**SE Area Appointing Policy Season 2023-24**

To contact Appointments Secretaries:

General Queries and Appointments to South East Prem and Div 1 East and West

Chris Butler (07929 005739) [appts.umpires@southeast.hockey](mailto:appts.umpires@southeast.hockey)

Div 1 and Div 2 Invicta and Kent schools and BUCS games

Stephen Rawlings (07885 218972) [invicta.appts@southeast.hockey](mailto:invicta.appts@southeast.hockey)

Div 1 Martlets and Sussex schools and BUCS games

Robin Lush (01243 583747) [martlets.appts@southeast.hockey](mailto:martlets.appts@southeast.hockey)

Div 1 and Div 2 Oaks and Surrey schools and BUCS games

Surinder Bodwal (07736 480264) [oaks.appts@southeast.hockey](mailto:oaks.appts@southeast.hockey)

**Communication is everything.   
If in doubt communicate. Most problems can be solved this way.**

As a general rule, there should be no requirement to contact Appointments Secretaries by telephone after 9 pm  
  
We will normally appoint only to teams and venues which are located within SE Area.  
   
For additional fixtures (ie Cup or Friendly) we will not appoint at the request of away teams, as it is home teams which are charged. For EH Cup fixtures, clubs should follow the competition regulations when deciding whether to request appointments.  
  
All appointments made through GMS will be charged at the rates set by clubs at the SE Area AGM.   
  
Clubs should be familiar with the requirements of Regulation 11.  
Clubs should note the changes to Regulation 11.1 regarding the right of away teams to bring an umpire if certain conditions are met.

The League Regulations can be downloaded from here:  
<https://southeast.englandhockey.co.uk/adult-leagues-competitions/regulations-supporting-documents>

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SE Area League Appointments

In the League Regulations, SE Area has the initial responsibility to appoint umpires to all Grade 2 and Grade 3 fixtures in the Area (League Regulation 11.4).  
  
We will prioritise appointments in the following order:

1. Grade 2 fixtures in South East Premier
2. Grade 2 fixtures in South East Division 1 East and Division 1 West
3. Grade 3 fixtures in Invicta, Martlets and Oaks Division 1
4. Grade 3 fixtures in Invicta and Oaks Division 2

We do not differentiate between Men’s and Women’s fixtures in our priority order.

**Due to the fact that we are unlikely to have sufficient umpires to fulfil all these divisions, all clubs should take notice of the following points:**

1. We intend to fulfil all Grade 2 fixtures. If this is not possible, we will liaise with clubs to ensure as good a coverage as we can. We will endeavour to publish at least 10 days in advance, but due to NPUA appointments this may sometimes be later (particularly at the end of the season).
2. We will endeavour to appoint to as many Invicta, Martlets and Oaks Division 1 fixtures as we can. We will try to publish at least 7 days in advance.
3. **Teams in Invicta, Martlets and Oaks Division 1 may apply to ‘opt out’ of appointments for their home games for the season. SE AOC reserve the right to appoint to these teams for any crucial promotion or relegation fixtures. Teams will be given at least 7 days notice of this.**
4. Teams in Grade 3 divisions may not decline appointed umpires when they are appointed by 6 days before the fixture (ie Sunday evening). Any appointment which may be made after this will be made in consultation with the teams concerned, and if BOTH teams are happy for club umpires to be provided, then we will appoint the umpires elsewhere. Home teams may not under any circumstances decline appointed umpires without the agreement of the Away team and the Appointments Secretary.
5. For Invicta, Martlets and Oaks Division 1, we will try to spread out any appointments before Christmas such that each home team **not having opted-out** receives broadly a similar number of appointed umpires. However, due to the number of umpires ‘doubling up’ with other games, this may not always be possible to achieve, **especially between different Sub-Areas.**  
   After Christmas we will begin prioritising matches between teams contesting promotion and relegation. **If any team would like us to prioritise a particular fixture, they should contact the relevant Appointments Secretary at least 14 days in advance. This will be considered but may not be possible to achieve.**
6. We do not anticipate appointing to any games in Invicta and Oaks Division 2. Towards the end of the season, if there is a crucial fixture which clubs would like us to consider whether we can appoint, then they should contact the relevant Appointments Secretary no later than 14 days before the match and we will see what we can do.
7. **SE AOC will endeavour to send an Umpire Advisor to support home Club Umpires in grade 3 fixtures to as many matches as possible over the season. Umpire Advisors will observe and provide feedback to Club Umpires in order to assist in umpire development. The presence of an Umpire Advisor will be notified through GMS in the usual manner. There will be no charge to clubs for this service, but we expect Umpire Advisors to be looked after in the same manner an appointed umpire would be (see Club Responsibilities below). We would expect Club Umpires to be available for a short discussion (10 to 15 minutes) with the Umpire Advisor after the game.**

Club Responsibilities

1. Clubs should take note of the Pitches & Facilities (6.1 – particularly 6.1.5), Fixture Start time (6.3), Changing Facilities (6.5), and Hospitality (6.6) Regulations. Clubs should make Appointments Secretaries (and umpires once appointed) aware of any situations where these requirements are not possible in good time.
2. Each club or team should have an Umpire Liaison Officer (ULO) whose details are available on GMS **and their club website.**
3. Amendments to published start times and/or venues must be communicated to the relevant Appointments Secretary at least 10 days prior to the fixture date (as per League regulation 5.2.3). Amendments with less than 10 days should be carried out in accordance with regulation 5.2.4. If less than 10 days’ notice is given, it may not be possible to appoint to the new time, as we will not disrupt other appointments within the Area in order to accommodate a late change.
4. The ULO must PERSONALLY CONTACT each appointed official in good time, with initial contact by 9pm 4 days (ie Tuesday evening for a Saturday fixture) before the match to confirm details. **This should include:** **ground directions, traffic advice, time, venue, team colours, dietary requirements for post-match refreshments and contact details in the event of any changes or (late) postponement/ cancellation**. This “contact” can be by telephone or by e-mail, but if it is by e-mail then it MUST be confirmed as “received” by the appointed umpire.

If a ULO cannot raise an umpire, the relevant Appointments Secretary should be informed by 3 days before the fixture at the latest.

1. It is the responsibility of the HOME team to provide post-match refreshments (food and drinks) for both umpires and any other appointed officials. Someone from the home team should make sure the umpires and officials are specifically informed on the day as to where such refreshments are being made available. It is essential that somebody from the home team **actually speaks** to all appointed officials on the day of the match.
2. If a match is postponed or cancelled, it is the responsibility of the home team’s ULO to make direct contact with all appointed officials AND the relevant Appointments Secretary as soon as possible.  
   If such postponement or cancellation occurs at short notice, a telephone call may be more effective than an e-mail or a text message.  
   In any case it is the direct responsibility of the home team’s ULO to obtain from all officials confirmation of receipt of any voice, e-mail or text message, in order to ensure that no umpire or umpire assessor/coach makes a wasted journey to a non- event. If the weather is doubtful (frost, ice, snow etc.), the home team is responsible for making an early pitch inspection and should not take the view that the umpires can travel to undertake such inspection!

Schools and BUCS Appointments

We will only appoint to fixtures which are entered on GMS with start times and venues in good time (preferably at least 10 days before the fixture).  
  
Schools and BUCS contacts are advised to liaise closely with Appointments Secretaries to ensure that their needs can be met.  
  
The Club responsibilities listed on page 3 apply (as far as is relevant) to Schools and BUCS fixtures.