

## **HONG KONG HOCKEY ASSOCIATION UMPIRES' SECTION BYE - LAWS**

- 1 Name and Authority**
- 2 Objectives**
- 3 Officials (Definitions)**
- 4 Membership**
- 5 HKHAUS Committee Members**
- 6 Proceedings of HKHAUS Committee Meetings**
- 7 Powers of HKHAUS Committee**
- 8 General Meetings**
- 9 Minutes**
- 10 Accounts**
- 11 Misconduct, Complaints and Appeals**
- 12 Fees and Out of Pocket Expenses**
- 13 HKHAUS Badges and Ties**
- 14 Yellow and Red Cards**
- 15 Initial Testing of Candidates**
- 16 Umpire Grading**
- 17 Upgrading and Downgrading**
- 18 Umpires Code of Conduct**

*For the purposes of these Bye-laws, any reference to:*

- (a) the male shall include the female;*
- (b) the Rules mean the Rules of the Hong Kong Hockey Association;*
- (c) Club shall include Association; and*
- (d) Convenor shall include Chairman and / or Secretary.*

## **1 NAME AND AUTHORITY**

- 1.1 The Section shall be called the Hong Kong Hockey Association – Umpires’ Section, hereinafter referred to as HKHAUS.
- 1.2 The Bye-laws of the HKHAUS are formulated under the authority of Rule 3 of the HKHA.
- 1.3 The Bye-laws of the HKHAUS and any amendments therein are to be approved by the HKHA Council before implementation.

## **2 OBJECTIVES**

- 2.1 The objectives of the HKHAUS are to:
  - (a) foster and promote, in co-operation with the HKHA, the playing of hockey in Hong Kong;
  - (b) control and supervise all hockey umpires and umpiring in Hong Kong;
  - (c) conduct classes for new umpires and hold coaching / upgrading courses as required for qualified umpires;
  - (d) grant certificates to such hockey umpires as shall have been deemed to have fulfilled the appropriate requirements as laid down by these Bye-laws;
  - (e) maintain an up-to-date register of all qualified umpires in Hong Kong; and
  - (f) generally do all such other lawful acts and things as are incidental or conducive to the attainment of all or any of the above objects.

## **3 OFFICIALS (DEFINITIONS)**

- 3.1 The following are designated Officials:
  - (a) HKHA Officials

HKHA Officials as defined in Rule 5.1 of the HKHA.
  - (b) HKHA Section Committee Members

Chairman, Secretaries, Treasurers and other Committee members as elected under the relevant Section Bye-laws.
  - (c) Club Officials

Presidents, Chairmen, Honorary Secretaries and Hockey Convenors of affiliated Clubs. In addition, persons who hold these posts in a Hockey Section of a multi-sports club are also designated Club Officials.

(d) Umpires as Officials

Officials who are referred to as umpires in these Bye-laws are those nominated or designated to officiate at a hockey game held under the auspices of the HKHA.

**4 MEMBERSHIP**

4.1 There shall be one type of membership, hereinafter referred to as ‘Member’. Membership shall be renewed on an annual basis, from September 1st each year, subject to the Bye-laws and Schedules hereto in force.

4.2 All applicants for membership must either:

- (a) have at least attended an umpire’s training course and/or passed a written or oral test, approved by the HKHAUS, during the preceding twelve months (See Bye-law 15); or
- (b) have a valid umpiring certificate or a supporting letter, fax or email issued by a recognised body.

The HKHAUS Committee, acting in majority, may in its absolute discretion, waive or vary the requirements in (a) or (b) above in circumstances considered by them to be appropriate.

Upon confirmation of admission, all successful applicants will be required to pay any joining or annual fees presently in force, as defined in Schedule One hereto.

4.3 All members shall be required to complete any annual registration process and pay any annual fees that may be in place as defined in Schedules One and Two hereto.

4.4 A member who fails to complete an annual registration upon request will become an “Inactive Member”. Once a Member becomes “Inactive”, such member shall not be allowed to officiate at any hockey matches held in Hong Kong.

4.5 A member who has been listed as “Inactive Member” for two seasons or more shall be deregistered from the HKHAUS membership list.

