



# UMPIRE SEASON HANDBOOK 2024/25



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# 1. CONTACT INFORMATION

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(Workdays Wednesday and Friday)



## 2. ASSOCIATION INFORMATION

### **South Australian Cricket Association (SACA)**

There are currently over 120 SACA umpires officiating in the Premier Cricket competition in senior and junior grades. Senior and junior men's/boys cricket is played predominately on Saturdays and women's cricket predominately on Sundays.

New Premier Cricket umpires should expect to umpire junior cricket for at least the first season.

Premier Cricket Umpires can become members of the South Australian Cricket Umpires and Scorers Association (SACUSA) who has a main focus to provide support to its members through representation, recruitment, recognition and social activities.

SACA offer umpires the opportunity to attend regular meetings and training sessions as they progress in their career and umpires are paid monthly in arrears. Umpiring positions for Premier Cricket are limited.

### **Adelaide Turf Cricket Association (ATCA)**

Matches in the ATCA competition are played on turf wickets. Senior two day and one day competitions are played on Saturdays and junior and women's competitions are played on Sundays.

A new Adelaide Turf umpire can expect to be umpiring junior cricket on a Sunday afternoon (Under 17 and Under 15) or senior cricket on a Saturday afternoon, depending on their availability.

Adelaide Turf umpires can become members of the Adelaide Turf Cricket Umpires and Scorers Association (ATCUSA), attend monthly meetings and training sessions as they progress and are paid cash for the matches in which they are appointed.

## Junior Cricket Associations

North Eastern Junior Cricket Association competitions are played on Sundays for players in Under 10, 12 and 14 age groups.

Western Suburbs Junior Cricket Association competitions are played on Sundays for players in Under 10, 12, 14 and Under 16 age groups.

South Central Junior Cricket Association competitions are played on Sundays for players in the Under 16 age group.

New umpires can be appointed with a more experienced partner and will be aligned with Junior Associations in order to develop their skills and knowledge of the game before moving to more senior Associations.



### 3. GENERAL UMPIRE INFORMATION

#### Working With Children Checks

All Officials must hold a valid Working With Children Check.

Please visit the South Australian Department of Human Services 'Working With Children Check' website to complete this free process.

Once you receive an email from the Department of Human Services (DHS) with your check please email us the following details:

- A copy of your Working with Children Check (email provided from the DHS Screening Assessment Unit)
- Full name (exactly as it appears on your application)
- Date of Birth
- Screening Reference Number (SRN) and Reference Number
- Email address that was used to complete the check

#### Availability

All umpires are required to register themselves to OfficialsHQ.

An umpire cannot be appointed to a match until this process occurs.

All umpires are then required to complete their availability to umpire during the season using OfficialsHQ. Availabilities need to be entered on time to ensure appointment to matches. We ask for each umpires availability a month in advance, but the further ahead that you can complete this, the more helpful it is.

OfficialsHQ assumes you are available for all days. You will be required to update the dates for when you are not available to umpire.

For assistance with registering or entering your availability visit:

<https://playcricketsupport.cricket.com.au>

Availabilities for this season are due no later than the following dates:

- October availability due on **13 September 2024**
- November availability due on **18 October 2024**
- December availability due on **15 November 2024**
- January availability due on **13 December 2024**
- February availability due on **17 January 2025**
- March availability due on **14 February 2025**

## Appointments

All umpires are appointed to matches using OfficialsHQ.

Umpires will be published every Monday for the weekend ahead.

**As per last season, umpires must accept (or reject) their appointments via OfficialsHQ by Tuesday 5:00pm.**

Step by step information on how to accept/reject appointments (or if an appointment is cancelled by SACA) is available later in this document and at <https://playcricketsupport.cricket.com.au>

## Match Reports

The first named umpire for every SACA Premier Cricket match is required to submit a match report using OfficialsHQ within 48 hours of the completion of the match. Additional information on how to access these reports is provided further in this document.

Umpires from other Associations are also required to complete match reports, some of these are available in OfficialsHQ and some in other formats.

## Player Votes

Each umpire appointed to Senior Women's or Men's matches will be required to complete player votes within 48 hours after the conclusion of each match. These votes are to be submitted on a form which you can access by clicking **here**

## Reporting Players

If a Premier Cricket umpire is required to report a player or official a specified form which is available on the SACA Premier Cricket website needs to be completed within the required time frame. All information that relates to the reporting of a player or official can be found in the Premier Cricket Bylaws.

[Click here to view this form](#)

All other umpires can contact their Association for the specific reporting procedures.

## Payment for matches from SACA

SACA Premier Cricket umpires are paid monthly in arrears during each season. SACA also pays umpires for trial matches and various cricket carnivals throughout the season.

To enable umpires to be paid, when they first begin umpiring they must complete a Volunteer Agreement, Statement by Supplier and Bank Details form. Any community umpires who are appointed to SACA matches must also complete these forms.

Payment dates for this season will be:

- **8 November 2024** for matches umpired in October 2024
- **13 December 2024** for matches umpired in November 2024
- **10 January 2025** for matches umpired in December 2024
- **7 February 2025** for matches umpired in January 2025
- **7 March 2025** for matches umpired in February 2025
- **11 April 2025** for matches umpired in March 2025



### **Umpire Uniforms**

SACA sell blue umpiring shirts and jackets to SACA Premier Cricket umpires.

To order a shirt umpires are to contact SACA via [sfry@saca.com.au](mailto:sfry@saca.com.au).

All other umpires need to contact their Association representative regarding uniform requirements.

### **Mid-Season and Post Season Performance Reviews**

Part way through and at the conclusion of the season all umpires are invited to book a time to meet with the SACA Umpire Administration and Development Officer and their Umpire Coach to discuss their performance.

