



MATCH OFFICIALS SEASON HANDBOOK 2022-23





SACA

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1. CONTACT INFORMATION

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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 (Under 14 and Under 16) cricket for at least the first two seasons.

Premier Cricket Umpires are expected to become members of the South Australian Cricket Umpires and Scorers Association (SACUSA), attend regular meetings and training sessions as they progress and 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 are expected to 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.

Adelaide and Suburban Cricket Association (ASCA)

The Adelaide and Suburban hard wicket senior competition is played on Saturdays, mainly in the southern suburbs of Adelaide. New umpires will be appointed to these matches with a partner. Once an umpire has some experience the majority of their matches will be umpired solo with a team/ club member standing at square leg.

Adelaide and Suburban umpires are required to attend regular meetings and training sessions as they progress.

Para Districts Cricket Association (PDCA)

Umpires in the Para Districts Cricket Association competition are appointed to senior matches which are played on Saturdays on hard wickets, mainly in the northern suburbs of Adelaide.

New umpires will be appointed to these senior matches with a partner. Once an umpire has some experience the majority of their matches will be umpired solo with a team/club member standing at square leg.

Para Districts umpires are encouraged to become members of SACUSA and are required to attend monthly meetings and training sessions as they progress.

Alexandra & Eastern Hills Cricket Association (A&EHCA)

The Alexandra and Eastern Hills Cricket Association senior and junior competitions are played on Saturdays.

New umpires will be appointed to senior matches with a partner. Once an umpire has some experience the majority of their matches will be umpired solo with a team/club member standing at square leg.

Hills Cricket Association (HCA)

The Hills Cricket Association senior and junior competitions are played on Saturdays.

New umpires will be appointed to senior matches with a partner. Once an umpire has some experience the majority of their matches will be umpired solo with a team/club member standing at square leg.

Murray Towns Cricket Association (MTCA)

The Murray Towns Cricket Association senior competition is played on Saturdays.

New umpires will be appointed to senior matches with a partner. Once an umpire has some experience the majority of their matches will be umpired solo with a team/club member standing at square leg.

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 and Under 14 age group.

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

New umpires will 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), please forward your eight digit SRN reference number found on the top left hand side to cryan@saca.com.au. Likewise, please confirm your date of birth and full name (including middle name). SACA will then request a certificate from the system to file.



Availability

All South Australian Cricket Associations and Clubs are transitioning onto the PlayHQ platform this season. Umpires will transition onto the complementary platform, OfficialsHQ. This system will allow umpires to manage their availability and appointments and assists Associations with the administration of their umpires. This will replace the MyCricket system which has been in use over the past decade.

All umpires are required to register themselves to OfficialsHQ. An umpire cannot be appointed to a match until this process occurs. Step by step information on how to complete this process is included later in this document.

All umpires are then required to complete their availability to umpire during the season using OfficialsHQ. Availabilities are to be completed on a monthly basis and need to be entered on time to ensure appointment to matches. Step by step information on how to complete this process is included later in this document.

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

- October availability due on **23 September 2022**
- November availability due on **14 October 2022**
- December availability due on **11 November 2022**
- January availability due on **9 December 2022**
- February availability due on **13 January 2023**
- March availability due on **10 February 2023**

Appointments

All umpires are appointed to matches using OfficialsHQ.

Umpires will be sent their appointments by email at the beginning of each round.

In a change from previous years, umpires must accept (or decline) their appointments via OfficialsHQ by Tuesday 5:00PM.

Step by step information on how to accept/decline appointments (or if an appointment is cancelled by SACA) is provided further in this document.

Match Reports

SACA Premier Cricket umpires are required to submit match reports for all SACA Premier Cricket matches 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

SACA Premier Cricket umpires are required to submit player votes using Officials for specific SACA Premier Cricket matches. The matches that require votes to be completed are outlined in the Premier Cricket Bylaws and votes must be entered within 48 hours of the completion of each match.

Additional information on how to enter votes into OfficialsHQ is provided further in this document. A summary of Premier Cricket awards are as follows:-

- Bradman Medal (Men's First Grade) | 3-2-1 votes per Umpire
- Karen Rolton Medal (Women's First Grade) | 3-2-1 votes per Umpire
- Shelley Nitschke Medal (Women's First Grade T20) | 3-2-1 votes per Umpire
- Fred Godson Medal (Men's First Grade One-Day Cup) | 3-2-1 votes per Umpire
- Darren Lehmann Medal (Men's First Grade T20) | 3-2-1 votes per Umpire
- Talbot Smith Medal (Men's First Grade Fielding) | 5-3 (or 4-4) votes per Umpire
- Joanne Broadbent Medal (Women's First Grade Fielding) | 5-3 (or 4-4) votes per Umpire
- CW Walker Trophy (Men's First Grade Wicket Keeping) | 0-10 votes per Umpire (per wicket keeper)
- Marg Jude Medal (Women's First Grade Wicket Keeping) | 0-10 votes per Umpire (per wicket keeper)
- KC Butler Medal (Men's Second Grade) | 3-2-1 votes per Umpire
- Lyn Fullston Medal (Women's Second Grade) | 3-2-1 votes per Umpire
- Sid Daly Medal (Men's Third Grade) | 3-2-1 votes per Umpire
- Carolyn Dittmar Medal (Women's Third Grade) | 3-2-1 votes per Umpire
- McLeod/Wilson Medal (Men's Fourth Grade) | 3-2-1 votes per Umpire

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:

- 14 October 2022 for matches umpired in September 2022
- 11 November 2022 for matches umpired in October 2022
- 9 December 2022 for matches umpired in November 2022
- 13 January 2023 for matches umpired in December 2022
- 10 February 2023 for matches umpired in January 2023
- 10 March 2023 for matches umpired in February 2023
- 7 April 2023 for matches umpired in March 2023

Umpire Uniforms

SACA sell blue umpiring shirts to SACA Premier Cricket umpires. Cricket Australia's green umpiring shirts are also distributed to new umpires.

To order a shirt umpires are to contact SACA via cryan@saca.com.au.

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

Post Season Performance Reviews

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

SACA Junior Metropolitan Competitions (SACA 150 Cup)

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

4. OFFICIALSHQ INSTRUCTIONS - REGISTRATION (STEP 1)

Click here for your first time, once-off registration:

<https://cricket-registration.officialshq.com>

- Enter your email address
- *Tip: We suggest that you use a personal email address rather than a work or school email address*
- Enter your first name
- Enter your surname
- Enter your date of birth
- Enter your gender
- Click 'Next'

STEP 1 / 1

OFFICIALSHQ

OfficialSHQ Registration

Welcome to OfficialSHQ, world's leading platform that makes umpire and official management, planning, communication, and follow-up a walk in the park.

You are about to register to Cricket Australia and its entities. Please follow all the steps and complete the registration.

1. ACCOUNT

Email address *
catebryan@gmail.com

First name *
Cate

Last name *
Rajan

Date of birth *
01/01/1986

Gender *
Female

Next

CRICKET AUSTRALIA

- Enter your street number
- Enter your street name
- Enter your suburb
- Enter your post code
- Select South Australia
(Australia should already be pre-selected)
- Enter your mobile phone number
- Click 'Next'

OFFICIALSHQ

OFFICIALSHQ Registration

3. ADDRESS & CONTACT

Number: 123 Street: 123 Street

Suburb: Adelaide Postcode: 5000

State: South Australia

Gender: Male

Mobile phone: 081770022

Previous Next

- Review and confirm your details
- *Tip: Date of birth will appear in American format (i.e. month/day/year)*
- *If any incorrect information, click 'previous' to alter*
- Click 'Finish'

OFFICIALSHQ

OFFICIALSHQ Registration

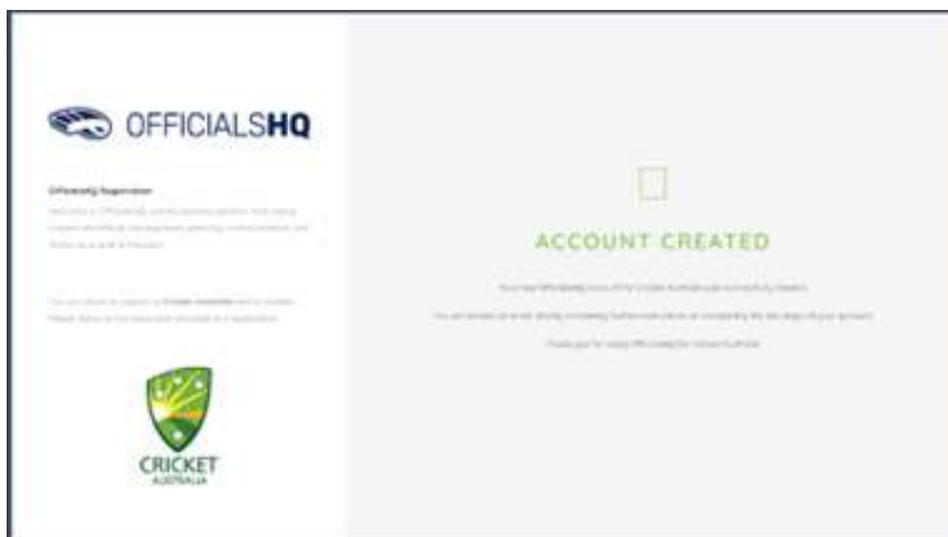
3. SUMMARY

Please review your data before proceeding

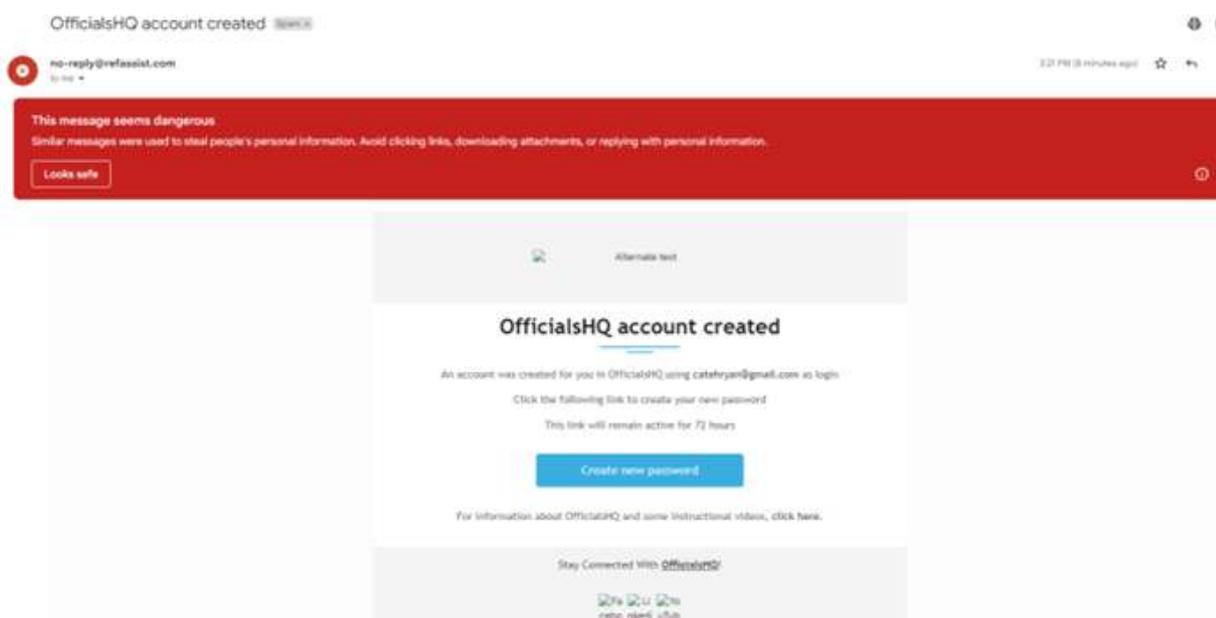
Account	Address & Contact
Cate Ryan	37 Leonard Drive
cathyryan@gmail.com	Masiro Stg9
4/15/1984	South Australia
Female	Australia
	081770022

Previous Finish

- A link will automatically be sent to your email address
- Go to your email inbox
- Click 'Create new password'



- Tip: Check your junk/spam folder if you don't receive an email within one minute, especially for Gmail accounts
- If the link has gone to your junk/spam folder, you will need to confirm it's a safe email/transfer to your inbox in order to login



- Enter your new password
- Reconfirm your new password
- Click 'Create'

2022 © OfficialsHQ powered by RefAssist.

