



Established in 1972, The Morrants Thames Valley Cricket League is an important component of the ECB Premier League structure

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:

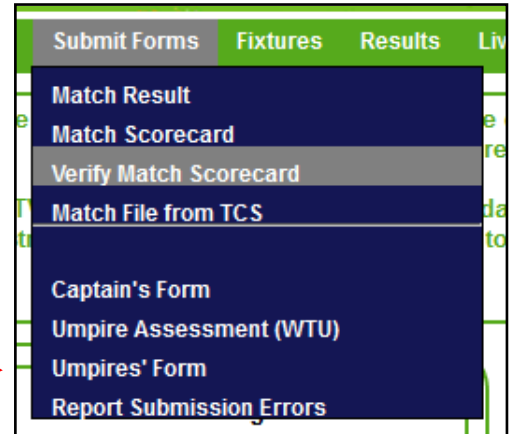
- Result Form (RF) – used by **Home Captains** to report match results. Deadline 11:59 p.m. on match day
- Match Scorecard (MSC) – used by **Home Captains** to record players (for both teams), scores, umpires and scorers. Deadline 11:59 p.m. on Tuesday following the match
- **Captain’s Form (CF)** - 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!**

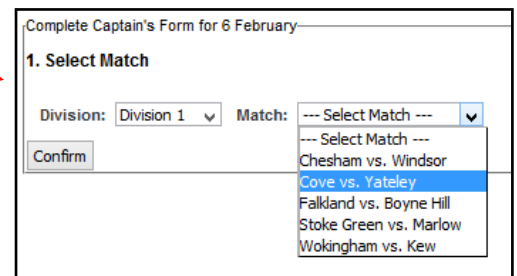
3. Finding the UF

- 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).
 In Levels 1 & 2 this is the responsibility of the **Home** team – enter ‘N/A’ against the Away team
 - 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	Exceptional Stoppages (m):		Overs:	
Start:	13	:	0	End:	10	:	0

- 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

Use the dropdown choices to give an advance warning of whether there were disciplinary issues and which teams were involved. Use the comments box to give details.

Any Disciplinary issues:	Home Team	Away Team
-- Please Select --	-- Please Select --	-- Please Select --
Brief note of problems and who was involved:		

5) Marks – Discipline, Ground Quality and Facilities

- **Allocate marks** using the dropdown lists for
 - a. **Knowledge and Discipline** (Both Captains)
 - b. **Discipline** (Both Teams)
 - c. **Outfield**
 - d. **Pitch**
 - e. **Umpires' Facilities**
 - f. **Hospitality**
- **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 club members list.*

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

Check Form and Submit Cove Yateley

6. Check Form and 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!