4.6 The HKHA Council, the HKHAUS Committee or its agents shall not be held responsible for any loss or injury to any member, or any other person, arising out of any matters pertaining to hockey in Hong Kong.

**5 HKHAUS COMMITTEE MEMBERS**

5.1 The HKHAUS shall be governed by a Committee consisting of a Chairman, Secretary, Treasurer, and three (3) Committee members. All six (6) members of the HKHAUS Committee shall be elected at the HKHAUS Annual General Meeting.

5.2 Only qualified umpires, who have completed the annual registration requirements, shall be eligible for election to the Committee.

5.3 Only members who are graded Class I or above umpires, or who are active Class II umpires shall be eligible for election as Chairman of HKHAUS. A Class II Umpire, standing for

election as Chairman, must be able to demonstrate that he has officiated at a minimum of 10 Premier or First Division men's matches or First Division women's matches in the season immediately preceding the AGM.

- 5.4 The HKHAUS Committee shall nominate one of its members to represent the HKHAUS on the HKHA Council.
- 5.5 The HKHAUS Committee at its sole discretion may co-opt other members to the Committee as it sees fit save that any such co-opted member will have no voting rights at HKHAUS Committee meetings.
- 5.6 The six (6) Committee members, elected at the Annual General Meeting, shall retire annually but may stand for re-election. The HKHAUS Committee's permission is necessary for Committee members who have not attended at least sixty percent (60%) of the HKHAUS Committee's meetings during their term of office to stand for re-election.
- 5.7 Every Officer shall be indemnified by the association against (and it shall be the duty of the HKHA out of the funds raised by the association to pay) all costs, losses and expenses which any Officer may incur or become liable to in respect of any act or deed done by them as such Officer in the discharge of their duties, on condition that such act or deed has received approval of the Committee and is otherwise within the powers granted pursuant to these Bye-laws.

## **6 PROCEEDINGS OF HKHAUS COMMITTEE MEETINGS**

- 6.1 The HKHAUS Committee shall meet for the dispatch of business, adjourn and otherwise regulate their meetings as they see fit. Questions arising at any HKHAUS Committee meeting shall be decided by a majority of votes. In the case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
- 6.2 The Secretary of the HKHAUS shall call meetings at the HKHAUS Committee's direction but at least once every two (2) months and shall give all HKHAUS Committee members at least seven (7) days' notice for an ordinary meeting and at least forty eight (48) hours' for a special meeting.
- 6.3 The Chairman of the HKHAUS Committee shall act as Chairman at all HKHAUS Committee meetings. In the absence of the Chairman, HKHAUS Committee members shall choose any one of their number as Chairman for the particular HKHAUS Committee meeting.
- 6.4 Among the business to be transacted by the HKHAUS Committee at its meetings shall be the:
  - (a) receiving of reports on the up-to-date position of the HKHAUS;
  - (b) consideration of the up-to-date financial position of the HKHAUS;
  - (c) forwarding up-to-date reports of the HKHAUS to the HKHA Council;
  - (d) consideration of appointments and fixing of remuneration for administrative staff of the HKHAUS, if any;

- (e) creation of, and appointment to, any Sub-Committee considered necessary to effectively carry out the business of HKHAUS;
  - (f) consideration and decision upon reports of HKHAUS appointed Sub-Committees;
  - (g) approval of the Annual Report and accounts for the HKHAUS AGM; and
  - (h) consideration of any other business required to carry out the objectives of the HKHAUS.
- 6.5 The quorum necessary for the transaction of HKHAUS Committee business shall be three (3).
- 6.6 Any Sub-Committee formed under this Bye-law shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by HKHAUS Committee. A Sub-Committee shall meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and in case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
- 6.7 All Sub-Committees shall obtain HKHAUS Committee's prior written approval for any expenditure, and shall report regularly to the HKHAUS Committee.
- 6.8 The HKHAUS Committee shall have the power to fill any casual vacancy which may occur among its members.

