



Manual for Judges
at
Outdoor League Matches

CONTENTS

1	Introduction	1
2	The Match Report	1
3	Before the Match	2
	3.1 Judge's Equipment	2
	3.2 The Venue	3
	3.3 Preparing the Match Report	3
	3.4 The Medical Officer	4
	3.5 The Umpires	4
	3.6 Home Team and Away Team	5
	3.7 Match Start.....	5
4	During the match	5
	4.1 Timing the Match	5
	4.2 Checking the Teams	6
	4.3 Substitutions	6
	4.4 Scoring.....	6
	4.5 Suspensions	6
	4.6 Team Clothing.....	7
	4.7 Team Behaviour.....	8
	4.8 Venue Rules	8
	4.9 Injuries	8
	4.10 Neutrality.....	8
5	At Period Breaks.....	9
	5.1 Watering the Astro	9
	5.2 End-of-period Score.....	9
	5.3 Suspended Players	9
6	After the final whistle.....	9
	6.1 Final Score.....	9
	6.2 Signatures.....	9
	6.3 Team Areas	10
	6.4 Complaints.....	10
7	After the match	10
	7.1 Assistance to Teams.....	10
	7.2 Submitting the Score.....	10
	7.3 Submitting the Match Report.....	10
8	Addendum: Sample Blank Match Report.....	10

1 INTRODUCTION

Any hockey league match involves two kinds of rules that need to be enforced. The most obvious are the rules governing how hockey is played on the field and this is the domain of the umpires who need to manage the match in such a manner that play on the field is safe, fair and flowing. There are also rules governing the technical aspects of the match, aspects like timing, team membership, recording of match events and many more.

At higher levels of hockey the responsibility for all of these technical issues during a match would normally be assigned to three people: one Technical Official (“TO”), who is responsible for enforcing rules, a Timing Judge who is responsible for ensuring that the correct amount of playing time is allowed and a Scoring Judge who is responsible for recording details about goals and cards. In addition to the above, there is always a Tournament Director (“TD”) in overall charge of the running of the tournament.

In an environment like a provincial league, appointing three people to each match would represent a substantial logistical challenge and therefore we generally make do with one judge who takes responsibility for all technical issues, although we will occasionally have more than one judge or even a TO in attendance – more on that later in this manual.

Judges play a critical role in the successful presentation of hockey matches and, by implication, the success of the league. Judges need to be adequately trained and empowered in order to carry out their responsibilities effectively and that is why this manual has been created and why we offer training of judges for our league.

From a management point of view, the following people play important roles in our league:

- a) The Northerns Administrator, Kokkie Sieling, who is in overall charge of the administration of the league (she is like our “TD” for the league). She may be contacted at admin@northernshockey.co.za or at 082-823-2079.
- b) The Executive Committee member responsible for umpiring, André Kachelhoffer, who allocates umpires to all matches. He may be contacted at umpiring@northernshockey.co.za or 083-263-9982.
- c) The Northerns Webmaster, Graham Johnson, who is responsible for calculating and publishing match results and logs on the website. He may be contacted at webmaster@northernshockey.co.za or 076-473-8907.

It is important to note that a substantial part of what is outlined in this manual is specific to the Northerns senior club league and that the procedures and rules covered cannot necessarily be applied unchanged to other leagues like the schools leagues. It does, however, provide a good basis for people wanting to get involved in the sport in this manner at higher levels.

2 THE MATCH REPORT

Arguably the most important function of a judge is to accurately complete the match report. The match report is much, much more than simply a record of the result of the match. When properly completed, it provides a wealth of information – information that is required for a wide range of purposes:

- (a) Match results. A signed match report is the sole proof of the result of a match.

