

# TECHNICAL OFFICIATING

## Guidance Note for Home Club Match Officials



### Match Officials - EH National League

The EH Technical Appointments Panel (TAP) will appoint a Match Official (MO) to as many matches in the Men's and Women's Hockey League as possible with priority given to Premier and Division 1 matches. However, there are occasions when an MO cannot be found for a match, either due to lack of availability, or unrealistic travel distance. (Note: it is expected that availability of EH MOs will become a greater issue in 2020/21 season due to many officials feeling unable to attend matches due to Covid-19 issues and restrictions).

Under these circumstances, the EHL Regulations (6.9) require that the home club provide a Match Official to undertake these duties. This Guidance Note provides details of the tasks and duties to be undertaken by a Club Match Official.

A more detailed job description is available in the EH League Regulations (Section 6) and in the Information for League Match Officials document available on the EH website in the Technical Officials - Useful Resources section ([here](#)). A useful checklist of MO duties on match days is also available to download and take to your matches for quick reference ([here](#)).

### Key responsibilities

#### Before Leaving Home

- Liaise with home team Liaison Officer, Team Managers and Umpires to ensure everyone is available and has the correct details for the match, venue and local arrangements.
- Ensure you have adequate clothing for the expected weather conditions.
- Take stop watch, clipboard, notebook, pens and a copy of the current EHL Regulations. See [here](#)

#### Important

- During the current Covid-19 situation, all activity in and around the hockey pitch must comply with the rules of social distancing and the most recent guidance issued to Clubs, Umpires and Match Officials - copies available from the EH website [here](#).

#### Before The Match

- Arrive at least 1 hour before the start of the match and advise the home team Liaison Officer of your arrival.
- Inspect the pitch, check the goals and nets, corner flags, team benches, technical table, suspended players chairs, and liaise with the home team LO if anything is missing or needs to be fixed.
- Check the policy/procedure for watering the pitch, using floodlights, and operation of any clock/scoreboard (if present).
- Liaise with the home club regarding medical provision, ice provision and emergency procedures in case of serious injury.

- Liaise with both Team Managers and both Umpires regarding team colours (including goalkeeper), length of half time, protocol for suspended players, and any additional requirements due to Covid-19 protocols.
- Collect team sheets from both teams (no later than 45 minutes before the match), check that all players are shown on the CMS photo lists. (Note that the EHL regulations now require photo lists to be sent to the MO electronically the day before the match).
- Complete the MRF, and obtain the starting XI from each team not less than 10 minutes before the match starts.
- Agree actual time with the Umpires and ensure that the match starts on time.
- Check that teams are ready to start, captains have arm-bands and no player is wearing blood stained clothing or incorrect colours of undershirts or undershorts.
- Acknowledge to the Umpires that you are ready to start the clock when they start the match.

### During The Match

- Check that the players on the pitch at the start of the match agree with the starting XI lists on the MRF. Discuss with the appropriate Team Manager if there is a discrepancy.
- If there are discrepancies remind the Team Manager to ensure that the EH Competition Management System (SportLomo) is corrected.
- Apply the appropriate League regulations and rules including procedures for substitutions, suspensions, dismissals and any other serious incident.
- Ensure proper behaviour on the team benches at all times, and liaise with the Team Manager(s) to resolve any issues with players or coaches. Ensure only those players and officials listed are on the team bench.
- Support and assist the Umpires where required, acknowledge all time stoppages by the Umpires and ensure that you stop your stopwatch also (and re-start it when required).
- Keep an accurate record of the match using the MRF, including substitutions (record minute for first time on), details of goal scorers (time and type of goal - F, PC, PS) and suspension cards (green, yellow, red and minute received).
- Ensure accurate timekeeping (all stoppages and intervals).
- Time any suspended players (from the point they sit on the chair) and advise them when they can go back onto the pitch.
- Keep a record of any serious injury which requires off-pitch medical or hospital attention. Include players name, club, type of injury, cause of injury, date and time of injury, immediate outcome/action taken.

### After The Match

- Complete the MRF as soon as possible and obtain signatures from both Team Managers and then both Umpires to verify the accuracy of information (especially goal scorers and disciplinary cards).
- Telephone the result of the match to the EH Results Co-ordinator, with half time and full time score, goal scorers (name, time, type), details of any yellow and red cards awarded. The telephone number is at the top of the MRF
- Allow Team Managers to take a photograph of the completed MRF for their own records.
- Liaise with Team Managers, Coaches and Umpires on any outstanding issues from the match.
- Facilitate dialogue between Coaches and Umpires if required.

### Back Home

- Send a scan of the completed MRF and both team lists to the EH Competitions Manager by email ([competitions.info@englandhockey.co.uk](mailto:competitions.info@englandhockey.co.uk)) to arrive no later than 5pm on the Monday

following the fixture. If you are unable to do this, send by post to England Hockey Competitions Department, Bisham Abbey, Marlow Bucks SL7 1RR.

- Report any breaches of EHL regulations or any other issues to the EH Competitions Manager.
- Report any serious injuries to the EH Competitions Manager.
- Within 24 hours of the match and prior to sending the MRF to EH, check the match details on the EH CMS (SportLomo) including squads numbering, goals, cards and timings, and advise EHCD of any discrepancies found.

### **Important**

- Remember that you must remain neutral and impartial during your role. Do not favour your own team, do not cheer or applaud your own team and ensure that you do not engage in conversation with your own team players until after the match is over.
- Do not make any comments regarding the performance of the Umpires during or after the match. If coaches wish to discuss decisions with the Umpires after the match this is okay.
- Should the weather be bad before or during the match, it is your responsibility, in liaison with the Umpires and Team Managers, to reach a decision on delay or postponement of the match.

### **Other Useful Information**

See also:

- Information for League Match Officials
- Match Officials Match-day Checklist
- EHL Regulations
- Advice for Match Officials (Covid-19)

England Hockey  
Technical Appointments Panel

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