*References to the 'Committee' or the 'HKHAUS Committee' in these Bye-laws mean the Committee acting by majority vote of its members. In the event of a tied vote, the Chairman shall have a second casting vote.*

## **7 POWERS OF HKHAUS COMMITTEE**

- 7.1 The HKHAUS Committee shall have power to act in any manner consistent with these Bye-laws including, but not limited to the making, amending or deleting of HKHAUS Bye-laws. Such Bye-laws shall be submitted to, and approved by, the HKHA Council before implementation.
- 7.2 The correctness of the HKHAUS Committee in interpreting the general wording of any Bye-law, or dealing with any matter not provided for in these Bye-laws, shall be decided by the HKHA Council as soon as practical.

## **8 GENERAL MEETINGS**

- 8.1 The HKHAUS shall in each year hold an Annual General Meeting (AGM) which shall be held in Hong Kong no later than 31st July for the purpose of:
- (a) confirming the minutes of the last AGM and any other General Meetings held in the intervening period;
  - (b) considering matters arising there from;

- (c) receiving and considering the accounts as at 31st March of the current year;
  - (d) electing Committee members for the ensuing year in accordance with these Bye-laws; and
  - (e) considering any other business of which due notice has been given in accordance with these Bye-laws.
- 8.2 The Secretary of the HKHAUS shall give at least fourteen (14) days' written notice of any General Meeting. The notice shall be exclusive of the date on which it is served and shall specify the date, place and time of the forthcoming General Meeting. Such notice shall be sent to:
- (a) The Honorary Secretary General of the HKHA;
  - (b) The Secretary of each HKHA Section;
  - (c) Each HKHAUS Committee member; and
  - (d) Each HKHAUS Member.
- 8.3 The accidental omission to give notice of a meeting to any person entitled to receive such notice shall not invalidate the proceedings at that meeting.
- 8.4 Nominations for the six (6) HKHAUS Committee members to be elected at the AGM must be forwarded to the Secretary of the HKHAUS, in writing, at least seven (7) days before the AGM. To be valid such nominations must be proposed and seconded by Full members and agreed by the nominee. Late nominations or nominations not in the required format will not be considered. Only if there are insufficient nominations for HKHAUS Committee members, nominations duly proposed and seconded will be accepted at the AGM from the floor. Where there are more than six (6) nominations, the election will be conducted by paper ballot.
- 8.5 Members of the HKHAUS may submit to the Secretary of the HKHAUS notice of any other business to be considered at the AGM. Such notice shall be in writing and must be received by the Secretary of the HKHAUS at least seven (7) days before the date of the AGM. Such business will then be included on the agenda.
- 8.6 The Secretary of the HKHAUS shall dispatch the agenda, together with a copy of accounts and the list of nominations, to all those persons listed at Bye-law 8.2 as soon as practicable before the AGM.
- 8.7 All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings (EGMs).
- 8.8 The HKHAUS Committee may decide to convene an EGM whenever necessary. In addition an EGM shall be convened upon a request to that effect to the Secretary of the HKHAUS. This request must be signed by at least fifteen (15) Members of the HKHAUS. The Secretary of the HKHAUS shall convene the EGM within twenty eight (28) days of the request for an EGM of which fourteen (14) days' notice shall be given to all those persons listed at Bye-law 8.2.

- 8.9 The Secretary of the HKHAUS shall dispatch the agenda, together with copies of any documentation relevant to the item(s) to be considered at the EGM, to all those persons listed at Bye-law 8.2 as soon as practicable before the EGM.
- 8.10 Ten (10) members entitled to vote at a General Meeting of the HKHA shall form a quorum at such General Meetings.
- 8.11 The Chairman of the HKHAUS shall preside as Chairman at every General Meeting, or if he is not present within fifteen (15) minutes after the time appointed for the holding of the meeting, or is unwilling to act or is absent from Hong Kong, or has given notice of his intention not to attend the meeting, the HKHAUS Committee members shall elect one of their number to be Chairman of the meeting.
- 8.12 The Chairman of the meeting may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the General Meeting from time to time and from place to place, but no business shall be transacted at any adjourned General Meeting other than the business left unfinished at the General Meeting from which the adjournment took place. When a General Meeting is adjourned for thirty (30) days or more, notice of the adjourned General Meeting shall be given as in the case of an original General Meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned General Meeting.
- 8.13 At any General Meeting a resolution (except election which will be decided by paper ballot) put to the vote of the meeting shall be decided on a show of hands unless a paper ballot is (before or on the declaration of the result of the show of hands) demanded by:
- (a) the Chairman of the meeting; or
  - (b) at least two (2) members present in person and entitled to vote.
- 8.14 If a paper ballot is duly demanded it shall be taken in such manner as the Chairman of the meeting directs.
- 8.15 In the case of an equality of votes, whether on a show of hands or on a paper ballot, the Chairman of the meeting at which the show of hands takes place or at which a paper ballot is demanded shall be entitled to a second or casting vote.