- (b) Team composition. There are strict rules governing movement of players between teams. Accurate match reports assist in monitoring adherence to these rules.
- (c) Statistics. Match reports generate the input for a number of statistical indicators that are required for managing the league and for reporting back to teams.
- (d) Disciplinary matters. A player's conduct history may be obtained from correctly completed match reports.
- (e) Appeals. Teams may register a wide range of appeals about scores, cards issued, composition of their opponents' teams and more. The answers to such appeals may often only be found on correctly completed match reports.
- (f) Payment of officials. The Association requires documentary proof of the fact that umpires, judges, technical officials, umpires' coaches and medical personnel were indeed on duty before their payments may be approved and processed.

For the match reports to be a useful tool in managing the league, it is imperative that every single one is completed accurately. If one match report out of the hundreds of matches to be played each season is inadequately completed, it casts a question mark over the reliability of all reports and, by implication, over all the information extracted from them.

A blank match report has been included as an addendum to this manual. The addendum indicates all areas to be completed numbered in red, and these numbers are referred to in this manual. In addition to the report itself, a judge may at any time make notes with regard to any aspect of the match in the right margin of the report sheet. In order to facilitate scanning for electronic storage, neither the back of the sheet nor a second page must be used. Take note that completed match reports are made available on the website and therefore notes are to be limited to the most essential. Take note that only the on-duty judge may write on the report – other parties are limited to making their signatures only.

As part of a judge's responsibilities there are functions that are to be carried out:

- (a) Before to the match.
- (b) During the match.
- (c) At period breaks.
- (d) After the final whistle.
- (e) After the match.

Hereinafter each of these will be addressed, with specific reference to how all aspects are to be recorded on the match report, where applicable.

3 BEFORE THE MATCH

3.1 Judge's Equipment

Judges are required to have at their disposal specific equipment in order to carry out their duties effectively. These are as follows:

- (a) Blank match reports. It is recommended that each judge always has a number of these on hand. They may be downloaded from the Northerns website.
- (b) Blank paper in order to be able to make notes. It is also useful if a team does not have a team list – they may then be asked to write one on such blank paper.
- (c) At least one stopwatch or other timing device.

- (d) Whistle or other means of indicating the end of play. An air-horn is preferred because it makes a different sound from the umpires' whistles.
- (e) League rules. Judges often need to make decisions or advise teams based on the league rules. Having a copy of the rules on hand greatly facilitates this process. The rules may be downloaded in PDF format from the Northerns website (see under "Information" and "Downloads" in the menu). Judges are encouraged to study these rules.
- (f) This manual, which may also be downloaded from the above page on the website. A judge's responsibilities are complex and it is sometimes necessary to double-check procedures.

3.2 The Venue

Prior to the match, the judge and umpires must ensure that the venue is ready to safely host a hockey match. In particular:

- (a) In the case of water-based turfs, ensure that the watering system is activated well enough in advance to not delay the start of the match.
- (b) Check whether the team areas are clean and tidy prior to the match.
- (c) Ensure the availability of seating for suspended players.
- (d) Ensure the availability of 80% alcohol solution for cleaning blood on the astro.

3.3 Preparing the Match Report

The following parts of the match report need to be completed prior to the match:

- (a) Gender – "Men" or "Women" in (1).
- (b) League – "Premier", "Second" or "Third" – as indicated on the fixtures – in (2).
- (c) Match date as indicated on the fixtures in (3).
- (d) The scheduled match time as indicated on the fixtures in (4). If the match commences significantly later than the scheduled time, indicate the actual starting time in parentheses below or next to the time.
- (e) Venue in (5).
- (f) The two teams playing in (6) and (8). Specify both the club and the team within the club as it was indicated on the fixtures. It is useful if the team using the bench to the left of the judge's table is listed on the left-hand side of the form.
- (g) Player names **and** surnames – in (10). League Rule 12.1 requires that teams submit a team list, preferably a printed one, to the judge at least ten minutes prior to the match in order that the judge may write the information on the report in a clear, legible handwriting. Teams that do not have team lists available prior to the match should be given paper to write it on and must be encouraged to be prepared at future matches. The report provides for 18 players per team. However, a team may only exceed 16 players, requiring names to be entered on the shaded area indicated by (14), if it has two fully kitted goalkeepers who are both capable of playing.
- (h) Player numbers in (9). Where players are wearing numbered shirts or bibs, these numbers must be used as it facilitates identifying a player if a report should be received after the match. If any or all of the players do not have numbered shirts, they are simply numbered sequentially from 1 in such a manner that there are no duplicate numbers on the form. Where there is duplication of numbered shirts, the

shirt number must be used but both must be clearly marked, for example as “15A” and “15B”.