## Season start dates and links to PlayHQ fixtures

Please click on the links below to view outlined PlayHQ fixtures

### SACA Premier Cricket

- Senior Men
- Senior Women
- Junior Boys
- Junior Girls

### Adelaide Turf Cricket Association

- Senior Men
- Senior Women
- T20 Competition
- Junior Boys

### Adelaide and Suburban Cricket Association

### Alexandra and Eastern Hills Cricket Association

- Senior Men
- Junior Boys

### Hills Cricket Association

- Senior Men
- Junior Boys

### Murray Towns Cricket Association

### Para Districts Cricket Association

- Senior Men
- Senior Women
- Junior Boys

### North Eastern Junior Cricket Association

### South Central Junior Cricket Association

### Western Suburbs Junior Cricket Association

### SACA Representative Carnivals

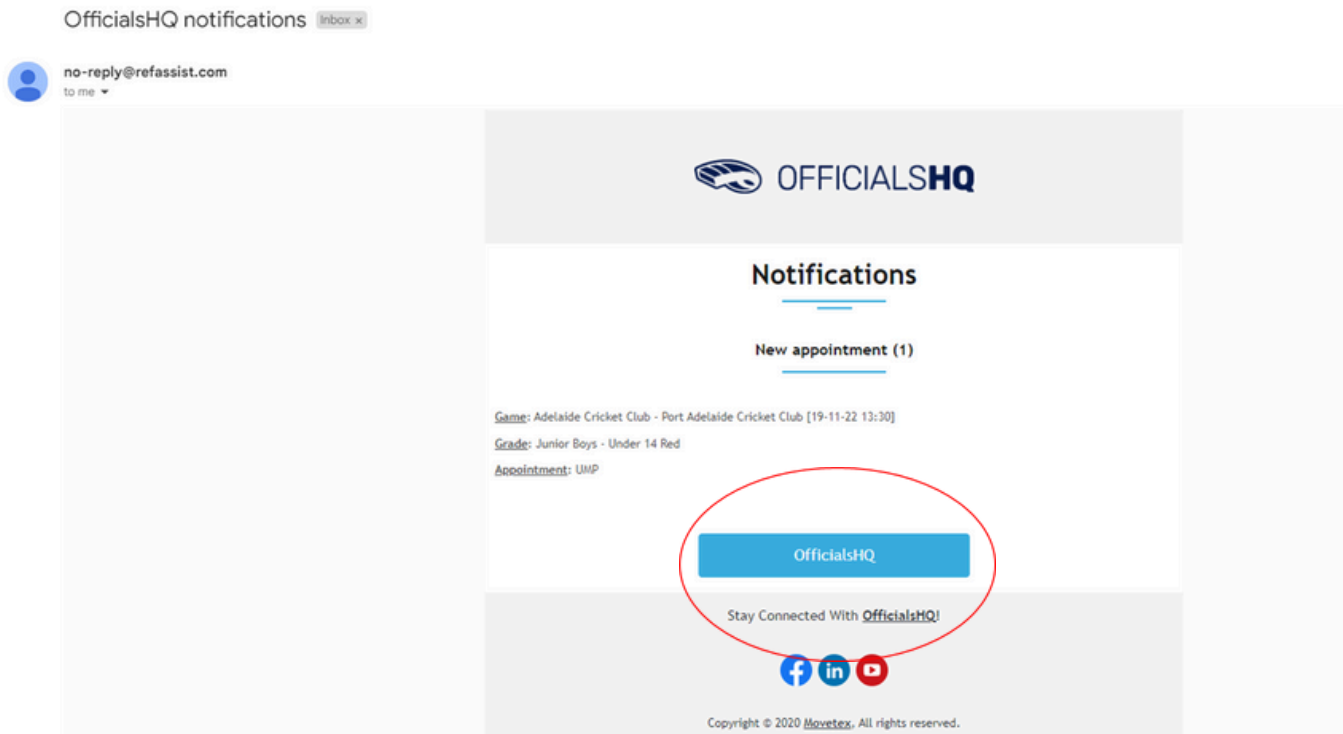
### SACA Strikers Girls Cricket League

*Note: Some dates still to be confirmed at time of circulation.*

## 4. OFFICIALSHQ INSTRUCTIONS - APPOINTMENTS

### Email notification

- You will receive an email once SACA releases appointments
- Please check you junk/spam boxes
- Click the 'OfficialsHQ' button

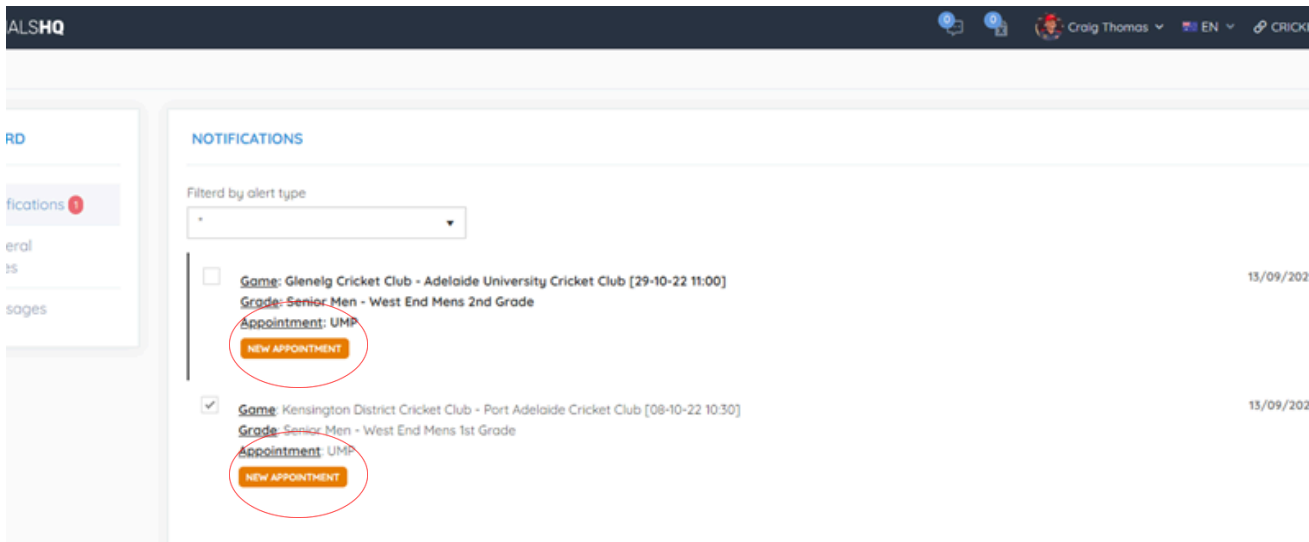


Alternatively, enter your OfficialsHQ Login ID and Password <https://home.officialshq.com>