## **9 MINUTES**

- 9.1 The Secretary of the HKHAUS or his nominee or any individual appointed by the HKHAUS Committee in his place shall take minutes covering resolutions and proceedings of all meetings of the HKHAUS Committee and all General Meetings.
- 9.2 These minutes shall be considered at the following appropriate meeting of that same HKHAUS Committee and, if approved, shall be signed by the Chairman of such next meeting. The Chairman of the meeting's signature shall be conclusive evidence of the correctness of the minutes.

9.3 Copies of these minutes shall be forwarded to:

- (a) The Honorary Secretary General of the HKHA;
- (b) The Secretary of each HKHA Section; and
- (c) Each HKHAUS Committee member.

## **10 ACCOUNTS**

- 10.1 The books of accounts of the HKHAUS shall be kept by the Treasurer of the HKHAUS. All receipts shall be deposited into a bank account in the name of the HKHAUS and all cheques drawn thereon shall be signed jointly by any two of the Treasurer, Secretary and Chairman or any committee member duly authorised by the Committee. The Treasurer will be given notice of all HKHAUS financial transactions.
- 10.2 The Treasurer of the HKHAUS shall present the accounts as at 31st March of the current year for consideration of the HKHAUS Committee in June each year.
- 10.3 After approval by HKHAUS Committee the accounts as at 31st March of the current year shall be presented at the next HKHAUS AGM.

## **11 MISCONDUCT, COMPLAINTS AND APPEALS**

- 11.1 All officials, players and spectators participating in or at hockey games held under the auspices of the HKHA shall be governed by the:
  - (a) Rules of Hockey issued by the Hockey Rules Board under the authority of the International Hockey Federation;
  - (b) Rules of the HKHA; and
  - (c) Bye-laws of the relevant Section of the HKHA.
- 11.2 All cases of misconduct shall be dealt with in accordance with Rule 14 of the HKHA.
- 11.3 An umpire who sends a player off the field, other than for a temporary period for a breach of the Rules of Hockey, must, within forty eight (48) hours, submit a written report, and if applicable, the player's Player Registration Card to the Hon. Secretary of the HKHAMS or the Hon. Secretary of the HKHAWS. A copy must also be sent to the Hon. Secretary of the HKHAUS.
- 11.4 All other complaints by a member of the HKHAUS against players or spectators are to be made, in writing, within forty eight (48) hours, to the Secretary of the HKHAUS.
- 11.5 Complaints against umpires are to be made, in writing, within forty eight (48) hours, to the Honorary Secretary of the HKHAUS. Such complaints against umpires are to be investigated by the HKHAUS Committee.
- 11.6 All appeals shall be dealt with in accordance with Rule 15 of the HKHA.



- 11.7 A player who has been suspended by the Disciplinary Committee from participating in hockey matches will likewise be suspended from umpiring any HKHA league or cup match during the period of suspension.

## **12 FEES AND OUT OF POCKET EXPENSES**

- 12.1 Except as provided in Bye-law 12.2, umpires shall not receive any fee from the HKHA, or one of its sections for umpiring a game of hockey.
- 12.2 Expenses as approved by the HKHA Council and the HKHAUS Committee are permitted. The approved amounts and types are listed in Schedule 1 hereto.

## **13 HKHAUS BADGES AND TIES**

- 13.1 Only umpires who have represented the HKHAUS at International Tournaments or Representative Matches are eligible to wear the HKHAUS blazer badge.
- 13.2 All registered members of the HKHAUS are permitted to wear the Section tie.