- (i) Management. League rules specify that only a team’s players, coach, manager and a maximum of two more people may be in the team area and therefore the non-playing members of the team (a total maximum of four people) need to be identified by entering their names in areas (15) to (18).
- (j) Captains. There are rules that apply specifically to the captain and therefore the captain must be identified by entering in (19) the number which appears next to the captain’s name on the team list. An injured captain who is unable to continue playing remains the captain while in the team area – only captains who leave the venue need to be replaced by another, in which case the replacement captain’s number must also be indicated.
- (k) Goalkeepers. There are league rules that apply specifically to goalkeepers and it is essential that goalkeepers be identified by entering their numbers in (20). Where a team has two goalkeepers, it is imperative that both their numbers are indicated in order to monitor adherence to rules governing the use of goalkeepers. It is also essential to indicate instances where a fully kitted goalkeeper removes his/her kit and takes part in the match as a field player. Take note that goalkeepers may only do this if the team has 16 players or fewer at the match.
- (l) Umpires. The names and surnames of the umpires are written in (21) and (22).
- (m) Umpires’ Coach. The Association often appoints specific people to coach and/or evaluate the umpires. Such a person will identify him/herself to the judge prior to the match and his/her name and surname must be written in (23).
- (n) Judge. The judge’s name and surname must be written in (24).
- (o) Technical Official. The Association will attempt to appoint suitable technical officials to selected matches, primarily to attend to potential disciplinary matters and to assist judges. Such a person will identify him/herself to the judge on duty and, if one is present, his/her name and surname must be written in (25).
- (p) Medic. The name and surname of the contracted medic must be written in (26).

3.4 The Medical Officer

The Association contracts medical staff for all matches. The judge must ensure that this person is present and ready to render aid before any league match may commence. This must be adhered to irrespective of whether there are suitably qualified players, coaches, managers or spectators present at the venue. The medic provides medical assistance at the venue only and is not required to provide a stretcher or spinal board. If a player requires further treatment or transport, this must be arranged by the team.

3.5 The Umpires

The judge must ensure that the allocated umpires are present and ready to start the match on time. Umpiring allocations are published on the website during the week and the cell numbers of most league umpires are also available on the website. It is recommended that judges check which umpires have been allocated to the match in order to contact an umpire who is late for the match. See League Rule 13.3 for procedures to follow if an umpire is absent.

3.6 Home Team and Away Team

If the match takes place at the declared home venue of either of the teams, then that team is considered the home team. If the match is played between two teams from the same club, or when it is played at a venue which is neither team's home venue, then the team listed first on the fixtures will be considered the home team for that match.

The home team is responsible for providing a suitable match ball. In the event of a clash of playing colours, the away team is required to change their colours.

3.7 Match Start

The judge must ensure that preparations by all parties are on schedule in order for the match to start on time.

4 DURING THE MATCH

4.1 Timing the Match

The judge is responsible for timing the match and ensuring that the correct match duration is played. In order to do this the judge needs to pay attention to the umpires who will indicate whenever they start or stop time. It is important that the judge acknowledges the umpires' timing signals by raising a hand. Take note that time must automatically and immediately be stopped whenever a penalty corner or penalty stroke is awarded. In the case of a penalty corner time must automatically be restarted when the umpire blows the whistle for the penalty corner to be taken. In the case of a penalty stroke time must automatically be restarted when the umpire blows the whistle to allow play to resume after the penalty stroke has been taken. Unlike at international matches, time is not stopped after a goal is scored.

When the full playing time in any period has been reached, the judge must immediately signal it.

