1.2 Competitions (CC) – Tournament Director(s) (TD); Tournament Officer(s) (TO), Judges (J).
  - 1.3 Umpires (UC) – Umpires Manager(s) (UM) and umpires (U)
  - 1.4 Medical (Med C) – Medical Officer (MO)
  - 1.5 Media (MC) – Communications Officer(s) (CO).

2. These nominations must be made in sufficient time to allow for the AC to review and decide on each appointment; communicate their decision via the PAHF Managing Director.

Wherever possible, appointments should be communicated at six (6) nine (9) months prior to the commencement of the tournament to allow the appointed officials to indicate their availability and to arrange their time-off from work as well as air travel arrangements.

The MD should send to each Committee Chair and Secretary (where applicable) an invitation to submit nominations for each tournament. Included in the invitation is the requirement under the Chart of Responsibilities as agreed with the Host Nation

3. Nominations should be submitted to the Chair of the AC by the respective Chairs (or Secretary).
4. Each Committee Chair (or Secretary) in submitting their nominations include the following:
  - 4.1 A list of officials selected for the number of positions to be appointed in line with the number defined in the agreed Chart of Responsibilities. Any variation must be communicated with a rationale for the proposed change.
  - 4.2 A list of three (3) or four (4) "Reserve Nominations" for Umpires, TO's and Judges in order of preference. For the TD, MO and CO there should one (1) or two (2) reserve nominations.
  - 4.3 For all nominations and reserve nominations a clear rationale should accompany each.
  - 4.4 Database access; analyses used by the committees; official feedback given to the nominated officials on their past tournaments
5. The AC Chair will forward to each member of the AC all the nominations and information submitted with any additional comment or guidance as deemed necessary.

The AC Chair should also give specific response time or date by which each member should respond with their comments and/or agreement.

6. Appointments must be communicated to the respective officials within three (3) days of the decision by the AC by the MD.

The appointments must also be communicated to the Host Nation for the necessary travel, accommodation and board to be finalized, and the Media Committee's Chair and Secretary for publishing on the PAHF website.

The various officials databases (online &/or excel) must also be updated within the three (3) day period to ensure that all information on officials is up to date since it will have to be used in consideration of other appointments.

Where a PAHF Tournament serves as a qualifier for and FIH Tournament or Olympic Games, further approval must be obtained from the FIH's Appointments Committee before they can be communicated to the respective officials or published. This provision does not apply to the appointment of the CO.

Wherever possible, all appointments for a tournament should be announced together. However, it is acknowledged that appointments of the CO and TD of a tournament may be announced prior to the rest of the panel of officials to facilitate the Organising Committee, etc.

7. The MD must regularly provide feedback on the final appointments and status of participation to all the Chairs.
8. Where an official declines an appointment this should be communicated to the AC Chair and the Chair of the Committee with regard to the position declined.

In this regard, if there are agreed reserves then the next in order of preference should be offered the appointment.

The relevant Committee Chair can suggest to the CA Chair a variation of the order of appointment of the reserves for a decline of an appointment with a clear rationale.

The AC Chair should then put the proposed change to the members of the AC for approval of the change.

In the event there is an urgent situation, immediately prior to a tournament, where a replacement is required due to a very late withdrawal of an official the AC Chair may take an "executive" decision and approve same following consultation with the PAHF Representative to the tournament and the Chair of the relevant committee for which the replacement is necessary.

***Approved by the Board of Directors  
April, 13<sup>th</sup>, 2014.***