Once you have registered and gained access to OfficialsHQ, you will not need to complete this process again

4. OFFICIALSHQ INSTRUCTIONS - REGISTRATION (STEP 2)

- Once you have completed your initial registration, please use this link from hereon

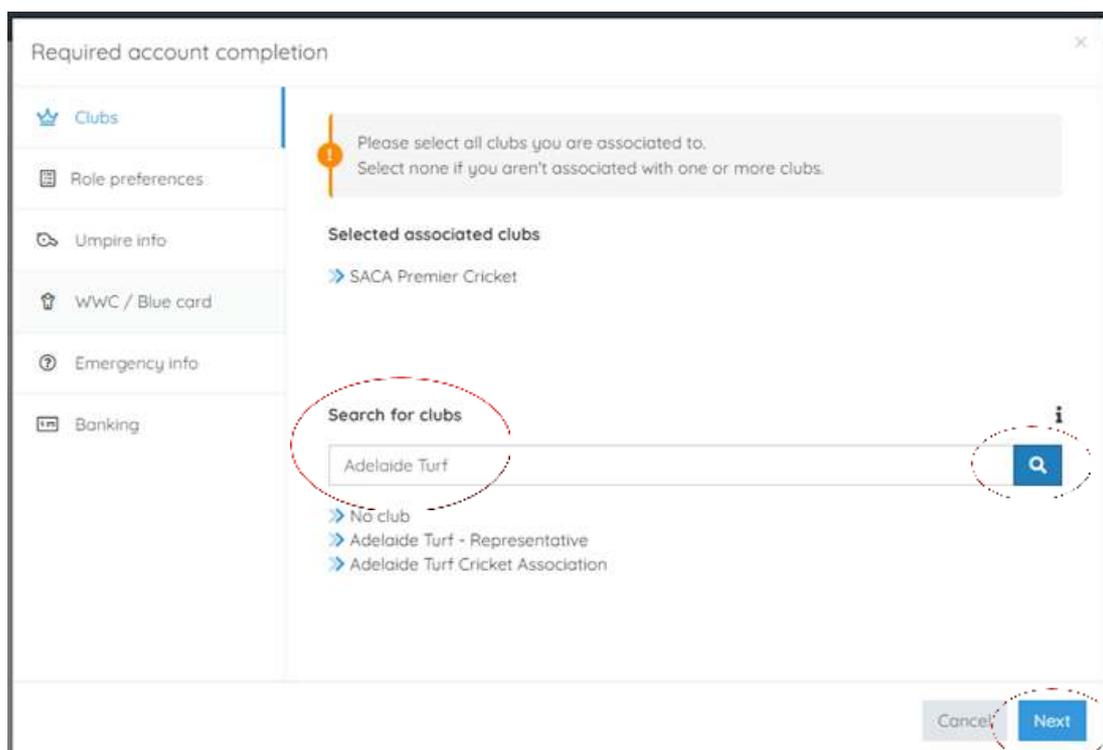
<https://app.officialshq.com>

- Enter your email in the Username box
- Enter your password
- Click 'LOGIN'
- If you cannot remember your password, click 'FORGOT PASSWORD' and an email will be sent with further instructions



Assign 'Clubs' (i.e. Associations)

- Search for any Clubs (i.e. Associations) you are involved with (i.e. SACA Premier Cricket or Adelaide Turf Cricket Association)
- Click the magnifying glass to search
- Click the blue arrows to add
- Click 'Next' once all organisations are entered



Add 'Umpire' role

- Ensure 'South Australia' is selected in the drop down box
- Select 'Organisation' (i.e. Association) in drop down box
- Select 'Umpire' Role
- Click 'Add role preference'
- Repeat process for all Associations you are involved in
- Once all Associations updated, click 'Next'

Required account completion

At least 1 role must be selected and multiple panel/role combinations can be selected

State: South Australia

Organisation: Para Districts Cricket Association

Role: Umpire

Add role preference

State	Umpire panel	Role
South Australia	SACA Premier Cricket	Umpire
South Australia	Adelaide Turf Cricket Association	Umpire
South Australia	SACA Super Cricket	Umpire
South Australia	Para Districts Cricket Association	Umpire

Cancel Next

Umpire info

- **Not compulsory to complete**
- Use the drop down box to select how you found out about the system
- Click 'Next'

Required account completion

How did you find out about us?*

Other

Cancel Next

Working With Children Check

- **Not compulsory to complete (as we keep a separate record of WWCC details) - you can click 'Next'**
- *Tip: If you enter any information, even a blank empty space, you will be forced to upload a document, so avoid clicking on any of the boxes if you want to skip this process*

If you wish to enter your Working With Children Check:

- Enter your SRN number (i.e. 0099-1234)
- *Tip: This number is found at the top of the email from the Department of Human Services regarding your Working With Children Check*
- Select 'South Australia'
- Enter your 'Expiry Date'
- *Tip: This is five years following the 'issue date' noted at the top of the email from the Department of Human Services regarding your Working With Children Check*
- Click 'Select files' to update a copy of your Working With Children Check email
- *Tip: If you enter any details, you will need to upload a document*
- Click 'Next'

The screenshot shows a web form titled "Required account completion" with a sidebar menu on the left containing "Clubs", "Role preferences", "Umpire info", "WWC / Blue card", "Emergency info", and "Banking". The "WWC / Blue card" option is selected. The main form area contains a message: "Please add your 'WWC / Blue card' license information if you want to be appointable for youth games. When no license information is added you will not be appointable for youth games". Below this are four input fields: "WWC / Blue card number" (containing "0001-1234"), "State" (a dropdown menu with "South Australia" selected), "Expiry date" (containing "1/01/2025"), and "License to upload" (containing a "Select files..." button). At the bottom right, there are "Cancel" and "Next" buttons.

Emergency contact details

It is critical you supply next of kin details

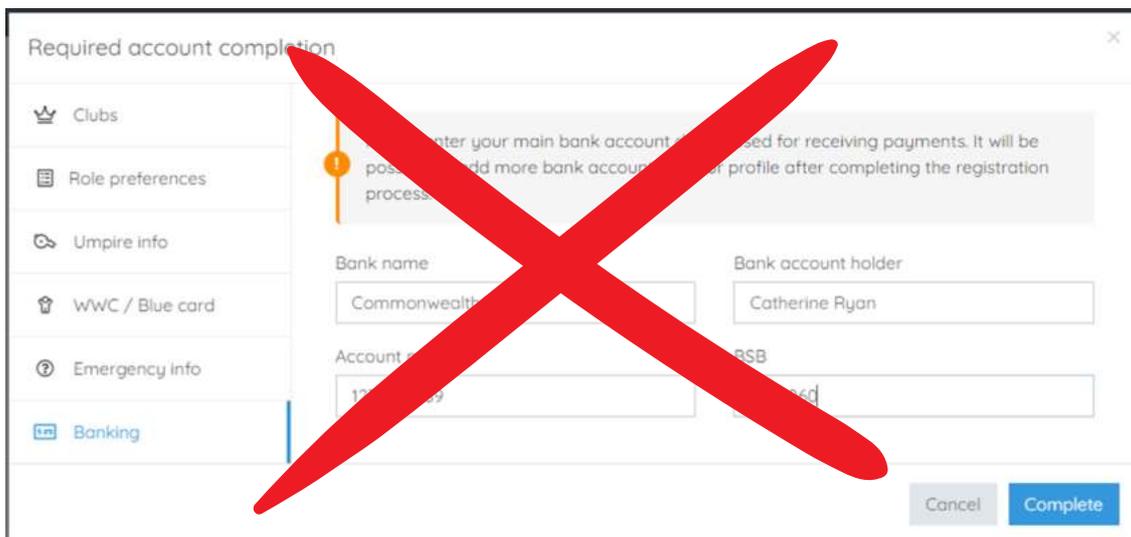
- Enter emergency contact **full name**
- Enter emergency contact **telephone number**
- Enter emergency contact **relationship**
- Click 'Next'



The screenshot shows a web form titled "Required account completion" with a sidebar menu on the left containing "Clubs", "Role preferences", "Umpire info", "WWC / Blue card", "Emergency info", and "Banking". The "Emergency info" section is active, showing three input fields: "Name *" with "Mary Ryan", "Telephone number *" with "0411 111 111", and "Relationship *" with "Mum". The "Next" button is highlighted with a red dashed circle, and the "Cancel" button is also circled in red.

Bank details

- Please do not update your details here as there is no notification to administrators that your details have been updated
- Please contact cryan@saca.com.au if you need to change your bank details
- You will then need to complete an official SACA change of bank details form and return to SACA to process



The screenshot shows the "Banking" section of the "Required account completion" form. It includes a warning message: "Enter your main bank account details for receiving payments. It will be possible to add more bank accounts to your profile after completing the registration process." Below this are input fields for "Bank name" (Commonwealth), "Bank account holder" (Catherine Ryan), "Account number", and "BSB". The "Complete" button is visible at the bottom right. A large red 'X' is drawn over the entire form, indicating that this section should not be used for updates.

- Click on the highlighted text to view the three different sets of Terms of Conditions
- Review documents as required
- Tick box 'I have read the terms and conditions and agree'
- Click 'I agree'

Terms of use

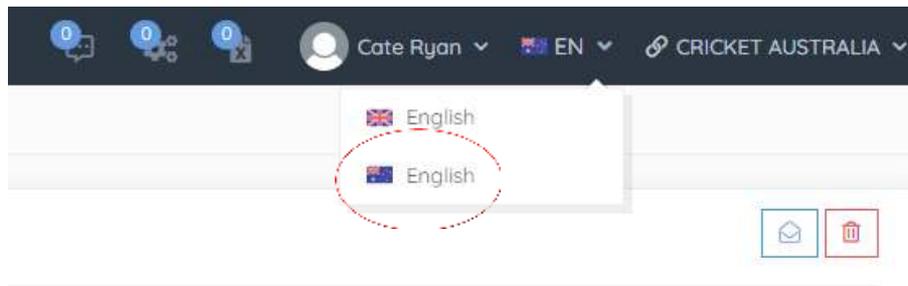
I have read and agree to the [OfficialsHQ Terms of Use](#), as well as the [Australian Cricket Privacy Policy](#) and [Collection Statement](#)

I have read the terms and conditions and agree.

4. OFFICIALSHQ INSTRUCTIONS - PROFILE UPDATES

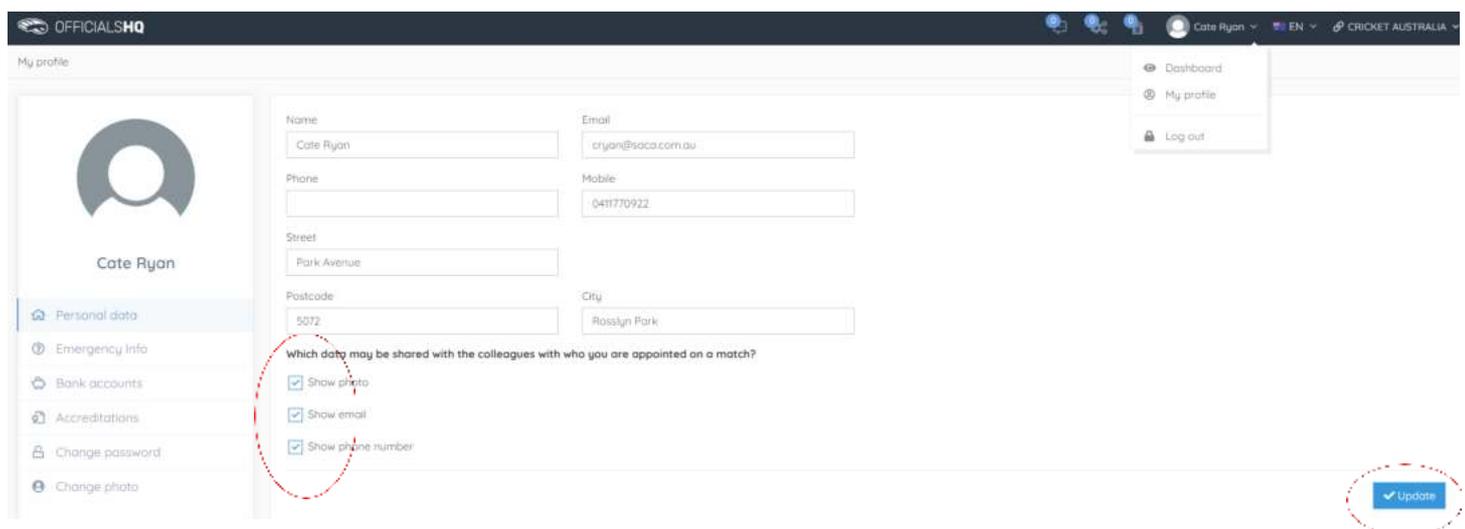
To ensure all system references are to 'Umpires' rather than 'Referees'

- Click the flag on the right hand side
- Select the Australian flag



To update your profile

- Click your name on the right hand side
- Select 'My profile'
- Update personal details/emergency contact information and bank details as required
- *Tip: Please tick box 'Show phone number' and 'Show email' as a minimum under section 'Which data may be shared with the colleagues with who you are appointed on a match?' This will forward your mobile number and email to your standing partner for ease of communication*
- Click 'Update'

A screenshot of the 'My profile' page in the OFFICIALSHQ system. The user's name is 'Cate Ryan'. The page shows various fields for personal details: Name (Cate Ryan), Email (cryan@saca.com.au), Phone, Mobile (0411770922), Street (Park Avenue), Postcode (5072), and City (Rosslyn Park). A section titled 'Which data may be shared with the colleagues with who you are appointed on a match?' contains three checkboxes: 'Show photo', 'Show email', and 'Show phone number'. All three checkboxes are checked and circled in red. An 'Update' button is also circled in red in the bottom right corner. A navigation menu on the right includes 'Dashboard', 'My profile', and 'Log out'.

To update your profile photo

- Click 'Change photo'
- Upload your photo
- Click 'Upload'

OFFICIALSHQ

My profile

Cate Ryan

- Personal data
- Emergency Info
- Bank accounts
- Accreditations
- Change password
- Change photo

Name: Cate Ryan

Email: cryan@saca.com.au

Phone:

Mobile: 0411770922

Street: Park Avenue

Postcode: 5072

City: Rosslyn Park

Which data may be shared with the colleagues with who you are appointed on a match?

