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## **GUIDANCE FOR NPUA and AREA RESERVE UMPIRES WHEN A HOME APPOINTED MATCH OFFICIAL IS APPOINTED TO AN EHL GAME**

### **Prior to Match Day**

- When home club sends out confirmation of the match, reply and check they will be providing a home appointed match official and a GMS generated match report form.
- Check colours of team kits in the confirmation emails and make any observations then of colour clashes and inform both teams.
- Ensure you have an up to date red card / MMO form and guidance for completion – just in case!

### **On arrival at the clubhouse**

- Liaise with the Home Team Manager and/or Home Appointed MO on how they can support the players and you as umpires. A home appointed MO may be able to help with tasks set out below, dependent upon their experience and confidence levels. They should complete the match report form, keep time of the game and time any card suspension and anything else is a welcome bonus.
- Discuss pitch watering procedures, timings and lighting procedures – if appropriate.
- Check ice is available pitch side for both teams plus a blood spill kit.

### **At the pitch**

- Liaise with both Team Managers regarding half-time length (between 5 and 10 minutes).
- Inspect the field of play, check goals, nets, corner flags, team benches, pitch markings, technical table and sin bin chairs. Ensure pitch surrounds / run off are clear from obstructions. Advise home club of any issues and ensure they rectify them before the match.
- Ensure there are no clashes of colours between each team, GKs and yourselves. Take spare umpiring shirts as it may be easier for the umpires to change! Ask home team to rectify any team clashes.
- Both umpires to hold a short pre-match briefing with the Home Appointed MO so that they all know what to do – keep time of match, record goals with minute scored and action (FG/PC/PS) can be recorded on the GMS generated match report form provided by the home team. If they are not sure, guide them to complete starting line ups and to add minute of any substitutes entering the field of play during game time plus goals and card suspension timings.
- Liaise with the home team manager regarding any photographers wishing to be pitch-side to take photographs. Check that both teams are happy for them to be there and that permission is granted for any U18s to be photographed. Speak with them directly about keeping themselves safe and not take positions close to the D areas.
- Video operators can be present to film the match only. They cannot coach or make any comment during the game. Any footage they make MUST be made available to the away team and umpires upon request.



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### During the Match

- Umpires to time the match plus quarter and half-time breaks.
- Home appointed MO to time any suspensions and return players to the field of play. If the suspension time expires just as a penalty corner is awarded, the player can be returned to the half way line only.
- Control any bad behaviour/language from the bench through the Captain as Home appointed MO does not have privileges to suspend. Encourage them to help out if necessary.
- Any injured players, except a GK, receiving assistance on the pitch from physio, first aider MUST leave the field of play for minimum of 2 minutes. They may be replaced by a substitute.

### Post Match

- Check the Match Report Form is fully and correctly completed – goals, cards, final score and that of each quarter.
- Obtain signatures of Team Managers first and then the umpires.
- Record on the Match Report Form (any disciplinary issues with bench officials/players (e.g. coach told to sit down and cards issued to bench officials by umpires).
- Discuss any issues with Team Managers.
- Enjoy the hospitality provided and take time to have a post-match discussion with the captains and coaches before you travel home.

### Reflection

- Complete your post-match review and match expenses on GMS. Also, please check on GMS that clubs have entered the correct information for match result and cards (instructions on following pages).
- If your experience at the match was not what you expected, please share with:-
  - NPUA umpires – with your Panel Lead
  - Regional Reserves – Lee Barron, Chair of Conference Leagues by email:- baz2756@gmail.com



## CHECKING MATCH INFO FOR GAMES WITHOUT AN APPOINTED MO

England Hockey has requested the support of match day umpires in an effort to make sure teams enter the correct data on GMS where an MO is **not** appointed. Umpires are asked to check the following details on the system. This needs to be done asap after the game – maybe as you enter expenses.

### Step 1

Click the FIXTURES MENU on the left hand side of the page and select the date of the game you umpired (you can select male or female for a shorter list)

#### Fixtures - View

From date: (clear) 23-09-2023	Team: All teams	Month: All months	Day: All days	Status: All Statuses	Level: (All) 1
To date: (clear) 23-09-2023	Competition: All competitions	Venue: All venues	Association: (All) England Hockey	Gender: (All) Female	Show only unapp: <input type="checkbox"/>
<a href="#">Clear</a>	<a href="#">Search</a>				

Example

**From** 23 09 2023 **To** 23 09 2023 **Association** Select England Hockey **Select gender** of game

### Step 2

#### Fixtures - View

From date: (clear) 23-09-2023	Team: All teams	Month: All months	Day: All days	Status: All Statuses	Level: (All) 1
To date: (clear) 23-09-2023	Competition: All competitions	Venue: All venues	Association: (All) England Hockey	Gender: (All) Female	Show only unapp: <input type="checkbox"/>
<a href="#">Clear</a>	<a href="#">Search</a>				

Click Search

### Step 3

All games come up – Find yours

23-09-2023	Vitality Women's Conference East 2470955	18:00	1	East London W1 (Venue: Lee Valley Hockey and Tennis Centre - Pitch 1 / 1)	Old Georgians 1	2 - 0	UmpOu: ABBIE, Katherine UmpOu: SPOONER, Jo UmpCo: PELLING, Liz
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Click the Date  
Check Score

Cont.....



## Step 4

### Click Timeline

#### Fixtures - View

From date: (clear)  To date: (clear)

Team:  Month:  Day:  Status:  Level: (All)

Competition:  Venue:  Association: (All)  Gender: (All)  Show only unapp:



Fixtures Teams Timeline

Fixture	
Date	23-09-2023 (Sat) From 18:00 to 19:30
Competition	Vitality Women's Conference East
Level	1
Fixture id	2470955
Fixture	East London W1 (F) 2 : 0 Old Georgians 1 (F)

## Step 5

### Check Goals and Cards are correct

#### Fixtures - View

From date: (clear)  To date: (clear)

Team:  Month:

Competition:  Venue:



Fixtures Timeline

Minute	Surbiton W1	Isca & University Of Exeter 1	Type	Video
7	WILKINSON, Leah		PC	
16		MCCABE, Victoria	FG	
16	MARTIN, Hannah		FG	
19	EVANS, Sarah		PS	
25	TAYLOR, Martha		GC	
46	HAMILTON, Sophie		FG	
53	PETTER, Izzy		FG	
56	MARTIN, Hannah		GC	
59	DOWTHWAITE, Meg		YC	
62	MARTIN, Hannah		PS	

## Step 6

If details are **incorrect**, please notify:

Jo Thomas-Ellis

[Jo.Thomas-Ellis@englandhockey.co.uk](mailto:Jo.Thomas-Ellis@englandhockey.co.uk)