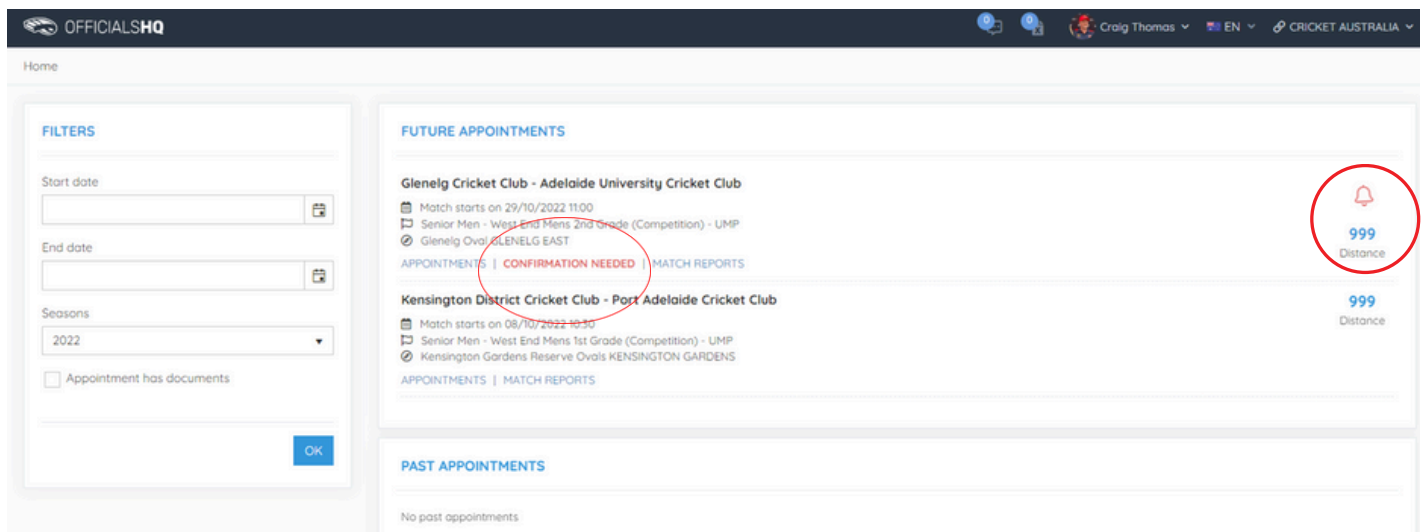
A screenshot of the OfficialsHQ login page. The page has a dark blue background. At the top is the OfficialsHQ logo. Below the logo is the text 'Welcome. Please login.' There are two input fields: the first contains the email 'catehryan@gmail.com' and the second contains masked characters '\*\*\*\*\*'. Below these fields is a blue 'LOGIN' button. To the right of the button is a link that says 'FORGOT PASSWORD'. At the bottom of the page, it says '2021 © OfficialsHQ powered by RefAssist.'

## Appointments dashboard

- Your dashboard will show matches you have been appointed to
- Click 'NEW APPOINTMENT'

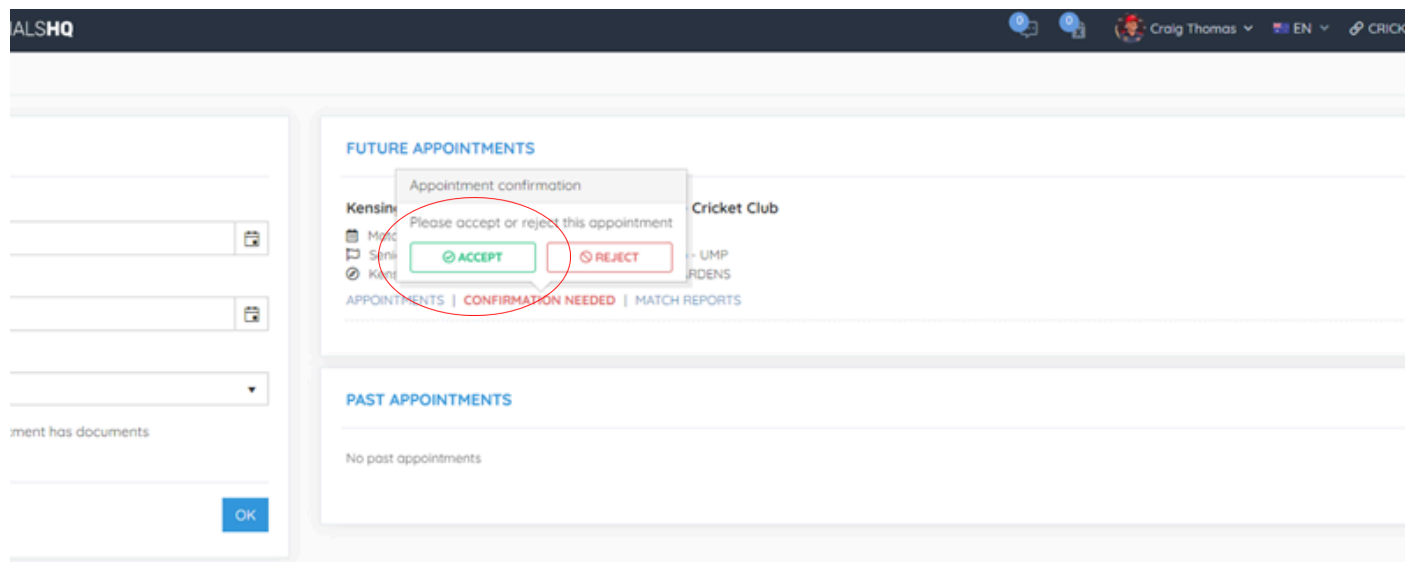


- New appointments will show a ringing bell on the right hand side
- **You must respond to your appointments**
- Click 'CONFIRMATION NEEDED'

