Diamond Valley Cricket Umpires Association Inc.

Umpires Handbook

September 2017

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3. UMPIRE ASSOCIATION POLICIES & PROCEDURES

The DVCUA have developed a number of policies and procedures in consultation with the DVCA executive. These policies and procedures assist to provide consistency in administering the recruitment, induction, development and selection of umpires.

3.1 New Umpires

Interview process

The DVCUA are welcoming of new umpires wishing to join the team but there are certain standards expected of DVCUA official umpires by our players, clubs and administrators.

An interview process is undertaken with umpires wishing to join the DVCUA. A member of the DVCUA executive, generally the Umpires Manager, will interview the person to gather some key understandings of their cricket background, previous umpiring experience, accreditation level and knowledge of game and its rules.

After the initial interview is conducted, the Umpire Manager will decide on the next steps, which is generally:

a. The umpire is not currently up to the standard of umpiring and is given advice on how they may be able to address concerns before applying again.
b. The umpire will be categorised as a trainee umpire, and begin umpiring in the DVCA under the Trainee umpire process.
c. The umpire is considered ready to officiate as a DVCUA umpire and will be appointed to a suitable match at the next available opportunity.

Requirements for new DVCUA umpires

Prior to first appointment

1. Provide personal information such as name, date of birth and contact details to the Umpires Manager to enable the new umpire to be registered onto MyCricket.
2. Notify the Umpires Manager of any potentially perceived conflict of interest/connections with DVCA member clubs.
3. Complete (Level 1) Accreditation – **Community Officiating**
4. Provide full details of an approved Working With Children Check
5. Order and pay for your Umpires uniform
6. Payment of full DVCUA membership fees by the advised date
7. Collect a DVCA rule book and Laws of Cricket book

Prior to commencement of second season

- Complete (Level 2) Accreditation – **Representative Officiating**

An umpire will not be appointed to any further matches if they fail to meet the above requirements.

3.2 Trainee Umpires

To assist the DVCUA to introduce new umpires into the DVCA, an umpire with little or no previous umpiring experience may be categorised as a ***Trainee Umpire***.

This policy enables an umpire to be appointed to a match to officiate with a 'Mentor'/experienced umpire. The experienced umpire will assist the new umpire through match-day conditions and be referred to in times of uncertainty. A trainee umpire will be paid $80 per day and these fees will be covered by the DVCA, not by the competing sides.
The trainee umpire will be evaluated by their mentor and the Umpires Manager until they are satisfied that they are capable of officiating alone. The maximum period for a trainee umpire is six umpiring days. If after officiating over the course of 6 days, the evaluation is that the umpire is still not capable of officiating alone, then the umpire will not be appointed to any further matches that season. They will then be required to go through the interview process again prior to the following season.
The DVCUA has the right to cancel the umpires' status as a trainee umpire at any time.

3.3 Appointment Policy

Objective of Appointment Process

To provide the best possible umpires to the DVCA in order to umpire the game of cricket to a high standard whilst providing our umpires with development and learning opportunities.
The DVCUA appoints an umpire to any game that he/she is capable of umpiring and, provided they are of the required standard, there will be no restrictions on what games they umpire.

Senior Appointment Guidelines

There are a number of factors that are considered when appointing an umpire to a game:

- The umpire is capable of umpiring at the standard required
- Recent performances based on observations and captain reports
- Avoid appointment to the same side in consecutive matches
- Avoid appointment with the same umpire in consecutive matches
- When appropriate/possible consider the length of travel for umpires
- Provide umpires with a variety of umpiring experience and development opportunities
- **Representative Officiating** accreditation is required to be appointed to Barclay Shield Money Shield and Mash Shield matches
- Attendance at scheduled umpire meetings
- Umpires previous club affiliation.

The key consideration for final appointments are:

- The umpire is capable of umpiring at the standard required
- The best performed umpires over the course of the season to be appointed to the highest grades. Best performed is to be judged upon by a number of factors including experience, observations and captain reports.
- Attendance at scheduled meetings. Minimum 60%
- The number of times the umpire has been unavailable for selection.

Selection Panel
Appointments are made at scheduled selection meetings throughout the season, the selection panel for appointing umpires will be the President, Umpires Manager and two other rotating members of Umpires Executive.

Notification of appointments
All appointments will be lodged in MyCricket for the umpires, clubs and players to view. The Umpires Manager will endeavor to finalise all appointments by Thursday morning prior to the weekend matches.

