

TVCL16 – User Guide 4 – Umpires’ Form (UF)

1. Introduction

This is one of a series of “Idiot’s Guides” to help captains and others get started with the various user forms:

- Result Form (RF) – used by **Home Captains** to report match results. Deadline 11:59 p.m. on match day
- Match Scorecard (MSC) – used by **Home Captains** to record players (for both teams), scores, umpires and scorers. Deadline 11:59 p.m. on Tuesday following the match
- **Captain’s Form (CF)** - completed by **both Captains** to report on pitch and outfield quality and fair play etc. Deadline 11:59 p.m. on Tuesday following the match
- **Umpires’ Form (UF) – this guide** – report by panel umpires on pitch etc and team behaviour etc. Due by 11:59 p.m. on Tuesday following the match

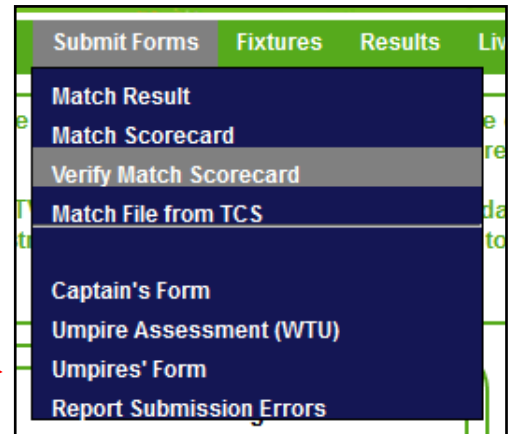
2. Important Points

- There’s **no need to log on**
- **A UF is needed for every fixture in Levels 1-4 which is started even if only one ball is delivered!**

- Agree the marks etc with your colleague before you start

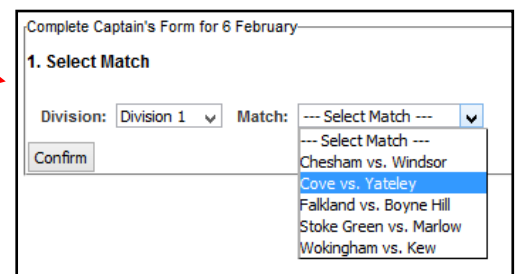
3. Finding the UF

- It’s on the TVCL website (tvclcricket.com)
- Find ‘Submit Forms’ on the menu
- Click on ‘Umpires’ Form’



4. Select the Fixture

- Use the dropdown lists to select the Division and then the match.
- Click the **‘Confirm’** button to get to the main page



5. Completing the UF

- 1) **Check** that it’s the right match!
- 2) **Preliminaries:** use the dropdowns to show whether:
 - a. **Payment was made** before or after the start (and by whom).
 - b. **Scorers** were provided
 - c. **Spare balls** were provided
 - d. **The Pitch** was remarked between innings; also say:
 - e. **Which team batted first**

3) Times and Overs:

- Using the dropdowns enter the overs, and start and finish times for each innings

1st Innings							
HH	MM	HH	MM				
Start:	13	:	0	End:	10	:	0
				Exceptional Stoppages (m):			Overs:

- If there was an exceptional loss of time please show the time lost and explain the reason on the comments box.
- The 10 minutes allowed under the match rules should NOT be included in 'Permitted Stoppages' which is for exceptional circumstances only
- **Penalty Points:** are not shown on this form. Where appropriate umpires in Levels 1 & 2 should check the result to ensure that these have been recorded on the Result Form submitted by the home team.

4) Discipline

This section [revised 2018] now asks you to report whether there were any incidents to which the new Laws 41/42 applied. Use the dropdown choices to say what disciplinary issues there were and which teams were involved.

Discipline

TVCL needs to have information about the effect of the new, tougher, disciplinary code. Please complete the following:

Disciplinary issues:	Home Team	Away Team
Law 41 Infringements?	Warning(s)/Informal Action Only ▾	Formal Reports to Follow ▾
Law 42 Action Needed? **	Level 1 Warning Only ▾	Formal Report to Follow ▾
Other Disciplinary Problem(s)?	Informal action Only ▾	Formal Report to Follow ▾

** If 'Level 1 Warning only' applies (for the first and only Level 1 offence - Law 42.2.2.3) a report is still required This should be should use the full Discipline Report Form Brief note of problems (informal reports only):

Use the comments box to give details except where a formal report is to be made.

There are two forms: a separate, simplified, form for infractions of Law 41; and one for those where a formal report is needed under Law 42 or for any other reason. Both are in the website's Documents section.

5) Marks – Discipline, Ground Quality and Facilities

- **Allocate marks** using the dropdown lists for
 - a. **Knowledge and Discipline**
(Both Captains)
 - c. **Outfield**
 - f. **Hospitality**
 - b. **Discipline (Both Teams)**
 - d. **Pitch**
 - e. **Umpires' Facilities**
- **Use the comments field** to explain any 'Unacceptable' or 'Poor' marking (i.e. below 3)
- **Allocate marks from top down** following the TVCL guidance.

6) Player(s) of the Match

You may nominate your 'Man of the Match' and a runner up if merited by his/her/their performance(s).

Names of players appear on the dropdown list if the scorecard has already been submitted; otherwise you get a full list of club members!

These nominations from panel umpires are used to determine the winner of the annual John Newton Award.

Player(s) of the Match

You may nominate your 'Man of the Match' and a runner up if merited. Please DO NOT enter details of the performance but DO use the c

	Club	Name
Player of the Match 1:	Cove ▾	Marisa, Stanley
Player of the Match 2:	-- Select Club -- ▾	-- Select Player --
	-- Select Club --	
	Cove	
	Yateley	

Check Form and Submit

6. Check Form & Submit

- 1) Enter your name and email address. If you are a panel umpire your name should appear on the dropdown list, but otherwise please type your name
- 2) Enter your colleague's name in similar fashion
- 3) If you and/or your colleague is a club umpire please identify which club you are from
- 4) Quickly check the details on the form and then click on **Submit Form**

Form Submitted By: -- Select Name -- ▾

First Name: Last Name:

Enter name if not found above:

Email:

Colleague's Name: -- Select Name -- ▾

First Name: Last Name:

Enter name if not found above:

---- Club Umpires Only ----

My Club: -- Select Club -- ▾

Colleague's Club: -- Select Club -- ▾

7. Errors?

We all hope there won't be any – but if there are... the 'Submit Forms' menu has a '**Report Submission Errors**' option to allow you to email us to say what's gone wrong. It should be used only for material errors. But it's best not to make the error in the first place - so let's be careful out there!