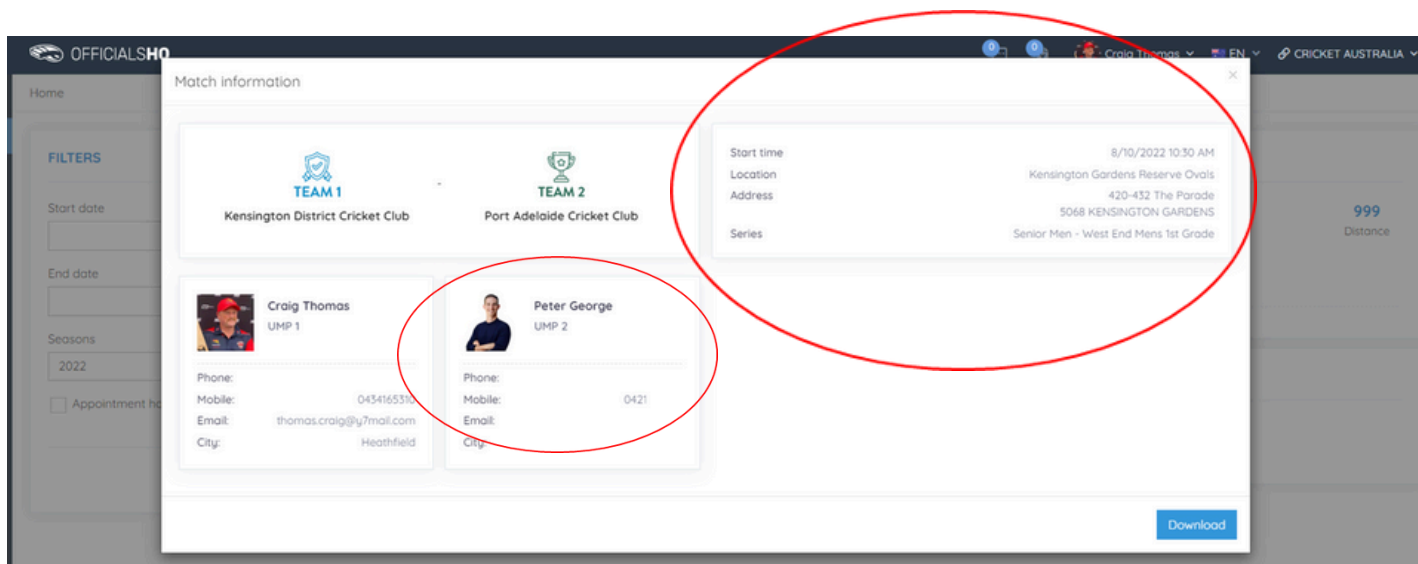


## Confirming your appointment

- Click 'ACCEPT'



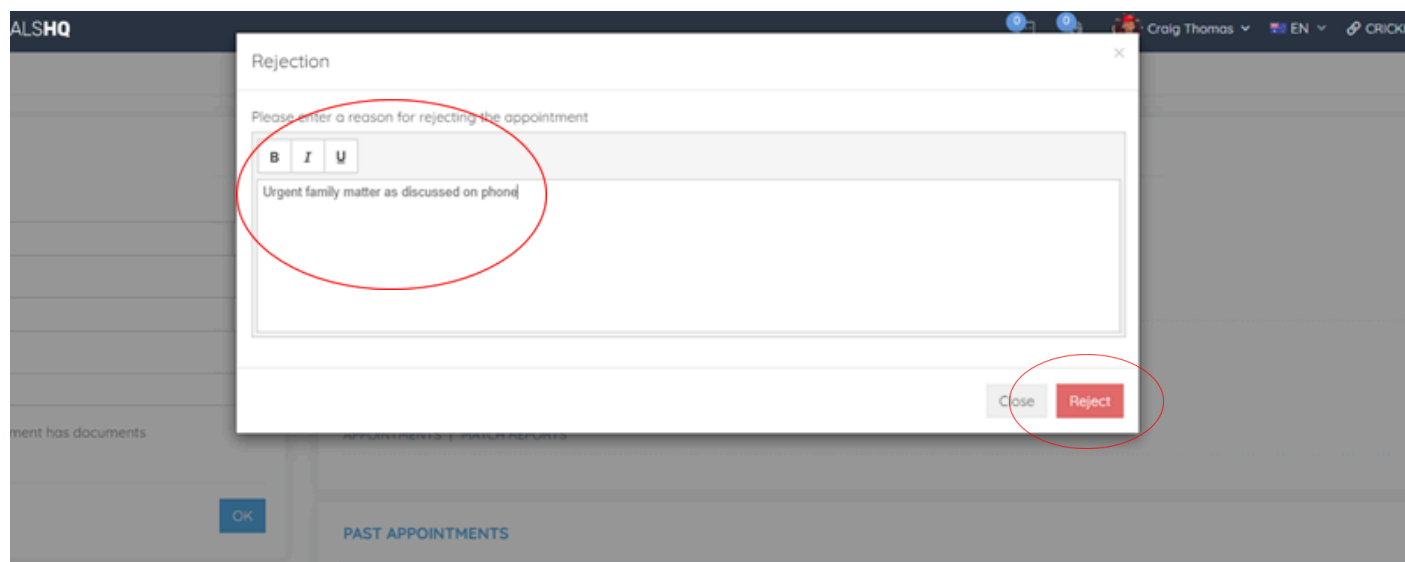
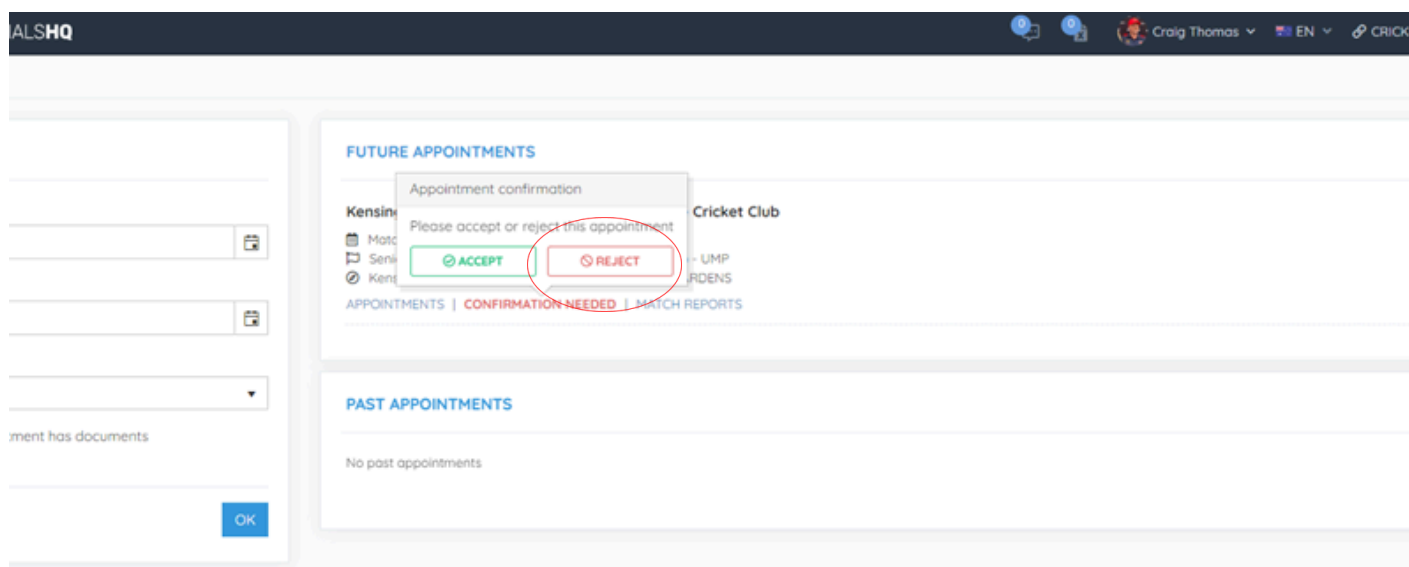
- You will then be able to see the match details
- You will also be able to see your partners details (photo and phone number if they have enabled this in their profile)





