

**SHOALHAVEN HOCKEY INC**  
**Umpire System Allocation Procedure**

	Action	Responsibility
Step 1	Umpire allocations undertaken by Shoalhaven Hockey generally commensurate with game allocation Note: at non central venues umpire allocations may be across grades/divisions	Shoalhaven Hockey Executive
Step 2	Umpires to be graded/regraded/reviewed by Senior umpire panel	Shoalhaven Hockey Executive
Step 3a	Clubs to appoint umpires in accordance with draw and Umpire grading list. Umpires shall officiate at the grade approved or below.	Club umpire co-ordinator
Step 3b	If a Club cannot appoint an appropriate umpire, then they should "trade" with another Club. Eg if an AA umpire is required, then a club may offer to umpire another club's B duty	Club umpire co-ordinators
Step 3c	Any umpire changes need to be notified to the Shoalhaven Hockey Secretary and the other club prior to the day of competition. (This is to put in writing any verbal agreement) A simplified form will be developed	Club umpire co-ordinator
Step 3d	Umpires may officiate at a higher grade if both captains (or coaches of junior teams) of the playing teams agree. Cards should be notated accordingly. An appraisal shall be written on the card by Captain/Coach in the comments area.	Captains of the playing teams
Step 3e	C Grade umpires MUST be supervised by an umpire of a higher grade	Clubs
Step 4	Umpires will be more accountable for completing cards. Names, Club and umpire grade must be printed and initialed.	Umpires
Step 5	Shoalhaven Hockey Registrar/Secretary will check cards for umpires being of appropriate grade. Discrepancies will be notified by Secretary to Club and Treasurer	Shoalhaven Hockey Registrar/Secretary
Step 6	On a monthly basis, Shoalhaven Hockey Treasurer will invoice clubs in accordance with table of fees and charges for failure to appoint appropriately graded umpire.	Shoalhaven Hockey Treasurer

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Action 1	Association to distribute all notices pertaining to rules of play and rule interpretations.	Shoalhaven Hockey Executive
Action 2	Each club is to organise at least 1 umpire lecture in each half of the competition (1 in March/April, 1 in June/July) to be conducted by an umpire graded AA. At least 20 people are to attend, if numbers are insufficient then Clubs should combine	Clubs