Show photo

Show email

Show phone number

Accreditations

- Click 'Accreditations' to update your Working With Children Check details
- Click 'Save'
- You will also notice there is an option of updating your 'accreditation'
- Please note: As accreditation records are currently saved in a different system, please do not enter any accreditation information.

OFFICIALSHQ

My profile

ACCREDITATIONS

Cate Ryan

- Personal data
- Emergency Info
- Bank accounts
- Accreditations
- Change password
- Change photo

Add accreditation

General

Accreditation types *
Umpire accreditation

Start date * 29/10

End date

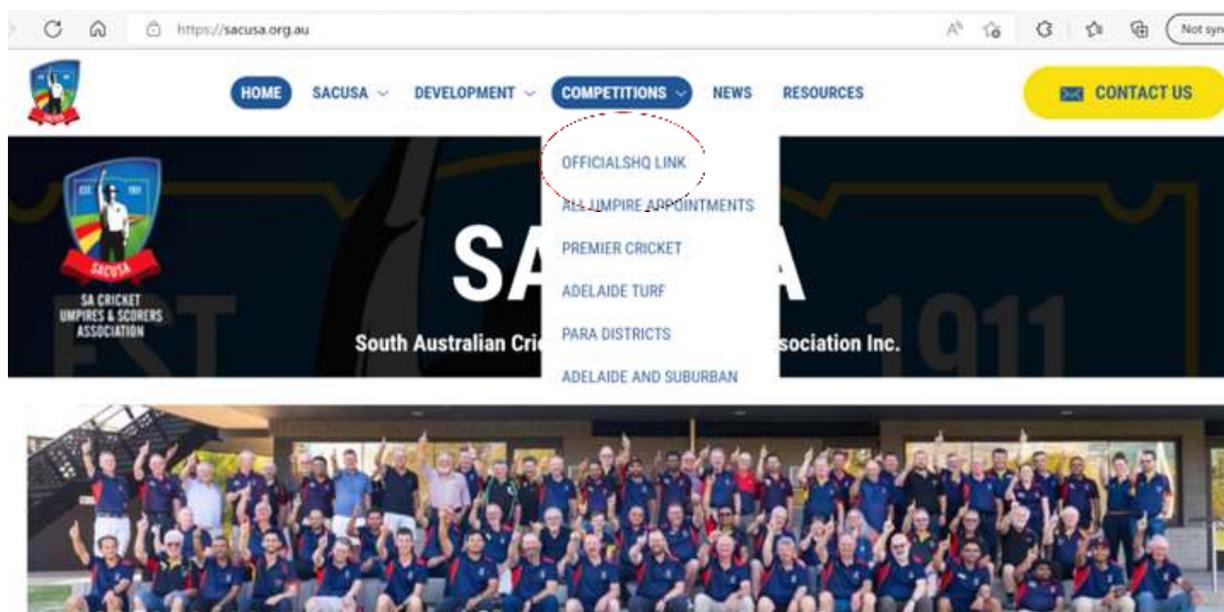
Search

Save Close

4. OFFICIALSHQ INSTRUCTIONS - AVAILABILITY

Setting Availability and Viewing Appointments

After successfully registering, please use this link: <https://app.officialshq.com>

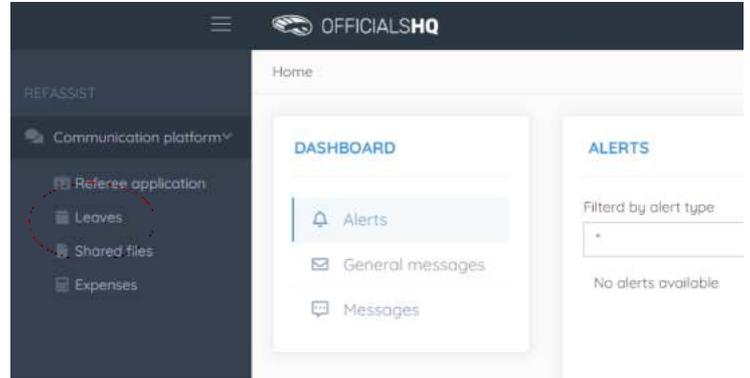
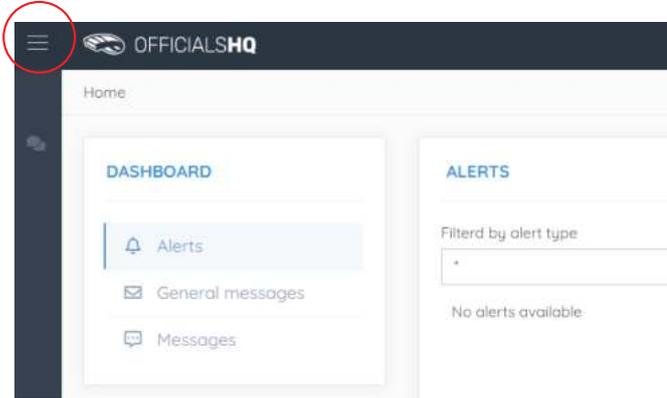


Enter your OfficialsHQ Login ID and Password

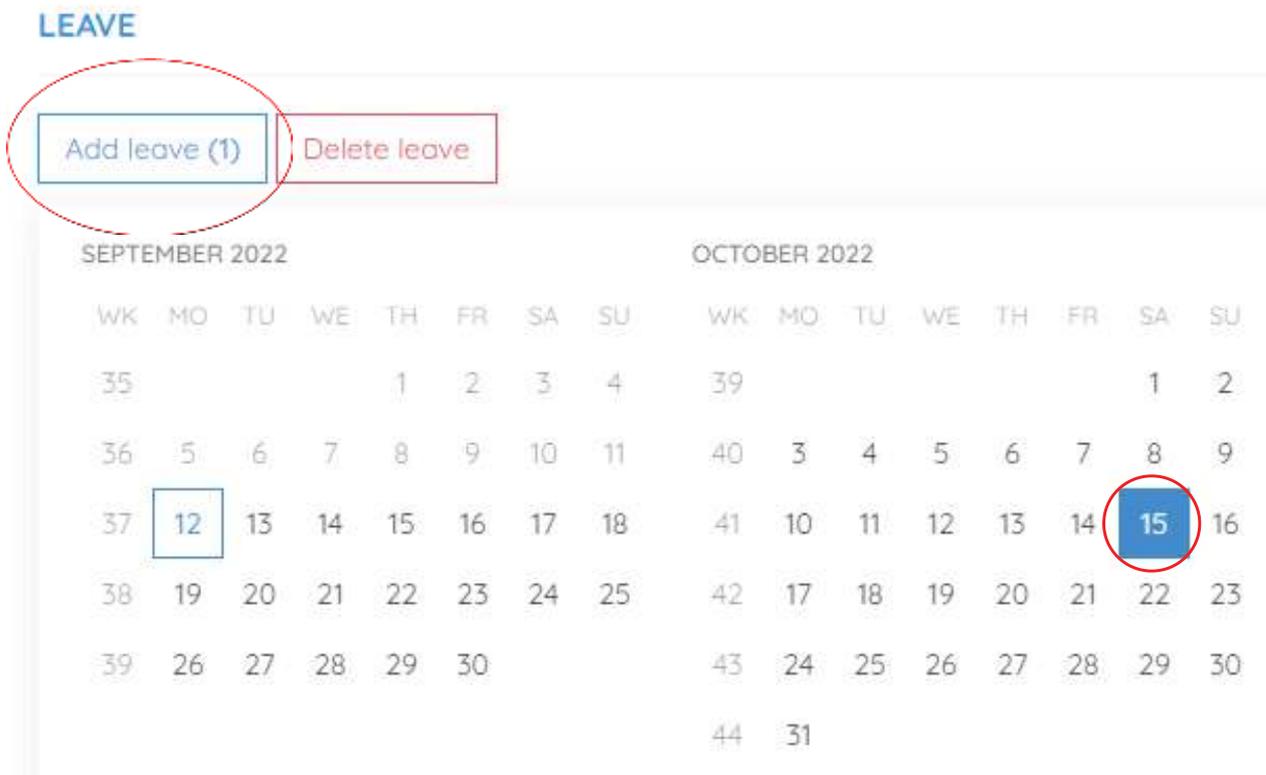
A screenshot of the OfficialsHQ login page. The page has a dark blue background. At the top, there is a logo of a hand holding a cricket ball and the text 'OFFICIALSHQ'. Below the logo, it says 'Welcome. Please login.' There are two input fields: the first contains the email 'catehryan@gmail.com' and the second contains a masked password '.....'. Below the password field is a blue 'LOGIN' button. To the right of the 'LOGIN' button is a link that says 'FORGOT PASSWORD'. At the bottom of the page, there is a small copyright notice: '2021 © OfficialsHQ powered by RefAssist.'

Once logged on:

- Click the three lines on the left hand side to expand the menu items
- Click 'Leaves'



- Select the date you are unavailable
- Click 'Add leave'



A new window will open

- Use the drop down box to select 'Holiday type'
- Enter a reason for leave
- Click 'Add'
- Complete for all dates that you are unavailable
- **It is assumed you are then available for all other dates**

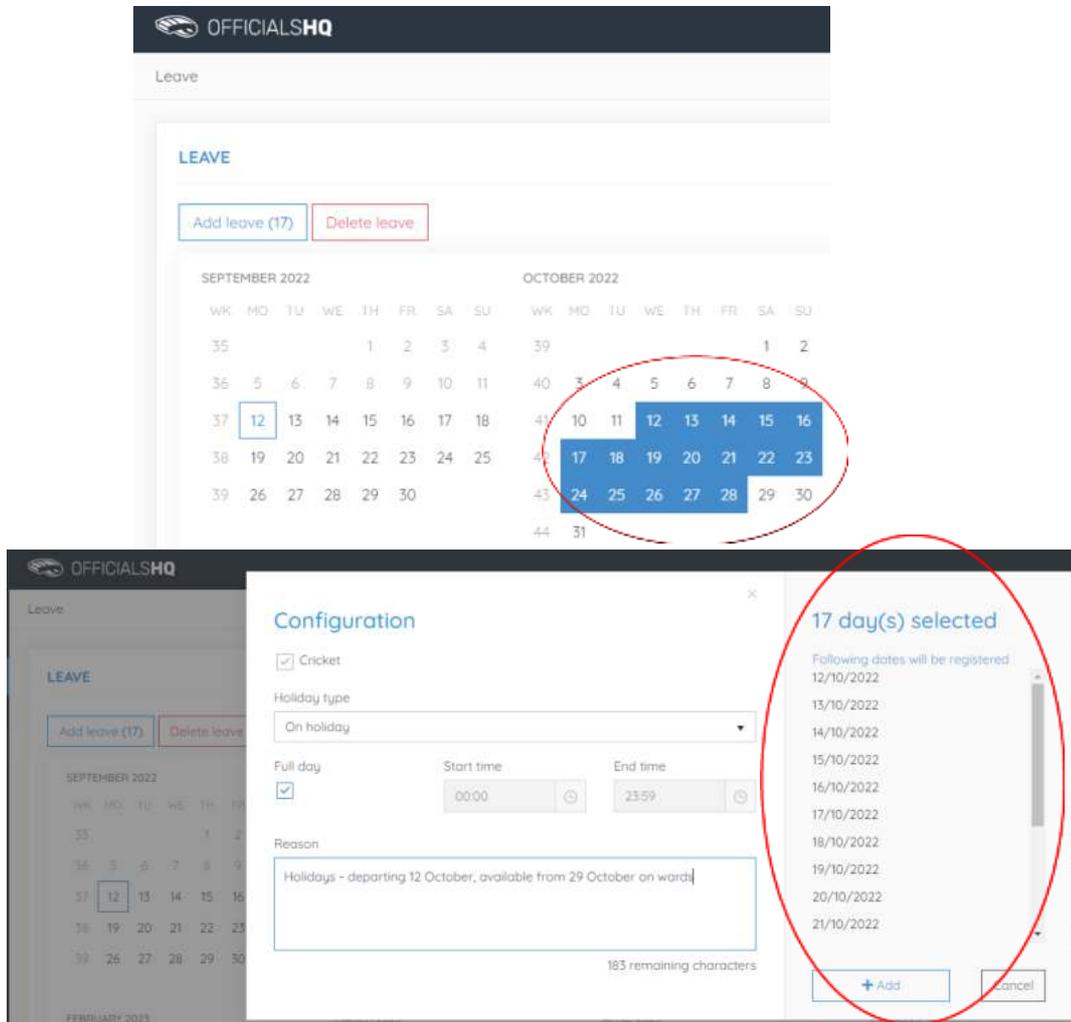
The screenshot shows the OFFICIALSHQ Leave Configuration window. The 'Cricket' checkbox is checked. The 'Holiday type' dropdown is set to 'Personal circumstances'. The 'Full day' checkbox is checked. The 'Start time' is 00:00 and the 'End time' is 23:59. The 'Reason' text box contains 'Family wedding commitment'. The 'Add' button is highlighted with a red circle. The background shows a calendar for September 2022 with the 12th highlighted.