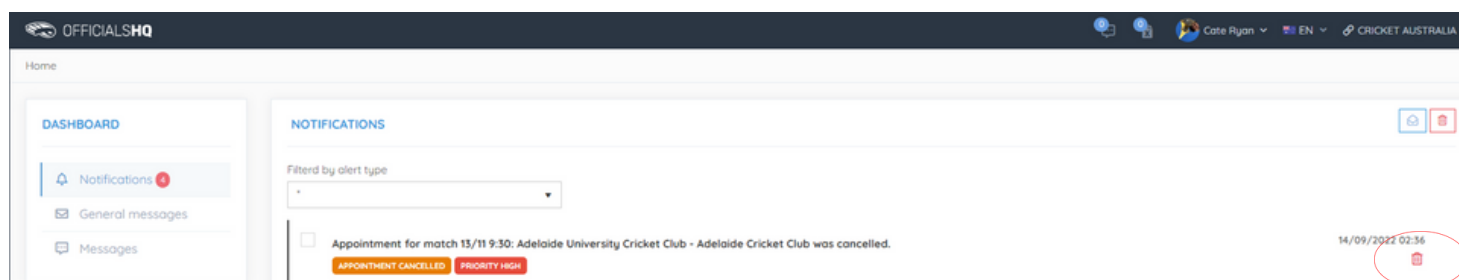
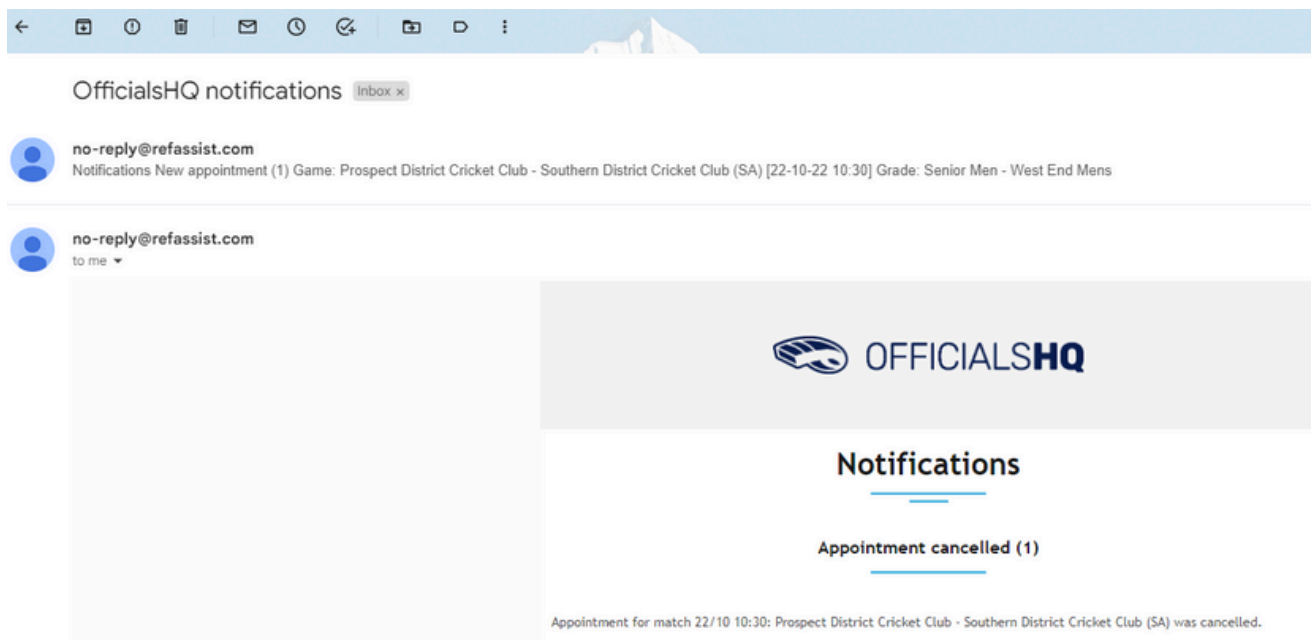
## Declining your appointment

- You must still ring Craig Thomas on 0434 165 310 to alert him that you cannot accept an appointment
- After speaking to Craig, click 'REJECT'
- Enter your reason for rejecting
- Click 'REJECT'