## **14 YELLOW AND RED CARDS**

- 14.1 The HKHAUS system for recording the reason for issuance of yellow and red cards is listed below.

### **YELLOW**

- Y1 Dissent**  
Continued contesting of decisions.
- Y2 Dangerous Play**  
Continued or violent stick tackles, violent obstruction, continued and deliberate lifting of the ball, professional fouls.
- Y3 Verbal Abuse of Umpire**  
Foul language and continued and aggressive contesting of decisions of the umpire(s).
- Y4 Verbal Abuse of Player**  
Foul language and continued and aggressive behaviour against another player (s).
- Y5 Threatened Assault on Umpire**  
Physical confrontation of the umpire by a player.
- Y6 Threatened Assault on Player**  
Physical confrontation of a player on another player.
- Y7 Retaliation against Player**  
Striking another player in retaliation.

**Y8 Others (state offence)**

- *If of a non-violent nature*  
Repeated hitting away of the ball, repeated unsportsmanlike behaviour.
- *If of a threatening nature*  
Repeated offence of a threatening nature that is not covered by the above.

**RED**

- R1 Repeated dissent**  
**R2 Repeated or very dangerous play**  
**R3 Repeated or foul abuse of umpire**  
**R4 Repeated or foul abuse of player**  
**R5 Physical assault on umpire**  
**R6 Physical assault on player**  
**R7 Others (state offence)**

- *If of a non-violent nature*
- *If of a threatening nature*

A player who receives a second red card in a season will automatically be referred to the DC. .

**15 INITIAL TESTING OF CANDIDATES**

- 15.1 To be eligible for consideration for Class 3 Umpire, a candidate must pass a written or oral test which has been approved by HKHAUS. On passing the test, the successful candidate will be accorded the status of Theory-Passed (TP) candidate. This candidate may umpire men's league games in Second, Third, Fourth and Fifth Divisions provided an HKHAUS approved assessor is watching the game and provides an assessment report to the HKHAUS. The candidate may umpire women's league games in Third, Fourth and Fifth Divisions provided an HKHAUS approved assessor is watching the game and provides an assessment report to the HKHAUS.
- 15.2 On receipt of the assessment form for TP candidates (proforma at Appendix I), the committee shall indicate their approval or disapproval of the suggested grading that has been provided by the assessor and if a majority agrees with the assessment, the candidate will be awarded a Class 3 Grading.
- 15.3 For the purposes of initial grading an approved HKHAUS assessor must either be an International, Class 1, Class 2 umpire or a Member of the HKHAUS committee, including co-opted members.
- 15.4 International and Class 1 umpires may assess any candidate, including those of their own club. Class 2 and Committee Members may assess any candidate, except those who are members of the same club to which the umpire or Committee Member is affiliated.

## 16 UMPIRE GRADING

16.1 HKHAUS members will be graded by persons appointed by the HKHAUS Committee as follows:

- (a) International Grade I and International

Umpires assessed by the FIH as being capable to officiate at International matches. There is no requirement for umpires so graded to be graded separately by the HKHAUS Committee.

- (b) Class 1

Umpires assessed by the HKHAUS Committee as being capable to officiate at Hong Kong Representative Matches and all Men's and Women's league and cup matches.

- (c) Class 2

Umpires assessed by the HKHAUS Committee as being capable to officiate at all Men's and Women's league and cup matches held in Hong Kong.

- (d) Class 3

Umpires who have been admitted to membership under 4.2 of these Bye-laws. Such umpires shall be considered by the HKHAUS Committee as being approved to officiate at Men's Second, Third, Fourth and Fifth Division games and Women's Second, Third, Fourth and Fifth Division games in Hong Kong.

## 17 UPGRADING AND DOWNGRADING

17.1 An umpire requiring to be upgraded from:

- (a) Class 3 to Class 2

will have umpired for at least two complete seasons in Hong Kong with a minimum of 15 games in the previous season to the upgrade. At least 5 of these games must be at First Division or higher. The candidate will then be considered following a practical test on two occasions by two Class 2 umpires or one game by Class 1 or higher level umpire. The two practical tests must take place within a three week period. Following a favourable recommendation on the performance of the Class 3 umpire, the award of Class 2 will be granted by the HKHAUS Committee.