- If you are only unavailable for half a day (i.e. morning), you can list this by unclicking 'Full day' and selecting times that you are unavailable

The screenshot shows the OFFICIALSHQ Leave Configuration window. The 'Cricket' checkbox is checked. The 'Holiday type' dropdown is set to 'Professional obligations'. The 'Full day' checkbox is unchecked. The 'Start time' is 07:00 and the 'End time' is 12:30. The 'Reason' text box contains 'University exam - morning only, available from 12:30PM on wards'. The 'Add' button is highlighted with a red circle. The background shows a calendar for September 2022 with the 12th highlighted.

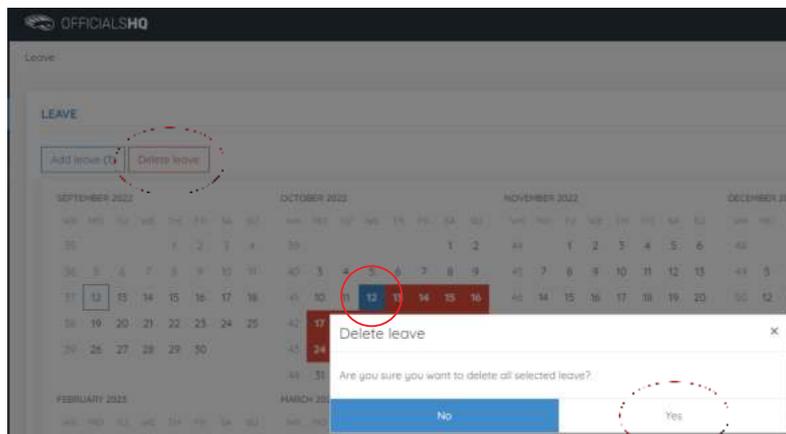
If you are unavailable for an extended length of time

- Whilst pushing 'Control' (Ctrl button), select the dates you are unavailable
- Click 'Add leave' and this will cover that entire date range



To cancel leave that you have entered

- Select the date
- Click 'Delete leave'
- Select 'Yes'



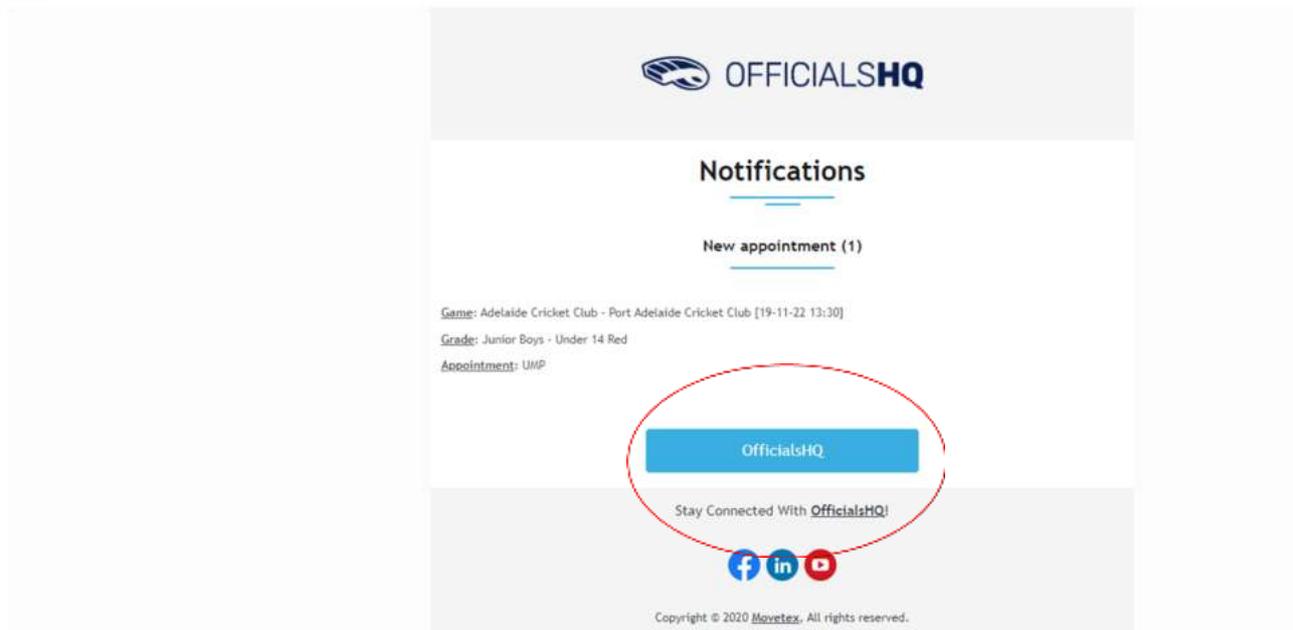
4. OFFICIALSHQ INSTRUCTIONS - APPOINTMENTS

Email notification

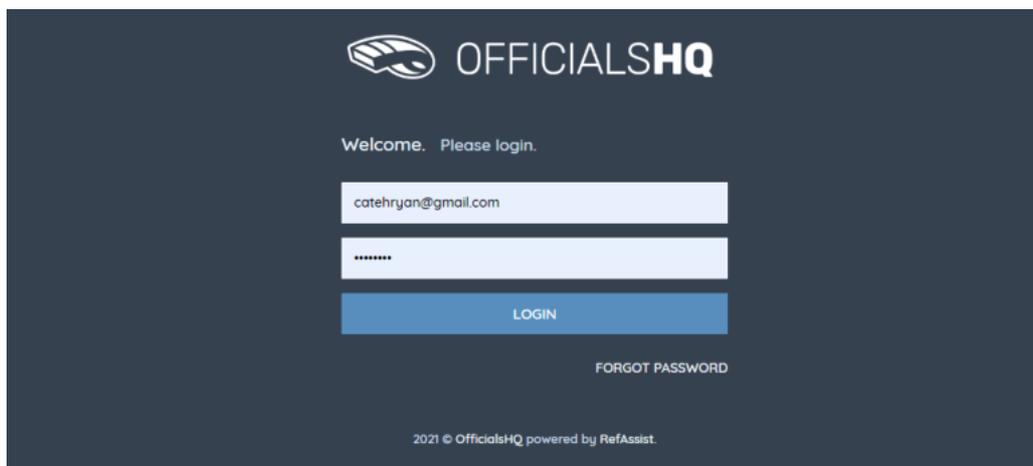
- You will receive an email once SACA releases appointments
- Please check you junk/spam boxes
- Click the 'OfficialsHQ' button

OfficialsHQ notifications Inbox x

 no-reply@refassist.com
to me ▾

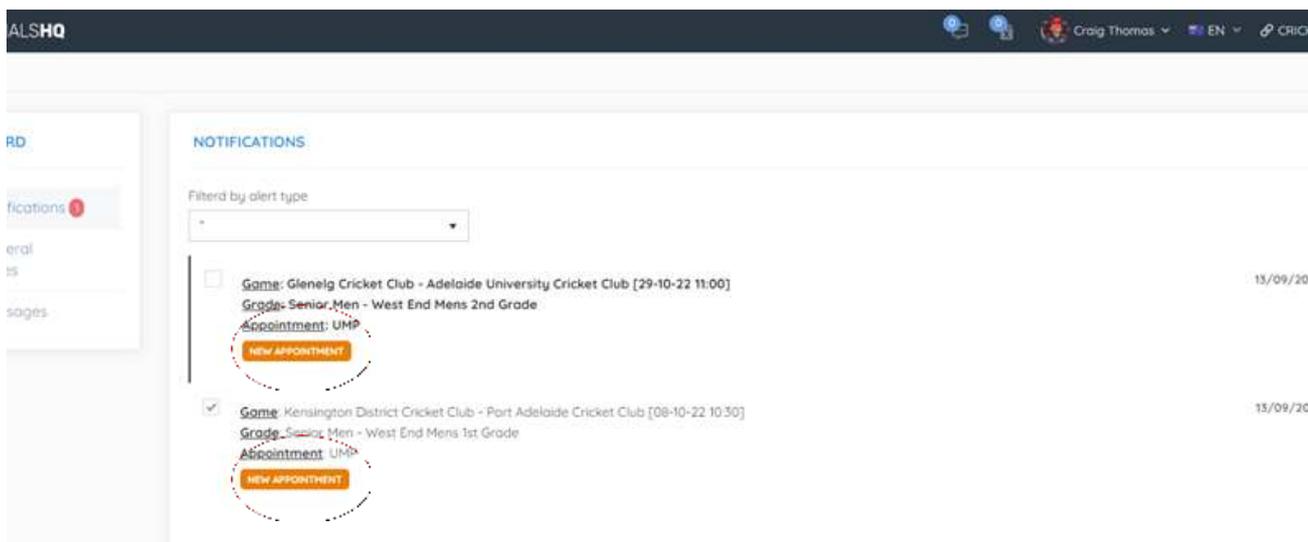


Alternatively, enter your OfficialsHQ Login ID and Password <https://app.officialshq.com>

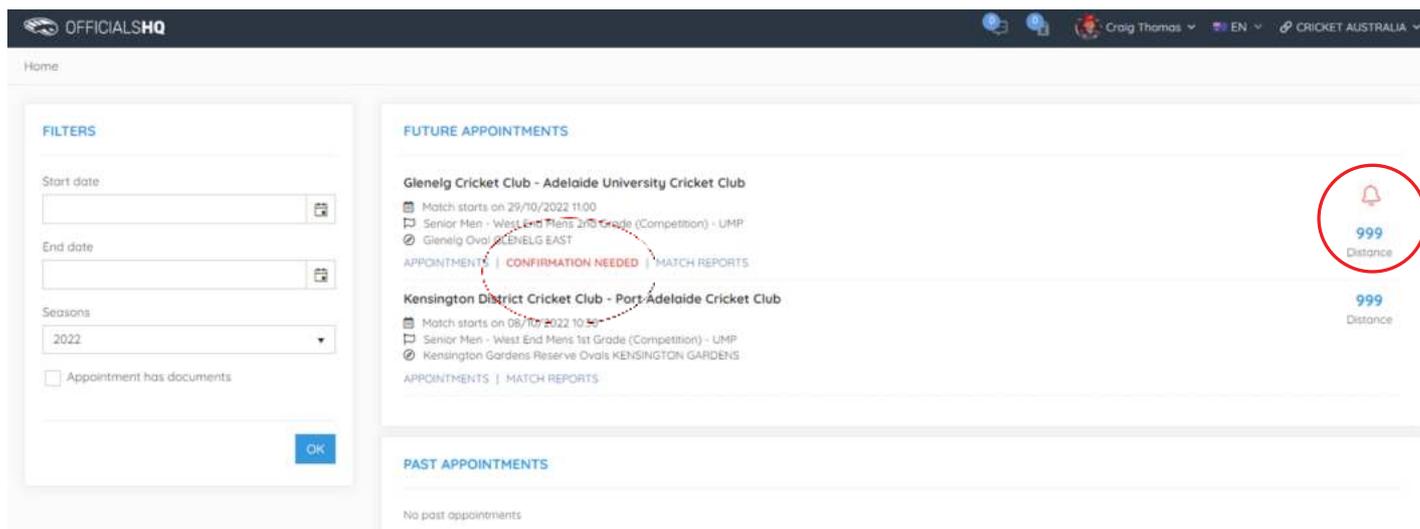


Appointments dashboard

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

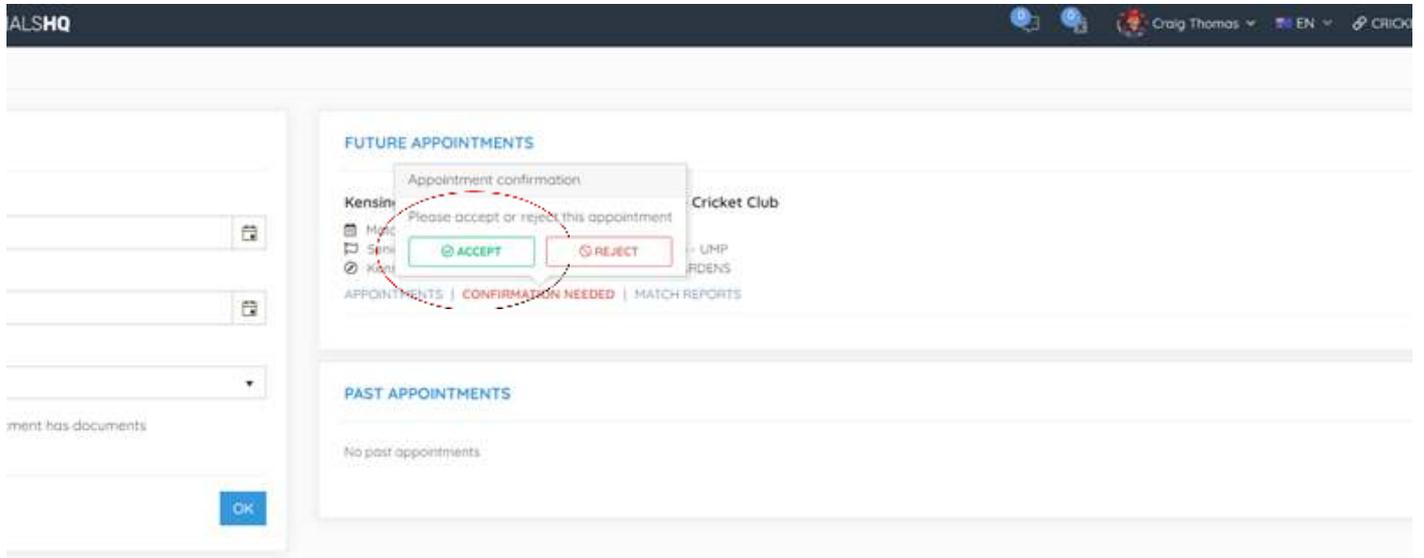


- New appointments will show a ringing bell on the right hand side
- **You must respond to your appointments**
- Click 'CONFIRMATION NEEDED'