League matches consist of four 15-minute periods. Between periods one and two, as well as between periods three and four, there are breaks of two minutes each and between periods two and three there is a five-minute half-time break. At all breaks the judge must signal to the umpires as soon as only one minute of the break remains. It is not a requirement for the match to start exactly upon expiry of the break as is the case at tournament level and umpires must give teams a reasonable opportunity to take the field. However, judges and umpires must pro-actively encourage and assist teams to adhere to timing requirements as far as possible.

In all instances where the match time is to be indicated on the match report, the total elapsed playing time from the beginning of the match, excluding stoppages, rounded up to the next whole minute, must be indicated. For example, if a goal is scored 4 minutes and 45 seconds into the second period, its time must be recorded as "20". Where actual play exceeds the period time, for example when play is continued to complete a penalty corner, the recorded time excludes such extended time – for example, if play is extended for two minutes to complete penalty corners at the end of the second period, and a goal is scored, its time is recorded as "30" and not "32" or "30+" and a goal scored within the first minute of the third period will be recorded as "31". A useful tool for timing matches, including player suspensions, may be found at www.betterhockey.co.za – see "Match Timer".

See League Rule 14 for information about curtailment of matches.

4.2 Checking the Teams

The judge must check that the total number of players on the field and in the team area corresponds to the number of players on each team's team list and must draw the team's attention to the matter if there are discrepancies. Furthermore, the judge must ensure that only authorised people – those on the match report – are in the team area during play.

See League Rule 12.6 for rules regarding the number of players allowed on the field.

4.3 Substitutions

The judge must assist the umpires in ensuring that substitutions are carried out correctly. In particular:

- (a) All substitutions must occur on the technical table's side of the field and within 3m of the centre line.
- (b) The player leaving the field must be completely off the field before the substitute player may enter the field.
- (c) No substitutions may occur during a penalty corner. Refer to rule 13.5 of the FIH rule book for the requirements to be met before a penalty corner may be considered over for purposes of substitution.
- (d) Players waiting to take the field must not impede the umpire's movement or vision.

If any team fails to adhere to these rules after sufficient warning from the judge, the judge may ask the umpire to penalise the team's captain.

4.4 Scoring

The judge is required to enter the details of each goal scored, as follows:

- (a) In (35) the team – "1" or "2" – that scored.
- (b) In (36) the match time, in whole minutes, at which the goal was scored.
- (c) In (37) the number of the player who scored, as indicated in (9).
- (d) In (38) the type of goal scored – "FG" for a field goal, "PC" for a penalty corner or "PS" for a penalty stroke. Take note that a goal is considered a penalty corner goal if it is scored at any time after a penalty corner is awarded and before the ball crosses the 5m line.
- (e) In (39) the score after the goal was scored, eg: "0-1", "3-2", etc. Take care to fill in the score of the team listed on the left-hand side of the match report first.

The goals are entered on the left-hand column of the table for both teams until five goals have been scored and only then is the second column used. If more than 15 goals are scored the right margin of the match report may be used to indicate the remaining goals.

4.5 Suspensions

The judge is responsible for ensuring that suspended players serve their suspensions correctly. In particular the following must be attended to in the case of green or yellow cards:

- (a) Start of the suspension. A suspended player's suspension time starts when the player physically sits down in the designated area. If the judge is not using the BetterHockey Match Timer, the duration of the suspension may either be timed with a separate stopwatch (which must be stopped if the main time is stopped at any

stage during the suspension), or it may be done by making a note of the start time of the suspension on a separate sheet of paper. In the latter case, the exact time in minutes and seconds must be recorded – for example, if a player’s green card suspension started at 43 minutes and 20 seconds, then he/she may return to the field of play when elapsed time is at 45 minutes and 20 seconds.