The Umpire should also be able to complete "The Cooper Test" as per time/distance set out below.

	<b>Men</b>	<b>Women</b>
<b>In 12 minutes</b>	Minimum 2400 m	Minimum 2200 m

(b) Class 2 to Class 1

will have umpired in Hong Kong for a minimum of two seasons at Class 2 with a minimum of 15 games in the season prior to the upgrade. At least 10 of these games must be at First Division or higher. The candidate will be considered following a practical test on two separate occasions by two different Class 1 or higher level umpires. One of the two games should be a Premier Division game. No Grading umpire shall grade the same candidate more than twice. The grading should take place within a five week period.

The Umpire should also be able to complete the FIH approved “The Progressive Shuttle-Run Test”. The test, often referred to as the ‘Beep Test’, will be the one used by the assessor to test an umpire’s fitness and the required level will be as follows.

	<b>Men</b>	<b>Women</b>
<b>Under 30 years</b>	Minimum of level <b>10</b>	Minimum of level <b>9</b>
<b>30 to 40 years</b>	Minimum of level <b>9</b>	Minimum of level <b>8</b>
<b>40 years and over</b>	Minimum of level <b>8</b>	Minimum of level <b>7</b>

*The Beep Test requires either a CD or cassette and the umpire concerned, which the assessor will arrange. The testing is conducted on the artificial playing pitch. Two markers are placed 20 metres apart. The principle is straightforward: the person being tested runs to and from (a shuttle run) along a measured track, keeping up with a series of beeps on the cassette. The timing beeps start off very slowly, but get progressively faster, so that it becomes harder and harder to keep up to the required speed. The runner stops when he can no longer maintain the set pace, which is indicated by being late at the turning point on two occasions.*

Following a favourable recommendation on the performance of the Class 2 umpire, the award of Class 1 will be granted by the HKHAUS Committee.

- 17.2 The appropriate time for upgrading is as soon as the candidate is considered ready and considered by the HKHAUS Committee for the challenge of games at a higher level. The normal periods of time that umpires are to spend in the grades are as follows:

Class 3 - Two years from qualifying as Class 3  
Class 2 - Two years from qualifying as Class 2

- 17.3 The Committee, at its sole discretion, may waive or vary the requirements in Bye-laws 17.1 and 17.2 for Umpires showing exceptional ability and commitment.
- 17.4 Downgrading can only be carried out by the HKHAUS Committee. A candidate for downgrading must be given adequate warning of his shortcomings and given every possible chance to rectify them before considering the downgrading.
- 17.5 A candidate for downgrading must be watched on two separate occasions by umpires of Class 1 or higher prior to downgrading.

- 17.6 To return to the previous grade the umpire must umpire 5 games in a six week period and be subject to two reviews as follows

Unclassified to Class 3 – 5 games. The reviews must be conducted by two Class 2 umpires or one Class 1 or higher umpire. However, the review umpires must be different for each game.

Class 3 to Class 2 – 5 games of which at least 3 must be Division 2 or higher. The reviews must be conducted by two Class 2 umpires or one Class 1 or higher umpire. However the review umpires must be different for each game.

Class 2 to Class 1 – 10 games in a 12 week period, 8 games of which must be First Division or higher. The reviews must be conducted by two Class 1 or higher Umpires. No grading umpire shall review the Candidate more than three times and at least three reviewing umpires must give a favourable review. The candidate shall retake the Class 1 beep test.

- 17.7 Umpires who fail to umpire a minimum 10 games per season may also be considered for downgrading from their existing grade to a lower one or to an unclassified status.
- 17.8 Umpires who are Theory Passed and do not take and pass the practical review within one calendar year must retake the Theory test to retain their Theory Passed Status.

## **18 UMPIRES CODE OF CONDUCT**

Umpires shall at all times conduct themselves impartially and with the best interests of the HKHA and HKHAUS in mind – not the club or association to which they may be affiliated.

