



The Singapore Hockey Federation (SHF) is committed to Encourage, Promote, Develop, and Manage the game of Hockey in Singapore. SHF is a non-profit organization, which is registered under the Charities Act and is affiliated to the Singapore National Olympic Council, The Asian Hockey Federation and The International Hockey Federation.

SHF is currently on the lookout for high-calibre applications for the following role:

---

#### **TOURNAMENT & EVENTS EXECUTIVE**

##### **Essential Duties**

To participate in the following committees, as well as to assist the General Manager in any other ad hoc tasks as assigned

##### **Tournament Committee:**

- Responsible for drafting and scheduling of organisation's domestic competition formats and league fixtures
- To facilitate and manage player registration process
- Assist in planning, co-ordination and execution of all tournaments and matches.
- Responsible for enforcement of competition rules, regulations and directives, and to be present at match-days to ensure that matches are run successfully
- Responsible for handling re-scheduling of matches that are affected by inclement weather
- To correspond and liaise with affiliates on all competition matters and payment
- Handle tabulation of results of the respective divisions of the competitions
- To refer Disciplinary Cases to the Disciplinary Committee for follow-up action.
- To attend Tournament Committee meetings and prepare minutes of meeting.

##### **Umpiring Committee:**

- To organize umpiring courses to expand the existing pool of hockey umpires.
- To organize umpires circles, seminars, workshops and more, as part of the umpires' development and upgrading
- To maintain and upkeep an updated database of umpires
- To collate umpires' assessment forms and prepare letter of promotion for umpires' grading once it had been approved by the Executive Committee of the organisation.
- To administer umpires' registration and fitness test, and handle planning of umpires' overseas trips for international tournaments and courses
- To attend Umpiring Committee meetings and prepare minutes of meeting.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

- Possess at least a Diploma relevant to Sports Science/Management/Administration
- Prior experience in preparing leagues and tournament fixtures would be beneficial
- Good knowledge of the infrastructure of the SportSg, SNOC and relevant NSA, together with background in the relevant sport would be an advantage
- Able to work on weekends if necessary

**Other Requirements**

- Singapore Citizen or Permanent Resident

---

Please send all applications with CV to [generalmanager@singaporehockey.org](mailto:generalmanager@singaporehockey.org). Applications close on 9<sup>th</sup> May 2025.