

## OPERATIONAL PROCEDURE FOR NOMINATION & APPOINTMENT OF TOURNAMENT OFFICIALS

1. For sanctioned tournaments by the PAHF and/or the FIH the following committees must make nominations to the PAHF Appointments Panel (AP) for the appointment of individuals who will comprise the tournament officials' panel:
  - a. Competitions (CC) – Technical Delegate(s)/Tournament Director (TD); Assistant Technical Delegate (ATD) and Technical Officials (TO)
  - b. Umpires (UC) – Umpires Manager(s) (UM); Assistant Umpire Manager (AUM) and umpires (U)
  - c. The Communications Officers and Medical Officers will be appointed respectively by the Chairs of Media & Communications and Medical Panels, and be ratified by the AP.
2. These nominations must be made in sufficient time to allow for the AP to review and decide on each appointment; communicate their decision via the Secretary of the AP Committee.
3. 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.
  - a. The Secretary of the AP 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.
  - b. Any reasons of modification to this timeline should be communicated to the AP Chair.
4. Nominations should be submitted to the Chair of the AP by the respective Chairs (or Secretary).
5. Each Committee Chair (or Secretary) in submitting their nominations include the following:
  - a. 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.
  - b. A list of three (3) or four (4) "Reserve Nominations" for Umpires, TO's in order of preference. For the TD & UM there should one (1) or two (2) reserve nominations.
  - c. For all nominations and reserve nominations a clear rationale should accompany each.
  - d. Database access; analyses used by the committees; official feedback given to the nominated officials on their past tournaments
6. The AP Chair will forward to each member of the AP all the nominations and information submitted with any additional comment or guidance as deemed necessary.

- a. The AP Chair should also give specific response time or date by which each member should respond with their comments and/or agreement.
7. The AP must communicate the appointments to the respective officials within three (3) days of the decision by the Secretary of the AP Committee.
  8. 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.
    - a. 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.
    - b. Where a PAHF Tournament serves as a qualifier for and FIH Tournament or Olympic Games, further approval must be obtained from the FIH's Officials Committee before they can be communicated to the respective officials or published.
    - c. Wherever possible, all appointments for a tournament should be announced together. However, it is acknowledged that appointment of the TD of a tournament may be announced prior to the rest of the panel of officials to facilitate the Organizing Committee, etc.
  9. The Secretary of the AP Committee must regularly provide feedback on the final appointments and status of participation to all the Chairs.
  10. Where an official declines an appointment this should be communicated to the AP Chair and the Chair of the Committee with regard to the position declined.
    - a. In this regard, if there are agreed reserves then the next in order of preference or the adequate replacement according to AP criteria should be offered the appointment
    - b. The relevant Committee Chair can suggest to the AP Chair a variation of the order of appointment of the reserves for a decline of an appointment with a clear rationale.
    - c. The AP Chair should then put the proposed change to the members of the AP for approval of the change.
    - d. 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 AP 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.

Dic 20<sup>th</sup>, 2021  
M.L.Pigretti  
PAHF Chair AP