- (b) Duration of the suspension. A player that received a green card may return to the field after serving a suspension of two minutes. In the event of a yellow card the umpire will indicate the duration as a multiple of 5 minutes. If the umpire does not indicate the duration, a suspension of 5 minutes must be assumed.
- (c) Return to play. The player may only return to play once permitted by the judge, even if the full suspension time has been served. Whereas in the past a player was not permitted to return to play during a penalty corner, it is now allowed by FIH tournament regulations.
- (d) Player conduct while under suspension. A suspended player may communicate with his/her team but may not issue any instructions (may not “coach”). The player may receive water and/or warm clothing from someone on his team and may have an injury attended to. If any player infringes upon this rule, the judge must request the player to adhere to the rule, failing which the judge may ask the near-side umpire to temporarily stop play and extend the player’s suspension. For purposes of recording the yellow card, such an extension is considered a new card for “dissent while under suspension”.
- (e) Recording cards on the report. For green cards the starting time of the suspension, in whole minutes, must be indicated in (11) and for yellow cards in (12), next to the relevant player’s name. For yellow cards the judge must also enter the player’s team in (40), the player’s number in (41), a brief reason for the suspension which may need to be obtained from the umpire for the sake of accuracy in (42), the duration, in minutes, of the suspension in (43) and the umpire who awarded the card, “1” for Umpire 1 or “2” for Umpire 2, in (44).

If a red card is issued, the most important action to be taken is to ensure that the suspended player leaves the field and surrounding area immediately. The player may have no further contact with the match, not even as a spectator. If any player refuses to adhere to this after warnings by the judge and/or umpire the match must be stopped by the umpires, if necessary at the request of the judge, and may only be resumed after the player has left the venue. If this does not happen the player’s team will be considered to have refused to play and will be dealt with accordingly.

If a red card is issued, the judge must immediately contact the Administrator via WhatsApp or SMS for further instructions. It is important for the judge to make notes about as much detail as possible relating to the incident that resulted in the red card, as well as anything that happened thereafter as soon as possible in order to facilitate an accurate report.

The match time when the red card was issued, in whole minutes, must be indicated in (13) next to the player’s name.

4.6 Team Clothing

League Rule 8.2 specifies the requirements for teams’ clothing. In order for hockey to project a positive image to spectators, adherence to these rules must be monitored. In order to do this, judges must attend to the following and report serious discrepancies to the Administrator (if necessary accompanied by a photograph):

- (a) Teams must be uniformly attired. In recognition of the cost and other limitations of league hockey, the players need not be 100% identically attired, but need to at least appear so at a glance. League Rules 8.2.1 to 8.2.5 outline further requirements for clothing.
- (b) Premier league teams are required to wear uniquely numbered shirts.

4.7 Team Behaviour

The judge is required to monitor the behaviour of all persons connected to either team in the team area and amongst spectators seated nearby and may ask any persons to alter their behaviour during matches. Should any parties fail to adhere to such requests from the judge, the judge may ask the near-side umpire to stop the match and penalise the team's captain in terms of League Rule 19.7. If a TO has been appointed to the match, this person will, in terms of League Rule 18.6, have the authority to issue cards to any members of the team, including coaches and managers, for bad behaviour.

4.8 Venue Rules

Venues may impose specific rules with regard to the use of their astro and the surrounding area. The judge must assist teams by informing them of such rules and ensuring that they adhere to them.

4.9 Injuries

If any player requires any form of assistance that necessitates that a member of the team's technical staff or the contracted medic enters the playing field, such a player has to leave the field and may only return after two minutes of playing time has elapsed. The team may substitute the player during those two minutes, provided that it does not happen during a penalty corner.

If the injured player is a goalkeeper the rule above is only applied if the team has a substitute goalkeeper who is already fully kitted and able to substitute for the injured goalkeeper, with the exception that the injured goalkeeper may be substituted during a penalty corner. If the team has only one goalkeeper, the injured goalkeeper is permitted to receive on-field assistance and may immediately resume playing provided this can happen before two minutes have elapsed. The goalkeeper is only required to leave the field if further attention is required after two minutes have elapsed.