The code of conduct shall include:

### **18.1 Timeliness**

- (a) Umpires should be at their appointed match at least 20 minutes before the designated start time.
- (b) Umpires should ensure that they have sufficient time to complete the game with its formalities (signing match card etc.) before the start of any further game in which they are umpiring or playing.

### **18.2 Dress code**

- (a) Umpires shall wear an HKHAUS official shirt at all games in Hong Kong.
- (b) Umpires are encouraged to wear black trousers/skirt especially for Premier Division matches but they may wear white shorts/skirt under extreme hot weather.
- (c) Umpires for play-off games, cup finals and other “notable” games must wear black trousers/skirt with appropriate footwear.

- (d) Umpires should NOT umpire in their team shirts, without footwear, or in street clothes. Exceptions to these should only be in extraordinary circumstances such as the non-appearance of designated umpires.

### 18.3 Behaviour

- (a) Umpires should be courteous and respectful to both teams.

### 18.4 Pre-match

- (a) Find your colleague and complete your pre-match discussion.
- (b) Find the two captains and collect the match card and player registration cards for your review.
- (c) Complete the pre-match formalities with any briefing that you wish to give the captains and conduct the toss.

### 18.5 Post-Match

- (a) Ensure that the match card is completed and returned to the home team in a timely manner. This should include all uniform discrepancies, yellow and red card infringements and any other issues that you wish to bring to the attention of the Men's or Women's Section.
- (b) Ensure that you have retained any player registration cards for red card offences.

### **Schedule 1 – Fees**

#### 1.1 Joining Fee

The current HKHAUS joining fee is HK\$150. The fee includes a HKHAUS umpire's shirt and a membership card. The HKHAUS Committee, at its sole discretion, may waive the joining fee for applicants considered deserving.

1.2 The fee for the replacement of a 'lost' umpire's ID card is HK\$100. Provision of a new card for upgraded umpires will, upon upgrading, be free of charge.

1.3 Annual Fee – There is presently no annual membership fee.

#### 1.4 Umpire's Expenses

The current expense amount for the name appointed umpire is HK\$100 per HKHA match and HK\$60 for the umpires fulfilling the umpiring duties for the clubs.

### **Schedule 2 – Registration**

2.1 All new members will be required to complete an initial 'Registration Form', a proforma of which is attached hereto (Appendix III).

2.2 All new members will be required to provide with their initial registration form 2 passport size colour photographs for use on their Umpires' membership Card

2.3 All members will be required to promptly inform the Hon. Secretary of any change in their contact details.

### Appendix I:

## UMPIRE PERFORMANCE FORM (for TP only)

TP No.

Name \_\_\_\_\_

Club \_\_\_\_\_

Match \_\_\_\_\_

Team \_\_\_\_\_

Venue \_\_\_\_\_

Date \_\_\_\_\_

### Section A:

Remarks

Pre-match check and discussions with colleague: Done [ ] Not Done [ ] \_\_\_\_\_

Positioning: Good [ ] Average [ ] Poor [ ] \_\_\_\_\_

Mobility: Good [ ] Average [ ] Poor [ ] \_\_\_\_\_

Management: Good [ ] Average [ ] Poor [ ] \_\_\_\_\_

Cooperation with colleague: Good [ ] Average [ ] Poor [ ] \_\_\_\_\_

### Section B:

Remarks

Whistling: Good [ ] Average [ ] Poor [ ] \_\_\_\_\_

Signalling: Good [ ] Average [ ] Poor [ ] \_\_\_\_\_

Advantage: Good [ ] Average [ ] Poor [ ] \_\_\_\_\_

Rule Interpretation: Good [ ] Average [ ] Poor [ ] \_\_\_\_\_

Need Improvement in:

danger / raised ball [ ] Scooped ball [ ] Unintentional 'foul' [ ]

third party obstruction [ ] body obstruction [ ] stick obstruction [ ]

General Comment::

### RECOMMENDATION

**PASS**

**FAIL**

Remarks:

The TP will fail the practical test if he/she gets

(i) more than 1 "poor" in Section A OR

(ii) any "poor" in Section B.