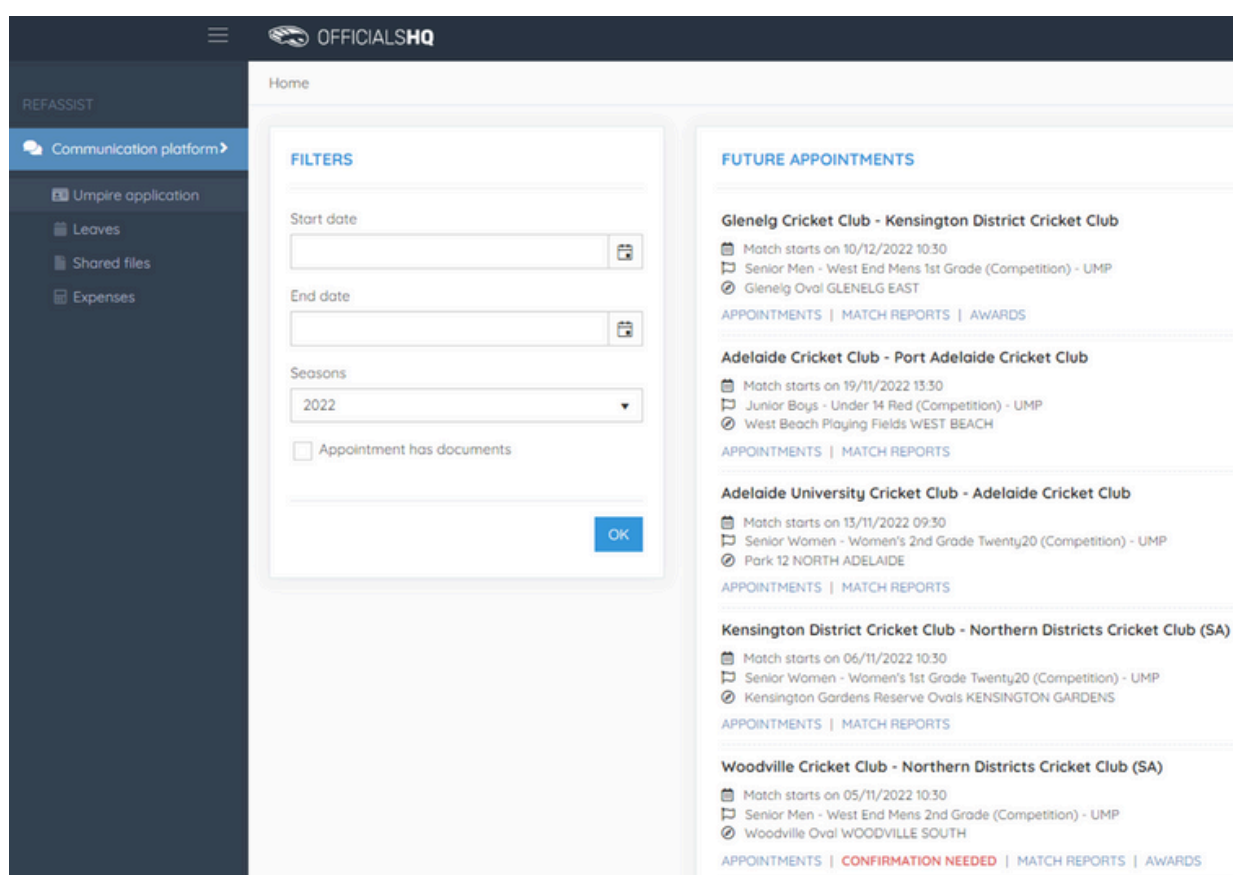
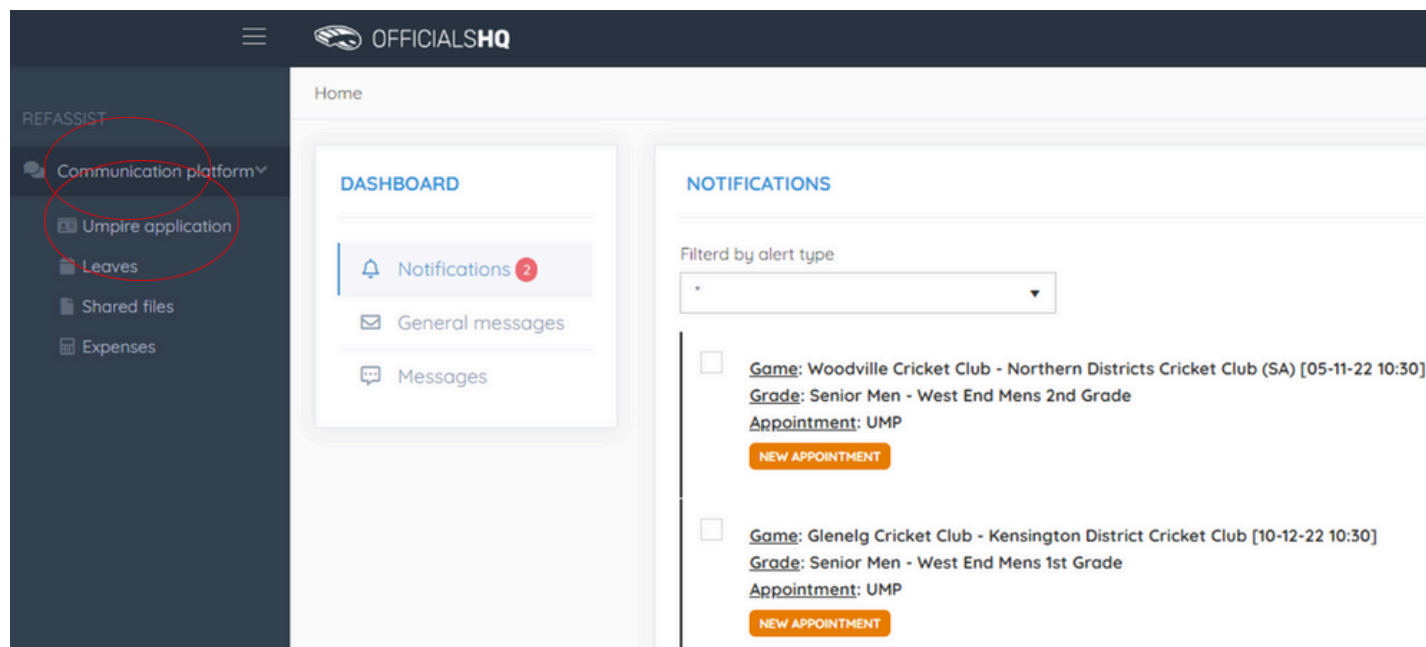
## SACA cancelled appointment

- SACA may cancel appointments throughout the year (i.e. inclement weather)
- You will receive email notification, and a notification on your dashboard
- Click on the trash can on the right hand side to delete from your dashboard



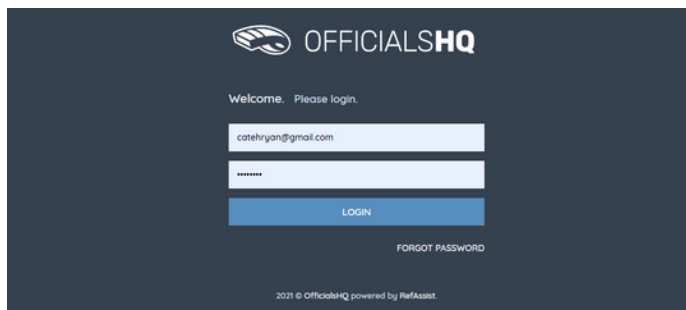
## Finding your appointments when logging in again

- Click 'Communication platform' in the left hand drop down box
- Click 'Umpire application'