In the event of a serious injury – one that requires that the player leaves the field for further treatment at a medical facility – the judge must send a brief report about the cause and nature of the injury to the Administrator.

No players with visibly bleeding wounds or blood-stained clothing may take part in the match. Bleeding must be completely stopped and/or wounds must be covered and blood-stained clothing must be rinsed out or changed.

If any blood is present on the astro surface after an injury, it must be cleaned with 80% alcohol solution before the match may resume.

4.10 Neutrality

The judge is required to be neutral to the match. Occasional congratulations and/or applause for good play is not forbidden but this must happen in a positive and unbiased manner.

It is important to know that the judge forms a team together with the umpires and as such the judge is expected to support the umpires and refrain from any criticism or negative comments with regard to umpiring.

League rules require that the home club must supply the on-duty judge. This judge will receive payment from the Association. However, the rules also permit the away team to allocate a judge to the match to assist and/or monitor the on-duty judge or to gain experience. The away team's judge will not receive payment.

5 AT PERIOD BREAKS

5.1 Watering the Astro

The judge must monitor the astro during the first half and, if it is required, water the astro as early as possible during half-time in order to not delay the commencement of the second half.

5.2 End-of-period Score

The judge must enter the score at the end of each period in (7), taking care to indicate it in the order matching the team names.

5.3 Suspended Players

Carded players whose suspensions had not yet been fully served at a period break may join their teams during the break but have to be seated in the designated area before the next period may commence. The judge must assist the umpires in ensuring that the correct number of players take the field after the period break.

6 AFTER THE FINAL WHISTLE

6.1 Final Score

The judge must enter the final score of the match in (7) under "Final", again taking care to enter the two teams' scores in the correct order. Whatever score is entered, if it is signed for, becomes the official score for the match, irrespective of whether it corresponds with the goals report or not.

6.2 Signatures

The judge must ensure that the following signatures are obtained:

- (a) A representative of each team, preferably the manager, coach or captain, signs in (27) and (28), after checking the scores and cards issued. Both team representatives must sign before either of the umpires sign.
- (b) Both umpires, after they have confirmed the result and cards issued, must sign in (29) and (30). As specified above, this must only happen after both team representatives have signed.
- (c) The umpires' coach, if one was on duty, must sign in (33). This may happen before or after the teams and umpires have signed.
- (d) The contracted medic must sign in (34). This signature may also be obtained before or after those of the teams or the umpires.

- (e) After all the signatures above have been obtained, the judge must sign the report in (31). If any party refuses to sign the match report, the judge must make a note to this effect in the margin and then sign the report.
- (f) Finally the TO, if one was present, must sign in (32).

No changes may be made to the report after it has been signed and no correction fluid or such may be used on the report. Remember that the judge is responsible for ensuring legibility of all information on the report and is therefore the only person who writes on it.

6.3 Team Areas

Teams are expected to leave their team areas clean and tidy and judges must remind them to do so when their representatives sign the match report.

6.4 Complaints

No complaints or reports from any parties may be written on the match report. Anyone wishing to do so, may submit a separate written report to the Administrator.

7 AFTER THE MATCH

7.1 Assistance to Teams

The judge is required to remain in the technical area until all participants have left the field, the team areas and the technical area. It happens occasionally that teams have queries or require assistance with regard to the match or the league rules and the judge is the first point of contact to assist them. It is recommended that the judge also checks for lost property left behind.

7.2 Submitting the Score

As soon as the match report has been signed by all parties, the judge must take a clear photograph of the report and send it to the Webmaster via WhatsApp as soon as possible.

7.3 Submitting the Match Report

After the photograph has been sent to the Webmaster, the judge must submit the physical match report to the home club's representative who will be responsible for submitting it to the Webmaster.

If the judge is of the opinion that any matter needs to be brought to the attention of the Administrator, such report may be sent by email.

8 ADDENDUM: SAMPLE BLANK MATCH REPORT

The sample blank match report is on the following page. A report without the red numbers may be downloaded from www.northernshockey.co.za.