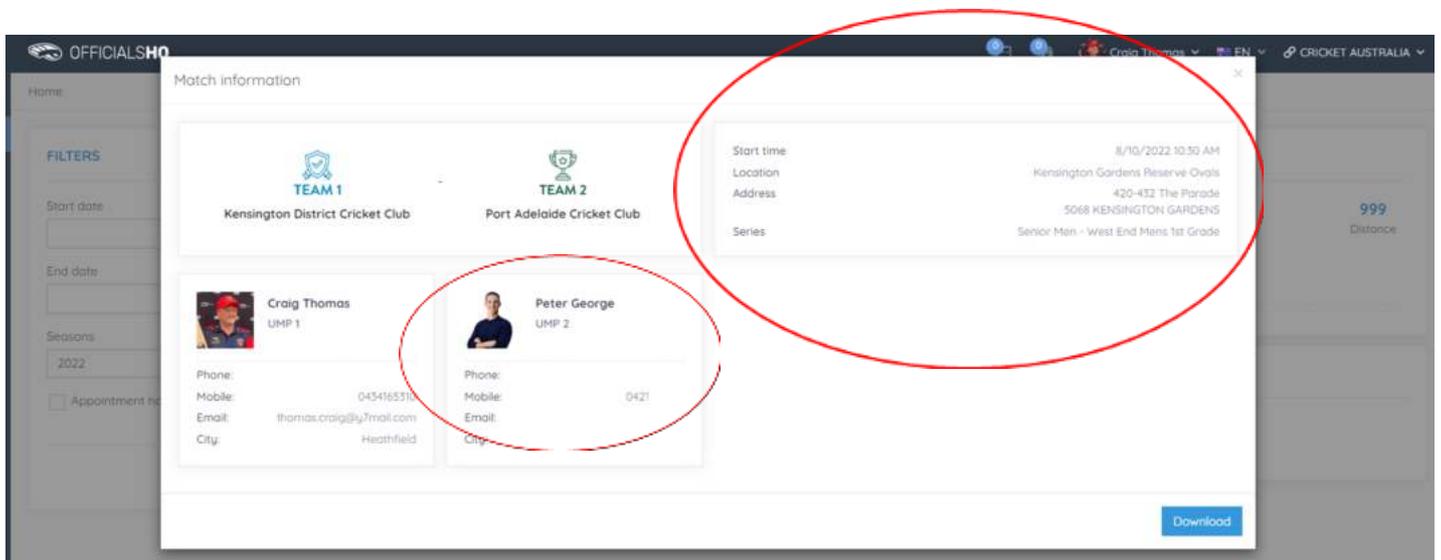


Confirming your appointment

- Click 'ACCEPT'

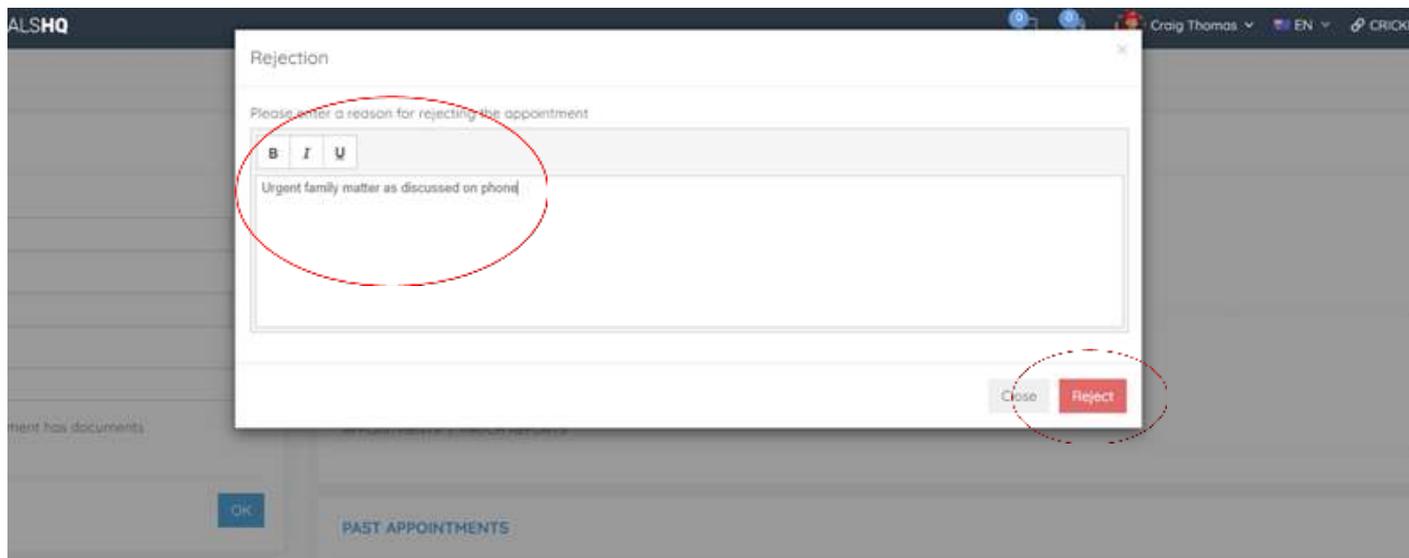
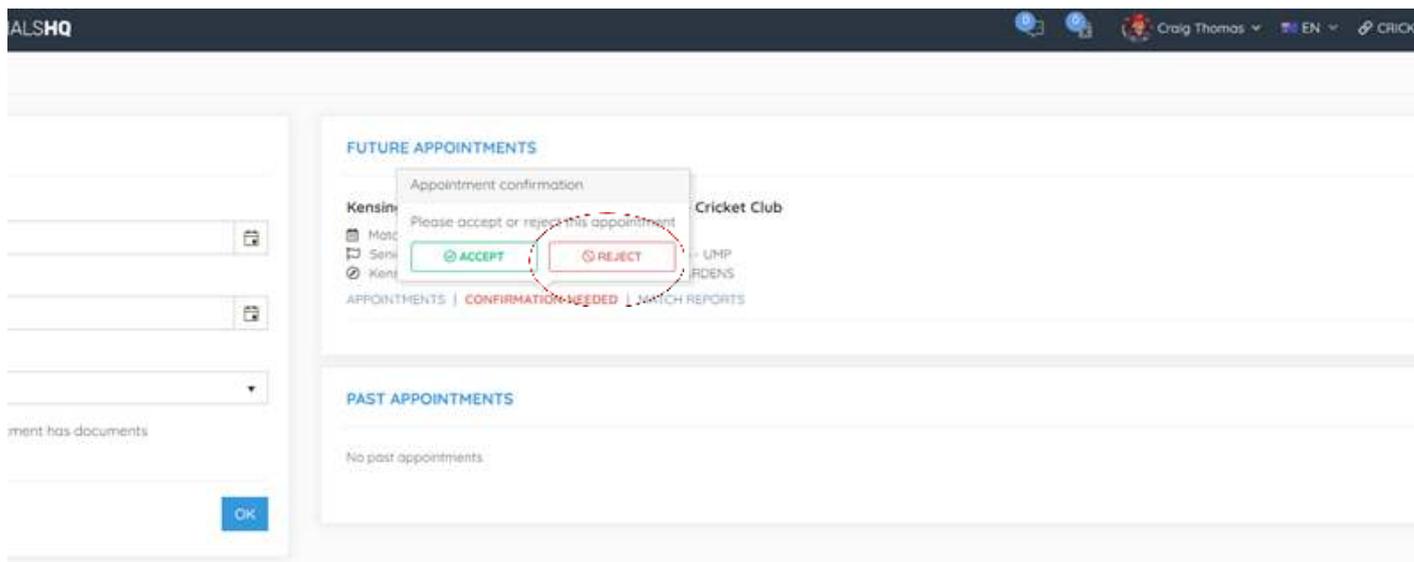


- You will then be able to see the match details
- You will also be able to see your partners details (photo and phone number if they have enabled this in their profile)



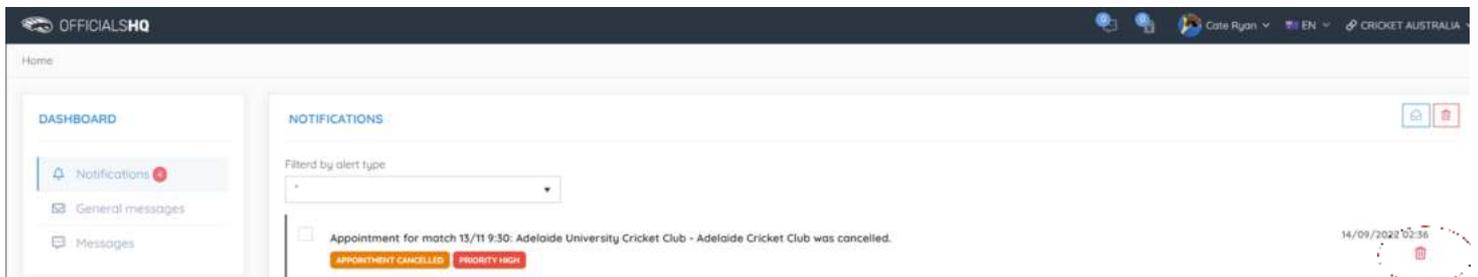
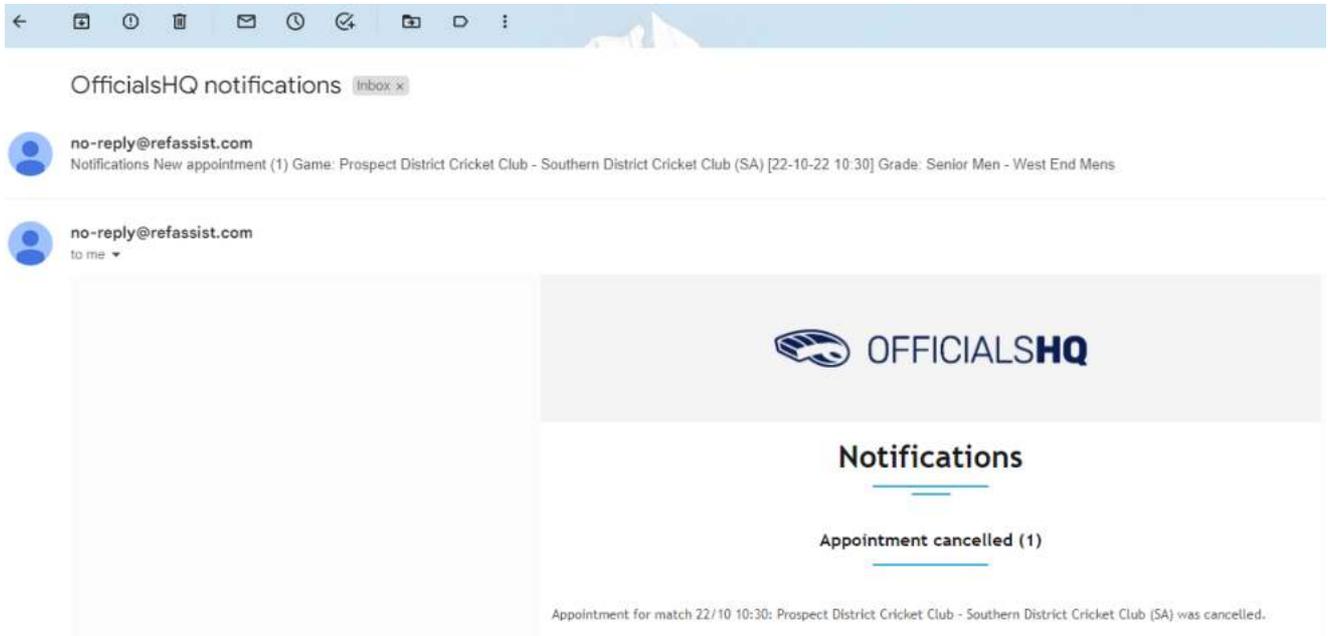
Declining your appointment

- 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'