## 4. OFFICIALSHQ INSTRUCTIONS - MATCH REPORTS

Enter your OfficialsHQ Login ID and Password <https://home.officialshq.com>

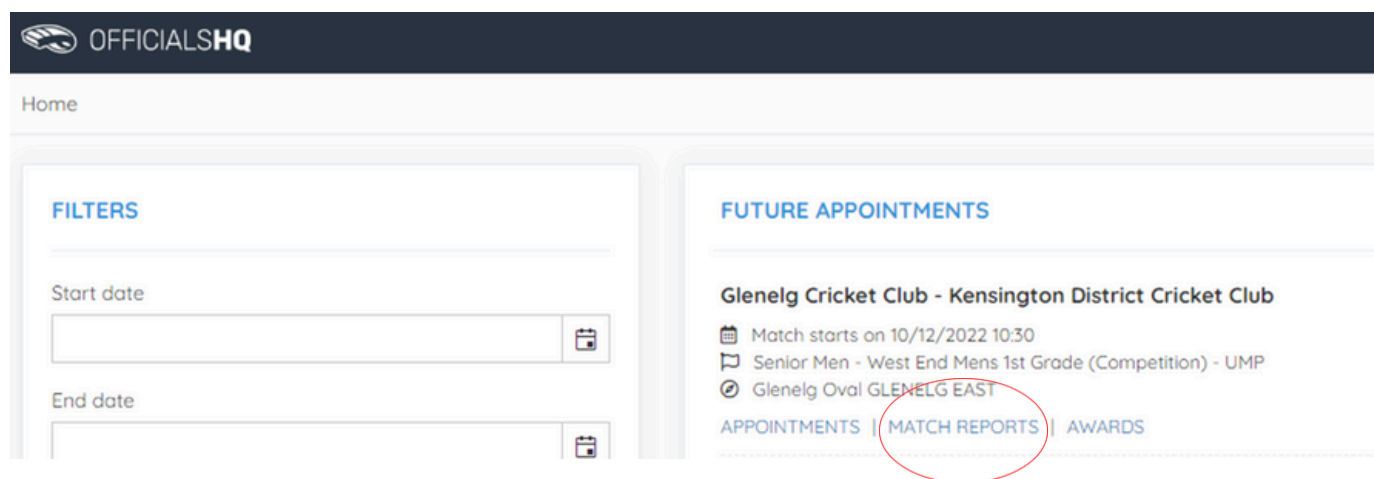


The login screen for OfficialsHQ. It features the OfficialsHQ logo at the top. Below the logo, it says "Welcome. Please login." There are two input fields: one for the email address (containing "catehryan@gmail.com") and one for the password (containing "\*\*\*\*\*"). Below these fields is a blue "LOGIN" button. To the right of the login button is a link for "FORGOT PASSWORD". At the bottom, it says "2021 © OfficialsHQ powered by RefAssist."

### Dashboard

Your games will appear on your dashboard

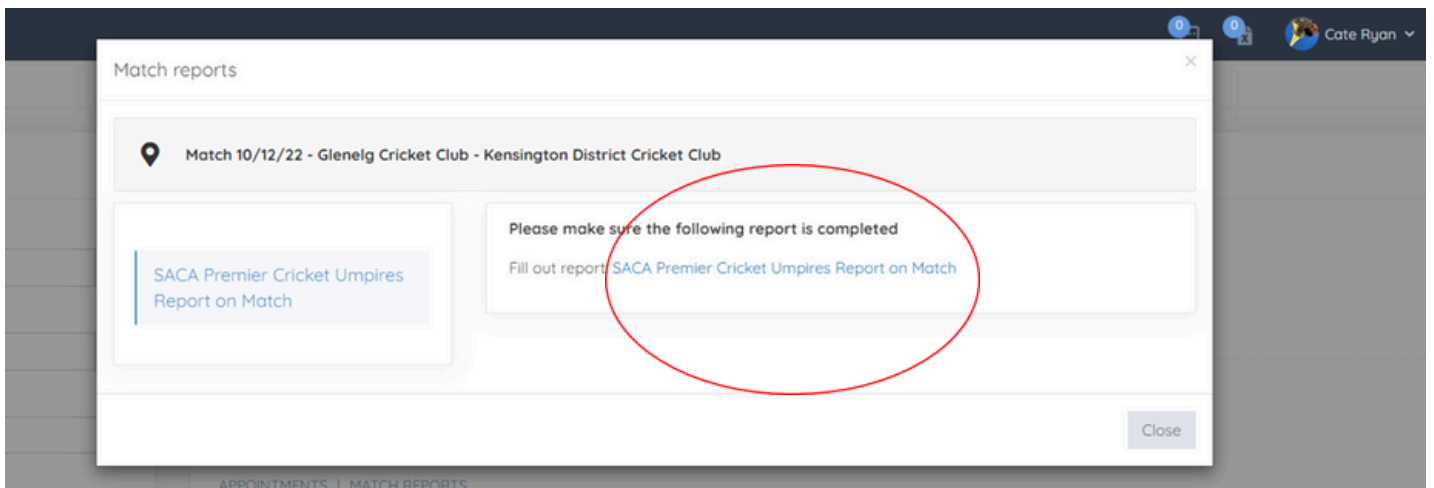
Click 'MATCH REPORTS' to enter reports after your game



The dashboard for OfficialsHQ. It has a dark blue header with the OfficialsHQ logo and the text "Home" below it. The main content area is divided into two columns. The left column is titled "FILTERS" and contains two date pickers: "Start date" and "End date". The right column is titled "FUTURE APPOINTMENTS" and contains a list of appointments. The first appointment is "Glenelg Cricket Club - Kensington District Cricket Club". Below this, it says "Match starts on 10/12/2022 10:30", "Senior Men - West End Mens 1st Grade (Competition) - UMP", and "Glenelg Oval GLENELG EAST". At the bottom of the right column, there are three links: "APPOINTMENTS", "MATCH REPORTS", and "AWARDS". The "MATCH REPORTS" link is circled in red.