### LANGUAGE SKILL

Good  Satisfactory  Poor

### FITNESS

Good  Satisfactory  Poor

Assessor-Name \_\_\_\_\_ HKHAUS-Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_



### Appendix II:

## UMPIRE PERFORMANCE FORM - HKHAUS

Umpire No.

Name ..... Club .....

Match ..... Team .....

Location ..... Date .....

Current Grade:  Class 1  Class 2  Class 3

### COMMENT IN DETAIL

Positioning:

Control:

Co-operation:

Whistling / signalling:

Flow / Rapport:

General (Assessor):

General (HKHAUS):

### RECOMMENDATION

- Consider international exposure
- Consider upgrading
- Continue using at this level
- Not umpiring to grade at this game

### OVERALL STANDARD

- Reconsider Umpiring
- Class 3
- Potential for Class 2
- Potential for Class 1
- Potential for International level
- International level

### LANGUAGE SKILL

- Good  Satisfactory  Poor

### FITNESS

- Good  Satisfactory  Poor

Beep Test: .....

Required Level: .....

Assessor-Name ..... HKHAUS-Name .....

Signature ..... Signature .....

Date ..... Date .....

**UMPIRE PERFORMANCE FORM - HKHAUS**

**Umpire No.**

.....

Name .....

Club .....

Match .....

Team .....

Location .....

Date .....

Current Grade:  Class 1  Class 2  Class 3

**COMMENT IN DETAIL**

Positioning:

Control:

Co-operation:

Whistling / signalling:

Flow / Rapport:

General (Assessor):

General (HKHAUS):

**RECOMMENDATION**

- Consider international exposure
- Consider upgrading
- Continue using at this level
- Not umpiring to grade at this game

**OVERALL STANDARD**

- Reconsider Umpiring
- Class 3
- Potential for Class 2
- Potential for Class 1
- Potential for International level
- International level

**LANGUAGE SKILL**

- Good  Satisfactory  Poor

**FITNESS**

- Good  Satisfactory  Poor

Beep Test: .....

Required Level: .....

Assessor-Name ..... HKHAUS-Name .....

Signature ..... Signature .....

Date ..... Date .....

**Appendix III:**

**HKHAUS Registration Form**

All applicants are required to complete Sections One and Two, in English, IN BLOCK LETTERS.

**Umpire No:** \_\_\_\_\_

**Section One – Umpire’s Details**

**Name:** \_\_\_\_\_ (The name must be the same as that in the I.D. card)

**Contact Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email Address:** \_\_\_\_\_ (\* Must be filled in)

**Contact Number:** (at least one phone number must be given)

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Office: \_\_\_\_\_ Fax: \_\_\_\_\_

**Gender:** Male / Female **Date of Birth:** \_\_\_\_\_

**Club:** \_\_\_\_\_ **Team:** \_\_\_\_\_ **Division:** \_\_\_\_\_

Please answer the following questions: (Please circle as appropriate)

1. Are you willing to umpire men’s matches? YES / NO  
(a) Sunday: YES / NO (b) Weekdays: YES / NO
2. Are you willing to umpire women’s matches? YES / NO  
(a) Saturday: YES / NO (b) Weekdays: YES / NO
3. Which side do you prefer to do the umpiring? HONG KONG / KOWLOON OR BOTH

**Section Two – Declaration**

I hereby declare that the above details are complete and accurate. I agree to abide by the current HKHA Rules and bye-laws of the HKHA - Umpires’ Section (**Bye-laws available for reference at [www.hockey.org.hk](http://www.hockey.org.hk)**). I also understand and agree that neither the HKHA, nor the HKHAUS, nor their officials, shall be responsible for any incident, accident or injury sustained by me as a result of my participation in hockey as a spectator, player or official.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

The form must be returned with **TWO recent photos** to  
**Hon. Secretary, HKHAUS at 1st Floor, Administration Block, King's Park Hockey Ground, 6 Wylie Road, Kowloon**

New applicants should include **a cheque for HK\$150** made payable to  
**“Hong Kong Hockey Association Umpires’ Section.”**

Please write down **your full name** and Umpire Number (if any) at the back of your cheque and photos.