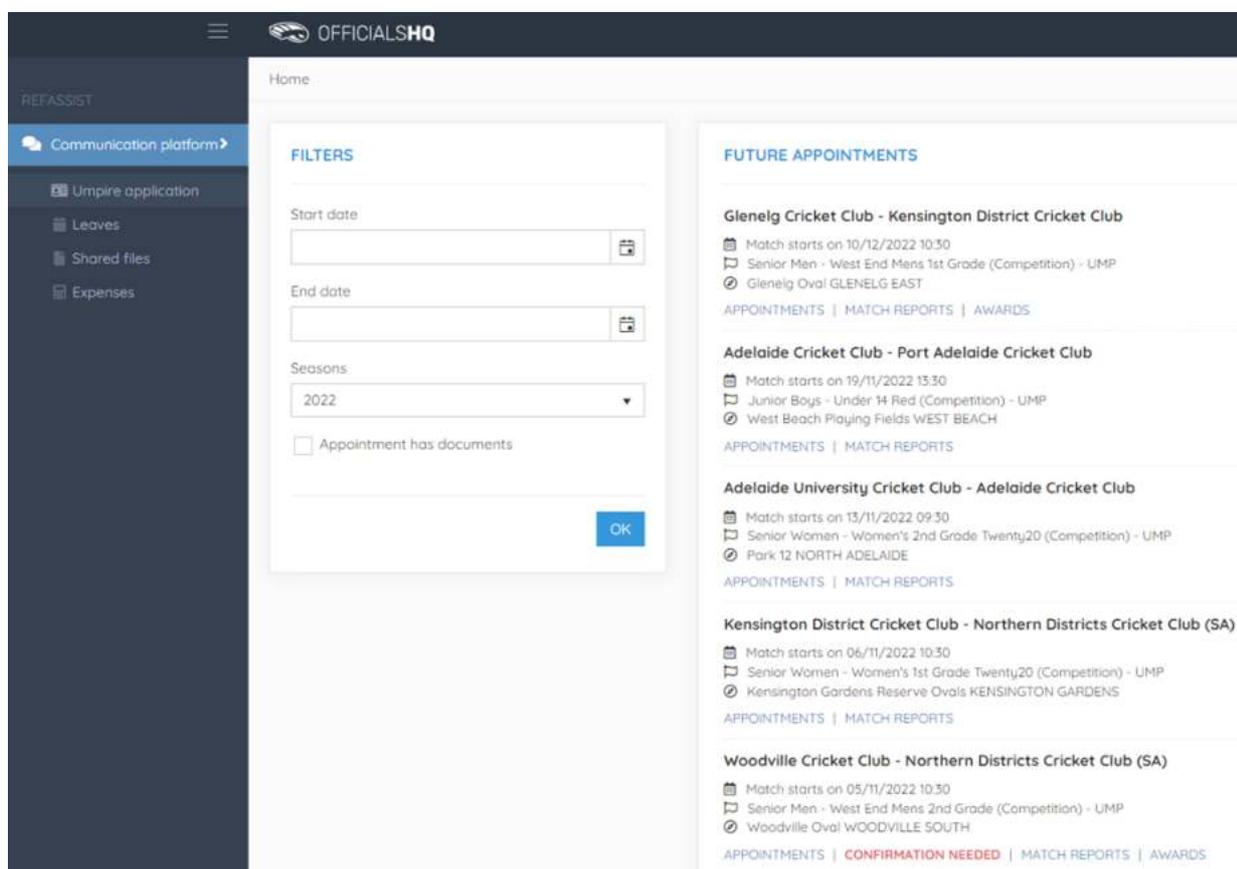
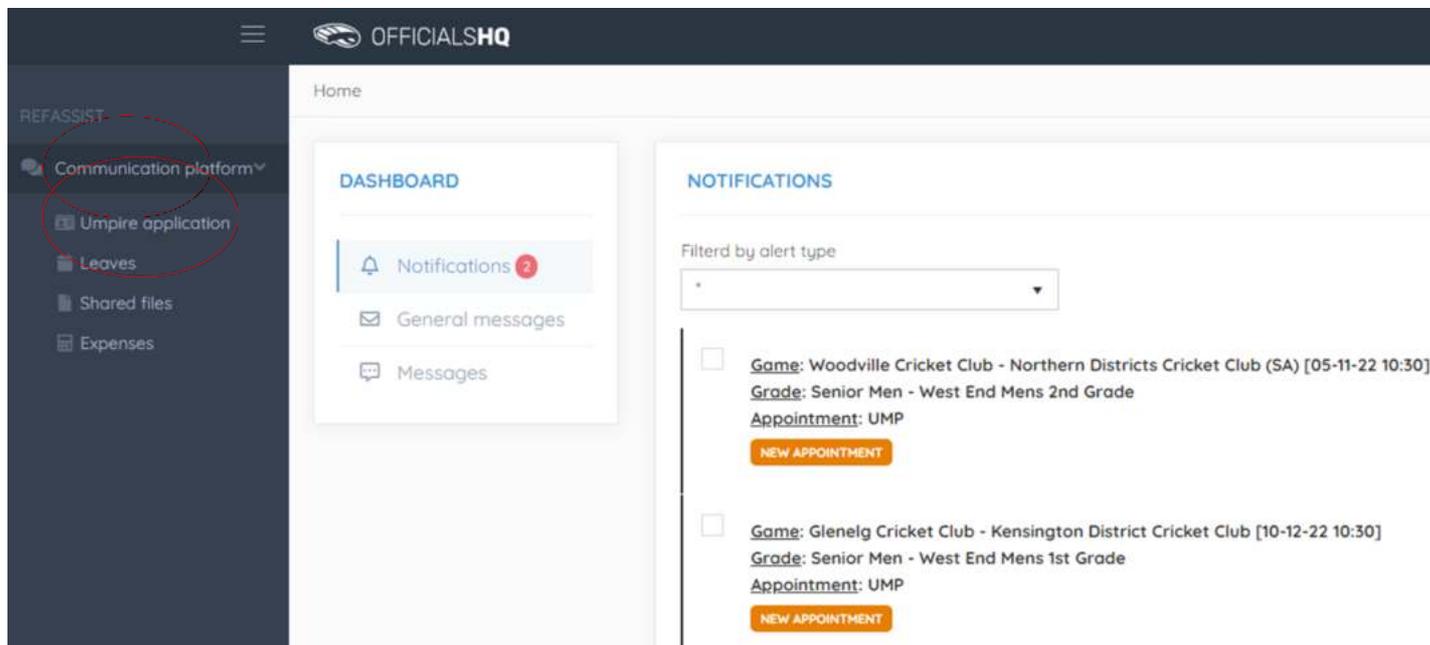
SACA cancelled appointment

- 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'



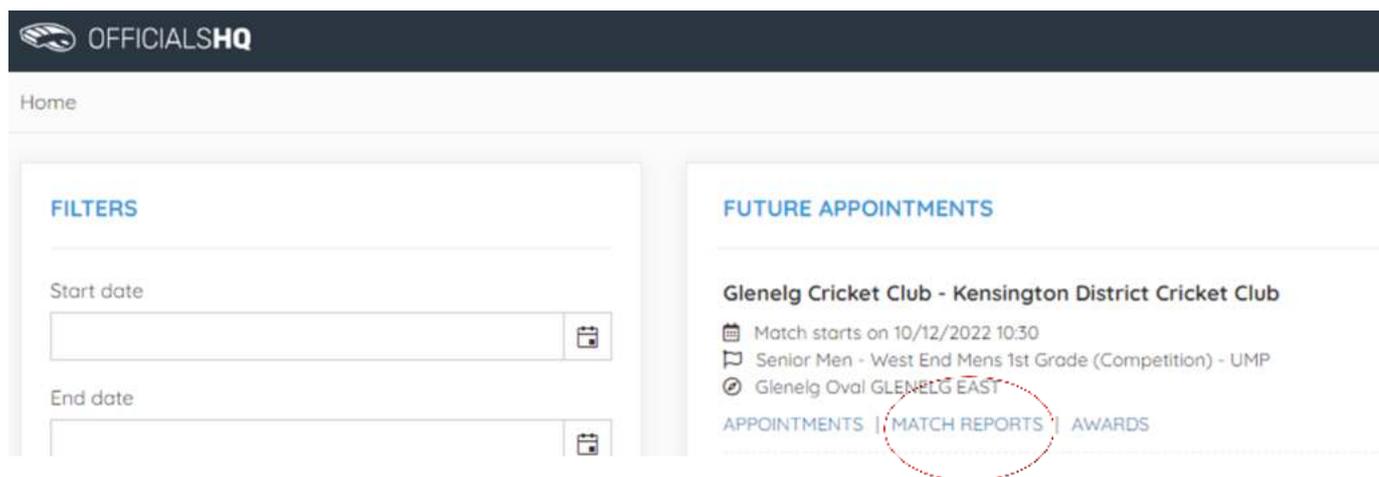
4. OFFICIALSHQ INSTRUCTIONS - MATCH REPORTS

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



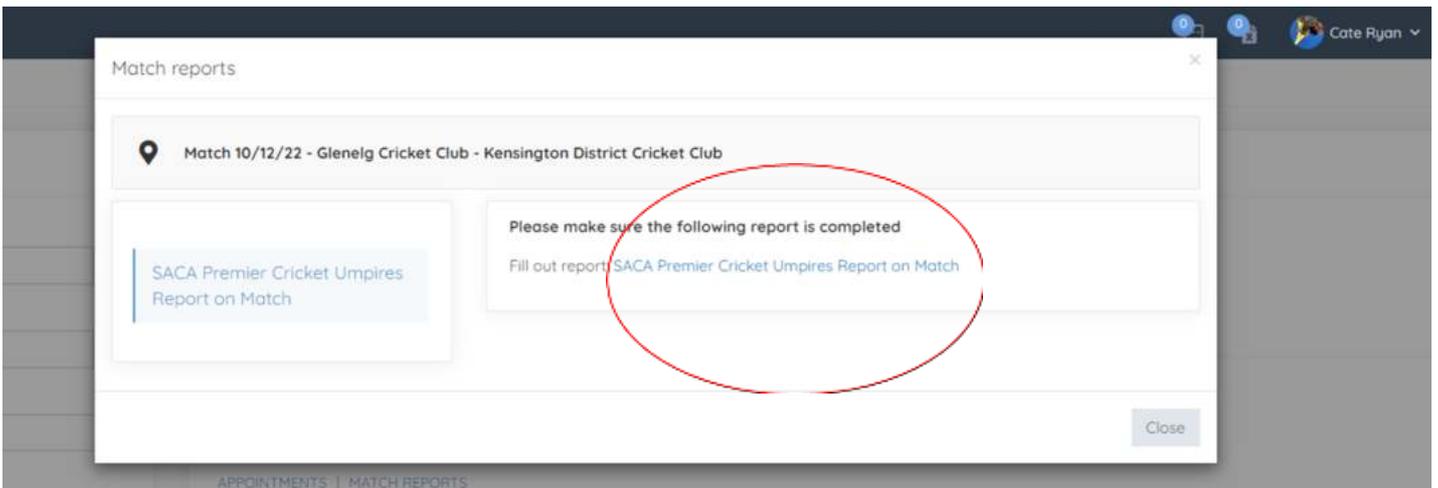
Dashboard

- Your games will appear on your dashboard
- Click 'MATCH REPORTS' to enter reports after your game



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

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

Over Rates

Start Time *

Record time as HH:MM AM/PM

Finish Time *

Record time as HH:MM AM/PM

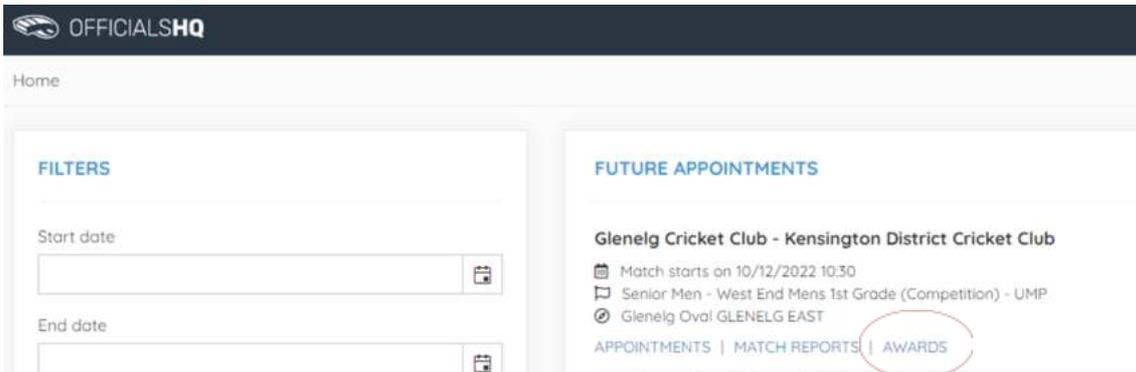
Team Assessment

10/12/2022 10:30 AM - 10/12/2022 10:30 AM

4. OFFICIALSHQ INSTRUCTIONS - PLAYER VOTES

Dashboard

- For SACA Premier Cricket, both Umpires must complete their own votes
- Your games will appear on your dashboard
- Click 'AWARDS' to enter player votes after your game
- A new window will open