## Match reports

- For SACA Premier Cricket, the first listed Umpire must complete on behalf of both appointed Umpires
- A pop up screen will open
- Click 'SACA Premier Cricket Umpires Report on Match'
- Complete the entire form and click 'SUBMIT' at the top right hand side of the report



### Umpires Report On Match

<b>Home team</b> Glenelg Cricket Club	<b>Away team</b> Kensington District Cricket Club	<b>Start</b> 10/12/2022 10:30
<b>Location</b> Glenelg Oval	<b>Series</b> Senior Men - West End Mens 1st Grade	<b>Address</b> Brighton Road
<b>Cate Ryan</b> UMP 1	<b>UMP 2</b>	

### Over Rates

**Start Time \***

Record time as HH:MM AM/PM

**Finish Time \***

Record time as HH:MM AM/PM

### Team Assessment

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



## 5. PREMIER CRICKET UMPIRE VOTES

- **For SACA Premier Cricket, both Umpires must complete their own players votes.**
- Votes are to be entered via the Premier Cricket website:  
<https://www.sacapremiercricket.com.au/>
- All votes must be entered within 48 hours of the completion of each match.
- **When submitting votes please enter the player's name only (no need to include club) and in a simple First name Last name format (e.g. Travis Head)**

## 6. UMPIRE COACHES AND COACHING RESOURCE

The aim is to have each Association with at least one dedicated Umpire Coach. The role of the Umpire Coach is to assess and assist umpires with improving their performance.

SACA utilises the online 'Match Official System' platform for Umpire Coach feedback.

Once an Umpire Coach has viewed an umpire's performance they will complete an online coaching report that the umpire is then able to view, a notification will be provided to the umpire via email informing them that this report is available. This report can be viewed on the Match Official System (MOS) website.

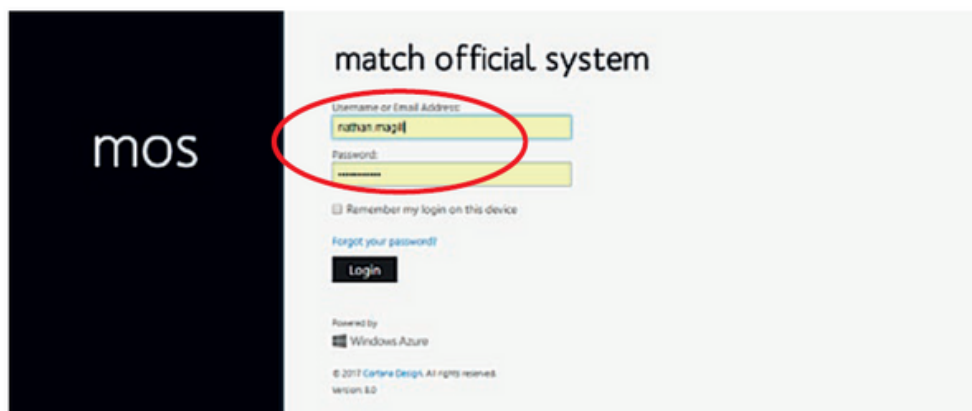
The website also allows umpires to undertake self-assessments and development plans to submit to their respective association and/or panel coach for viewing.

To log on to the umpire coach portal visit <https://matchofficialsystem.com/> and enter your log in details.

Your log in will be created for you by SACA and a system generated email will be sent to you with your login details. You are not to create your own log in.

Once set up and you log in for the first time, you will be asked to set your password. Please note: SACA will not be provided with your password, so make sure you note it down.

After this has been completed the system will ask you to update your individual profile. The system will share your details to allow coaches to contact you or to allow you to contact the coaches. Should you wish not to have your details shared, please do not update your profile.



Once you have logged in you will see your MOS dashboard. From the dashboard, the umpire will be able to view coaching reports as well create self-assessments, development plans and undertake on-line training and education sessions.

To assist umpires in the initial set up stage, below are the responses to some Frequently Asked Questions for logging in and amending details.

### **What is my username and password?**

Your username is your first name, followed by a full stop, then your last name. E.g. If your name was John Smith, your username would be 'John.Smith'. In the case, you are the second John Smith to join the Match Official System, your username would be John.Smith1'.

Your password is either a password you have set after you have successfully logged in for the first time or a temporary password in your welcome email when you're just starting out.

In the case, you have never logged in before and you can't find the welcome email, you can ask SACA to reset your password for you.

### **What happens if I forget my password?**

If you have logged into MOS before and have then forgotten your password, you can reset it yourself with the secret question and answer you set up when you logged into MOS for the first time.

Do this by going to the login page of MOS and going to "Forgot my Password". If you have never logged in, you can ask SACA to reset your password for you. All password resets are sent to your nominated email address in the system.

### **Can I change my nominated email address?**

Yes. When logged into MOS, head over to the "My account" section under your username (top right) and select the "Update email address" button. Follow the prompts and provide your existing password for confirmation.

## 9. USEFUL WEBSITES

### SACA and Associations

Adelaide and Suburban Cricket Association	<a href="http://asca.sa.cricket.com.au">asca.sa.cricket.com.au</a>
Adelaide Turf Cricket Association	<a href="http://atca.sa.cricket.com.au">atca.sa.cricket.com.au</a>
Adelaide Turf Cricket Umpires and Scorers Association	<a href="http://atcua.sa.cricket.com.au">atcua.sa.cricket.com.au</a>
North Eastern Junior Cricket Association	<a href="http://www.nejca.com">www.nejca.com</a>
Para Districts Cricket Association	<a href="http://pdca.sa.cricket.com.au">pdca.sa.cricket.com.au</a>
Premier Cricket	<a href="http://sacapremiercricket.com.au">sacapremiercricket.com.au</a>
South Australian Cricket Association	<a href="http://www.saca.com.au">www.saca.com.au</a>
South Australian Umpires and Scorers Association	<a href="http://sacusa.org.au">sacusa.org.au</a>
Alexandra and Eastern Hills Cricket Association	<a href="http://aehca.sa.cricket.com.au">aehca.sa.cricket.com.au</a>
Hills Cricket Association	<a href="http://hillsca.sa.cricket.com.au">hillsca.sa.cricket.com.au</a>
Murray Towns Cricket Association	<a href="http://mtca.sa.cricket.com.au">mtca.sa.cricket.com.au</a>
Western Suburbs Junior Cricket Association	<a href="http://wsjca.sa.cricket.com.au">wsjca.sa.cricket.com.au</a>

### Cricket Australia and Administration

Cricket Australia	<a href="http://www.cricketaustralia.com.au">www.cricketaustralia.com.au</a>
Cricket Australia Umpiring	<a href="http://www.cricketumpiring.com.au">www.cricketumpiring.com.au</a>
Match Official System	<a href="http://matchofficialsystem.com">matchofficialsystem.com</a>
<i>OfficialsHQ (first time new user/registration only)</i>	<a href="http://cricket-registration.officialshq.com">cricket-registration.officialshq.com</a>
OfficialsHQ	<a href="http://app.officialshq.com">app.officialshq.com</a>
The Laws of Cricket App	<a href="http://www.lords.org">www.lords.org</a>