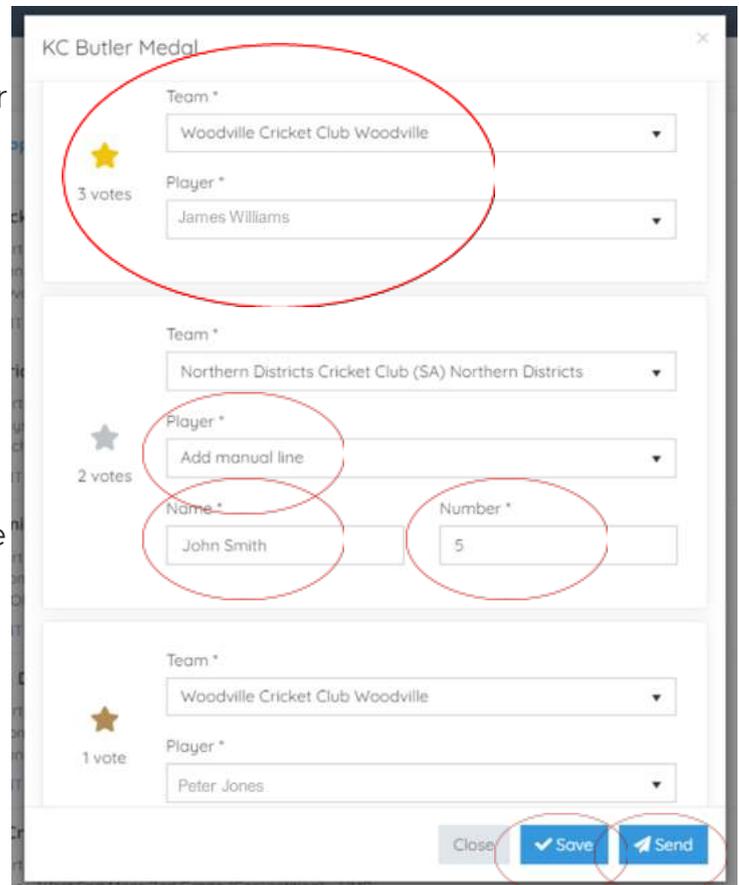
- First box = 3 votes
- Club on the drop down box to select the team
- Click on the player name
- Repeat process for 2 votes and for 1 vote
- Click 'Save' and 'Send'

Missing player names

- Whilst the player names should appear automatically in the drop down box, if a player name does not appear (i.e. a very late replacement player), select 'Add manual line' and enter the player name and number (i.e. shirt number, if not shirt number enter '0')

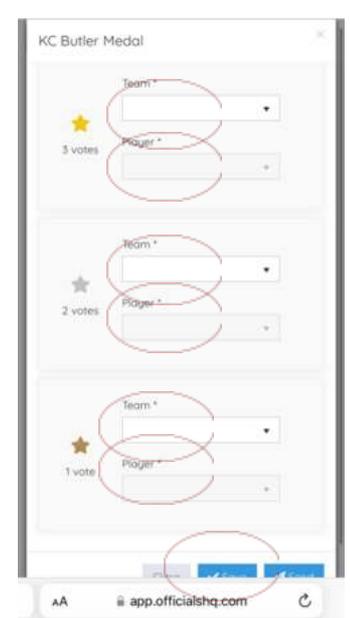
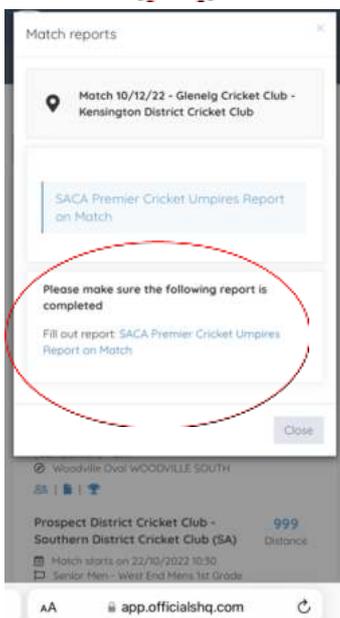
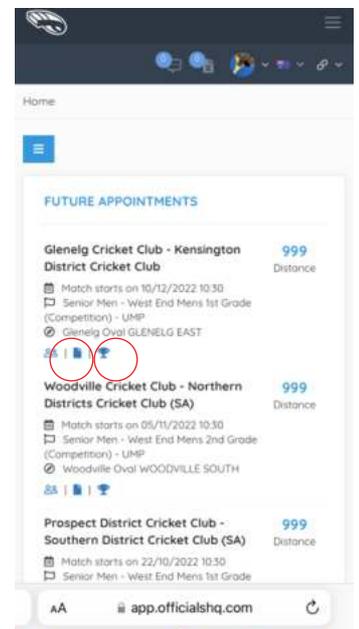
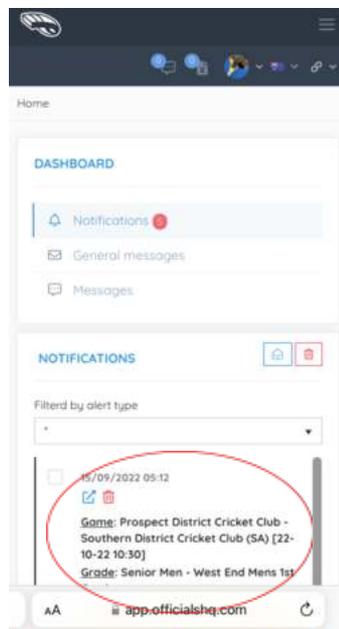
First-Grade additional reporting

- Additional reporting for the Premier Cricket Men's and Women's First Grade (i.e. Wicket keeping and fielding) will be available at the bottom of the Match Report



4. OFFICIALSHQ INSTRUCTIONS - MOBILE PHONE VIEW

- Whilst OfficialsHQ does not currently offer an App, you can view the website on your phone and it will automatically fit to the screen
- Enter <https://app.officialshq.com> into your address bar and enter your login details
- You'll then be able to see your notification dashboard
- Click on any of the games to see your games dashboard
- Click on the paper symbol to complete your match report
- A new window will open - Click 'Fill out report: SACA Premier Cricket Umpires Report on Match'
- Complete report and Click 'SUBMIT' at the top of the screen
- Click on the trophy symbol to complete your player votes



5. 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.

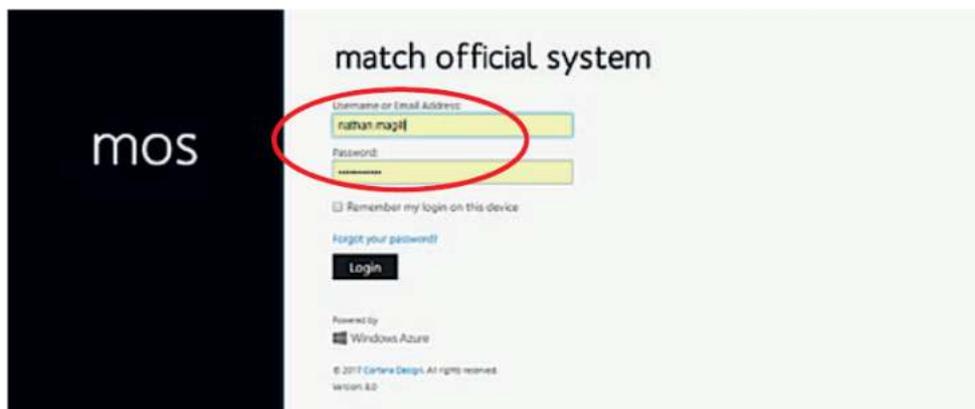
The website also allows umpires to undertake self-assessments and development plans to submit to their respective association and/or panel coach for viewing.

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.

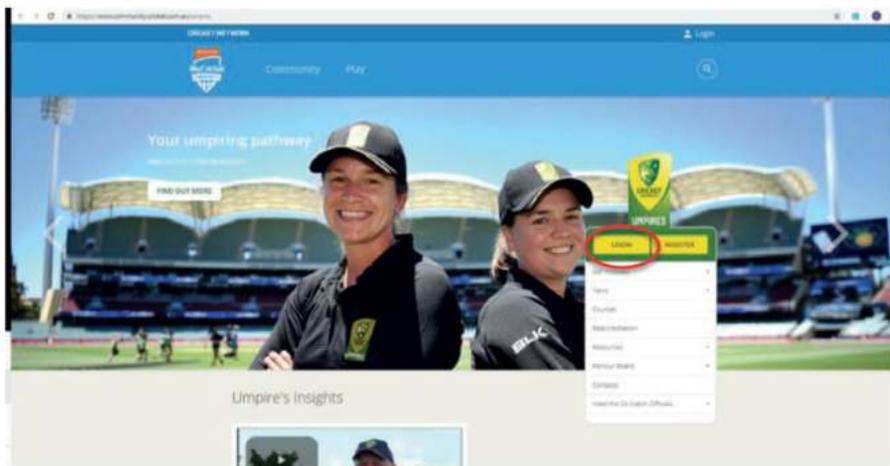
Can I change my nominated email address?

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.

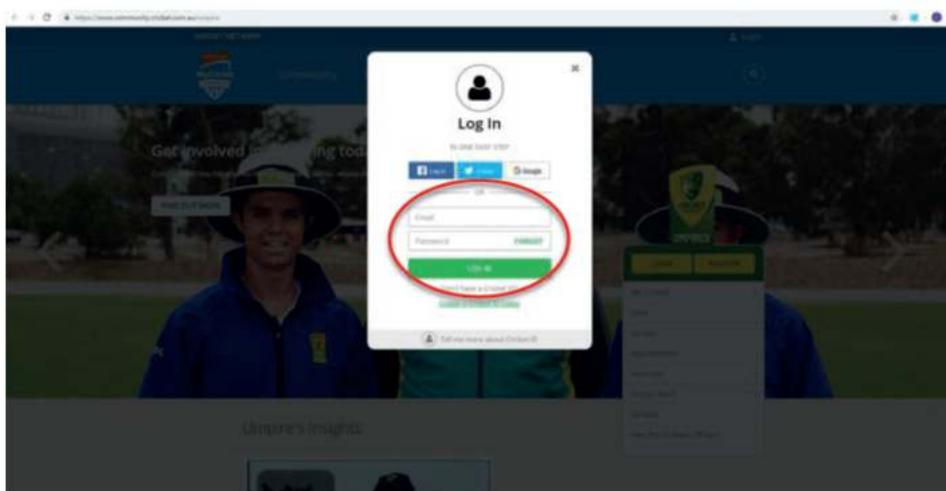
6. ENROLLING FOR ACCREDITATION COURSES AND REGISTERING FOR WORKSHOPS

The Cricket Umpires Australia website allows umpires to log in and either enroll in accreditation programs or register for workshops such as information nights, training nights, seminars and law study nights.

To register visit www.cricketumpiring.com.au and 'Login' using the same email address as previously used to complete Community Officiating online course.

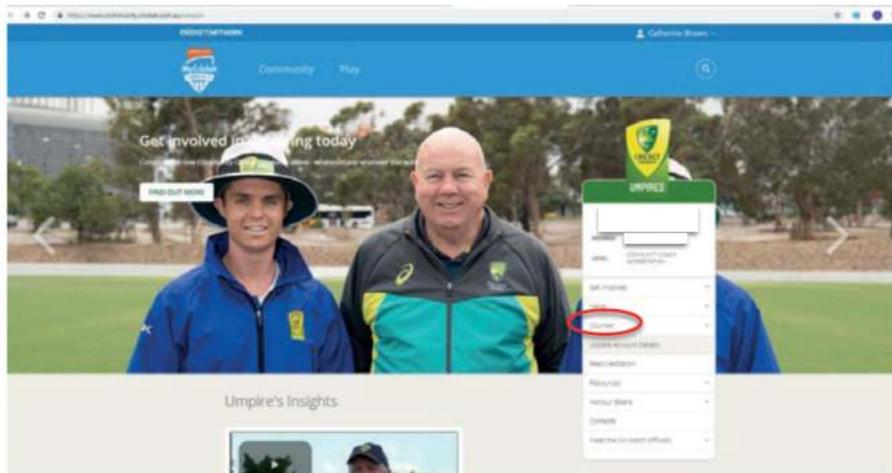


If you have never logged into this website before you will need to do so by selecting 'Register' and then 'Create a Cricket ID' as your first steps.

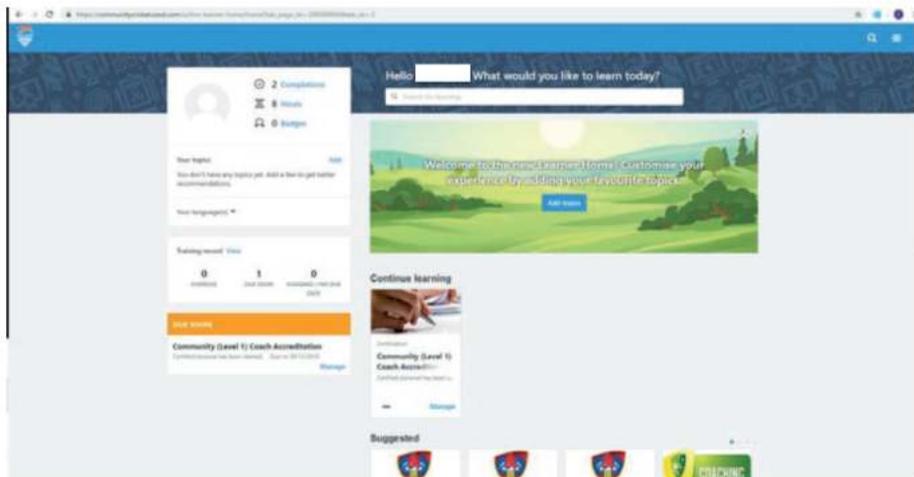


If you have logged in before but have forgotten your password for this site, click on 'Forgot' and an email will then be sent to you allowing you to reset this.

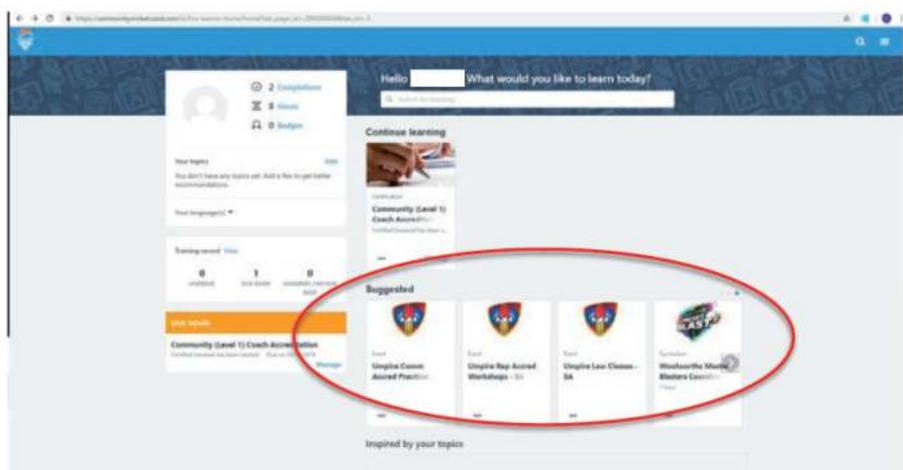
Once you have logged in click on "Courses".



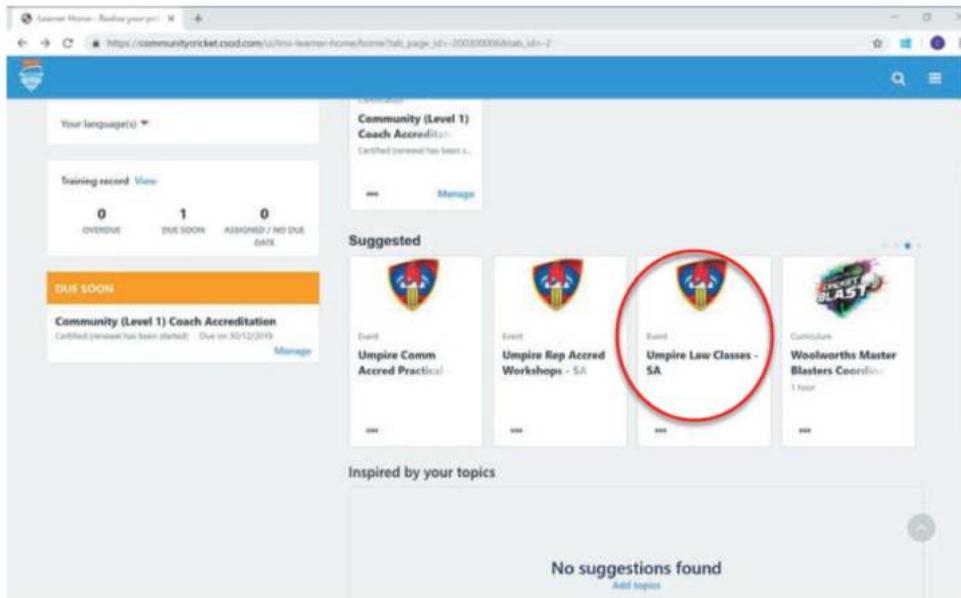
This will take you to the below screen. Click on "Launch Learning", please be patient with the loading of your learning page.



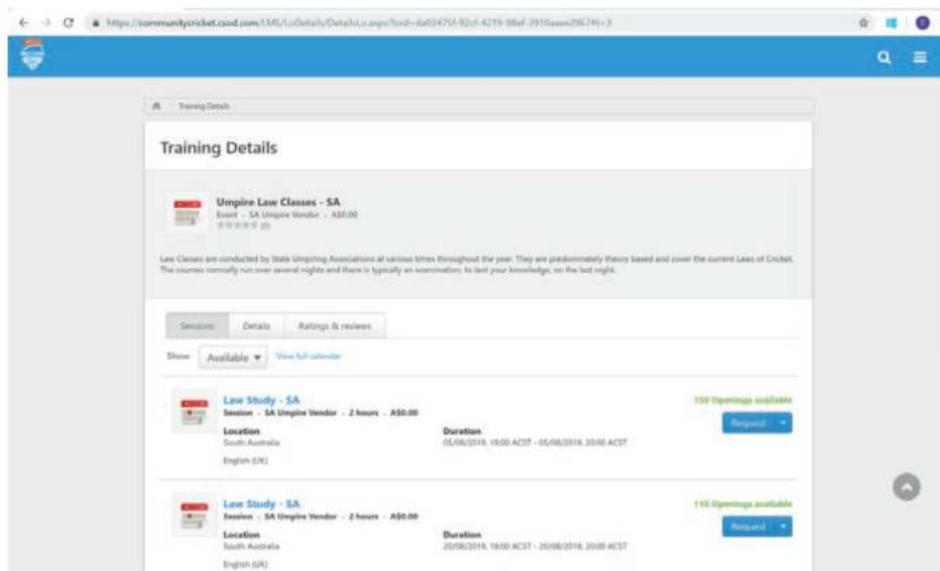
South Australia umpire workshops, seminar and law study classes are within the suggested. or you can search for each session at the top of the page.



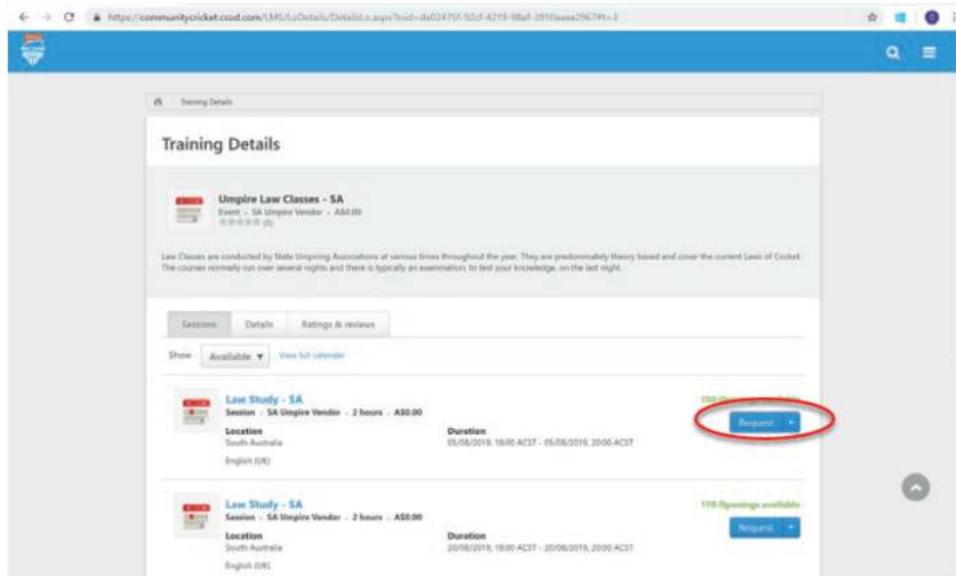
For example: To attend an Umpire Law Class, click on the event within your suggestions.



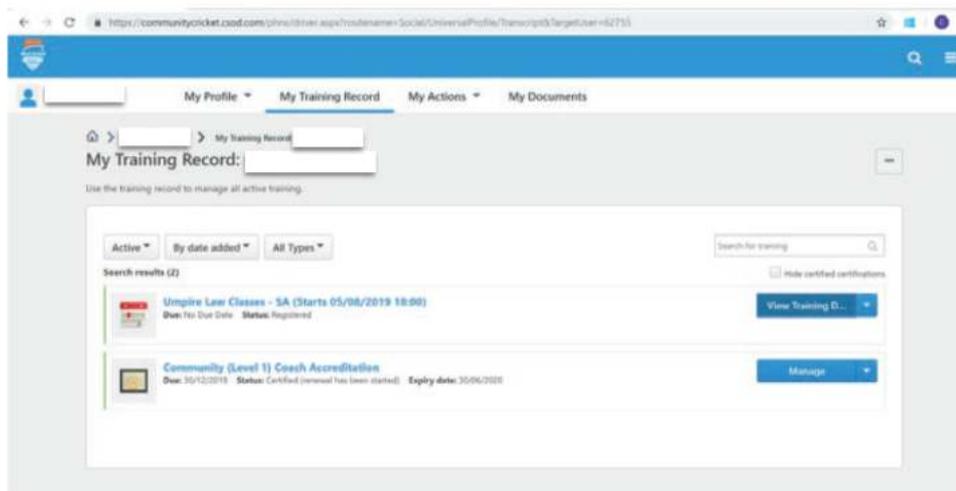
The Umpire Law Classes training details and dates will be listed.



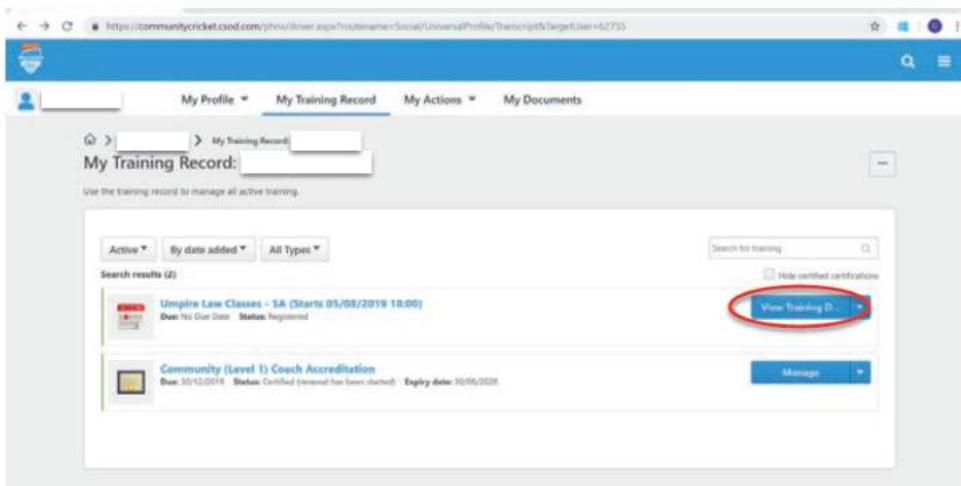
To request the session, click on “Request”.



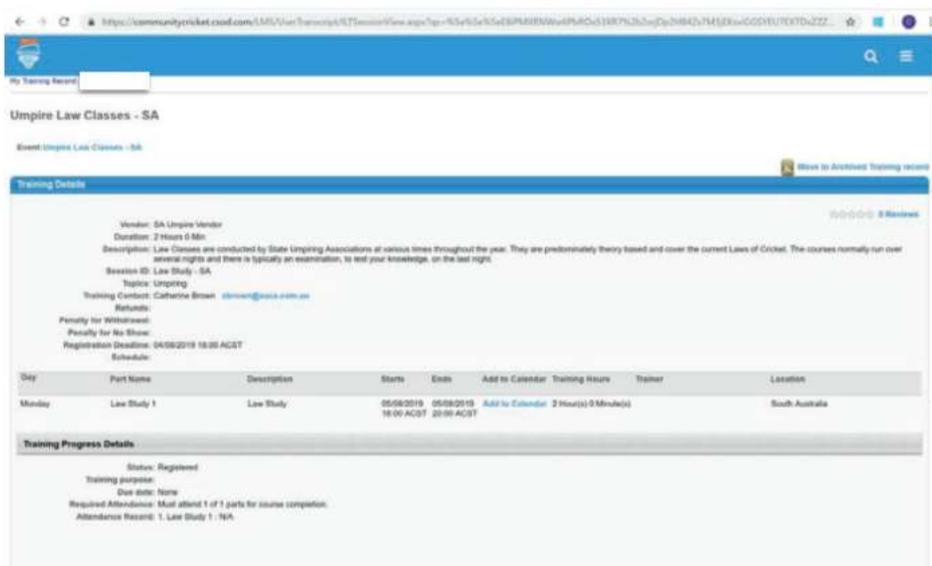
Your request will load into your training record.



To view the training details, click on “View Training”



This will provide details on the class you have enrolled in.



7. SCORING

Appointments

Each season SACA is responsible for appointing scorers to some carnivals and trial matches.

Scorers are sent a form and asked to indicate their availability for the season.

As each match or carnival approaches SACA will contact the appointed scorers and provide them with all of the relevant match information.

Payment for matches from SACA

SACA appointed scorers are paid monthly in arrears during each season.

To enable scorers to be paid, when they first begin they must complete a Volunteer Agreement, Statement by Supplier and Bank Details form.

Payment dates for this season will be:

- 14 October 2022 for matches umpired in September 2022
- 11 November 2022 for matches umpired in October 2022
- 9 December 2022 for matches umpired in November 2022
- 13 January 2023 for matches umpired in December 2022
- 10 February 2023 for matches umpired in January 2023
- 10 March 2023 for matches umpired in February 2023
- 7 April 2023 for matches umpired in March 2023

Training and Development

Scorers are moving on PlayHQ this season. Please contact your Club Secretary to be granted access. Please note there is no App for live scoring in season 22/23, but the system has been formatted for phones/iPads and desktops.

[PlayHQ Live Scoring resources](#)

SACA will also provide training and development opportunities to scorers throughout the season.

9. USEFUL WEBSITES

SACA and Associations

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

Cricket Australia and Administration

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