3.4 Under-performing umpires

Upholding the standard of umpiring within the DVCA is integral for the success of the competition. There may be situations when an umpire's performance is not meeting the standard required to maintain appointments to DVCA matches.
There are three steps required to assist the umpire prior to the DVCUA standing the umpire down from any further matches:

1. The Umpires Manager will contact the umpire to discuss such concerns and areas that must be addressed immediately.
2. If performance is still not satisfactory, a face-to-face meeting will be organized with the umpire and at least two representatives from the DVCUA executive to ensure the umpire fully understands the areas of concern and that this is their last warning.
3. If performances is still not satisfactory, the Umpire Manager will notify the umpire of the DVCUA's decision to stand them down from any future appointments.

3.5 Scheduled Umpire meetings

All DVCUA umpires are required to attend all scheduled umpire meetings.

We understand there are times when an umpire cannot be in attendance due to other commitments, in these circumstance, umpires must notify the Umpires Manager of their non-attendance. Failure to notify the Umpires Manager or consistent non-attendance may be considered by the selection panel during the appointment process.

When attending an umpires meeting, all umpires should bring a notebook and pen, DVCA rule book and copy of the laws of cricket.

4. DVCUA Code of Conduct

4.1 Match Day conduct

- Place the safety and welfare of yourself and players above all else.
- Ensure all players are included and can participate, regardless of their race, gender, ability, cultural background, sexuality or religion.
- Be consistent, impartial and objective when making decisions.
- Address unacceptable behaviour and promote respect for other players and officials.

4.2 General Member Behaviours

Members will always act with integrity and honesty:

- Being honest and respectful in all dealings with the community and with other members,
- Always acting with impartiality and in the best interests of the Diamond Valley Cricket Umpires Association as a whole,
- Not acting in ways that may damage the Diamond Valley Cricket Umpires Association or its ability to exercise its functions,
- Exercising reasonable care and diligence in performing their functions,
- Members recognise that they hold a position of trust and will not misuse or derive undue benefit from their positions,
- Keep personal information in confidence, including information gained through sources related to the Diamond Valley Cricket Umpires Association.

The Diamond Valley Cricket Umpires Association expects all members to behave in a professional manner and to treat each other with dignity and respect at all times and adhere to a professional code of conduct. Members who experience/witness the following are expected to report it to the DVCUA executive:

- Offering or accepting bribes,
- Improper disposal of property or equipment,
- Misuse of information/material gained in the course of Diamond Valley Cricket Umpires Association duties,
- The dishonest or improper use of a Diamond Valley Cricket Umpires Association position,
- Attempts to hide fraud or corruption,
- Any other corrupt or fraudulent activity.

4.3 Breaches of this Code

- Penalties may be applied if this Code or any relevant law is breached. Depending on the nature of the breach, penalties may include disciplinary action (including termination of membership) and the laying of criminal charges.
- Members who report a breach of this Code shall also have the support of the Diamond Valley Cricket Umpires Association.

5. Role of the umpire

5.1 Umpire Responsibilities

Duty of care to all participants includes:

- Health and safety principles
- Hydration
- Sun and eye protection
- Protective equipment (helmets, pads, gloves etc)
- Reasonable risk management in relation to the condition of the pitch and ground as well as weather and light conditions.

5.2 Player and Match Management

Together with the Captains, Umpires must ensure:

- A "fair go" for all participants
- The game is enjoyable and encourage active, positive participation
- That all participants demonstrate respect for each other and the umpires
- Etiquette and common good manners is instilled in players
- You do not accept any form of dissent, abuse or sledging and do not accept vilification in any form (racial or otherwise)

The Laws of Cricket outline the umpire responsibilities, but the DVCUA is there to help you understand HOW to effectively carry those out. It's often said that the best umpire is one who can't be remembered.

To the players, the most important event happening in the world at that moment is the game they are currently playing. Try to bear that in mind when they become irritable and irrational. Treat the game and players with respect and, more than likely, they will reciprocate.

They will not be impressed if they are told how good you were, how bad their cricket is, or any other gratuitous advice you might offer. The game is about them, not us.

Be an observer of the game, monitor it's progress - and quietly and confidently make any necessary adjustments to ensure that it is fair for all concerned.

6. Match Day Checklist

6.1 Checklist One - Before you leave the house

- Pocket-size notebook and 2 pens or pencils
- Bowling markers, over counter, chalk or thick permanent marker
- Pack for setting up stumps:
    - Tape measure
    - Stump gauge
    - Rubber mallet

- Uniform should be clean and consist of black pants, DVCA white shirt, white hat and predominantly white runners.
- DVCA Umpires name badge
- DVCA rule book in pocket
- Laws of Cricket and Umpire handbook on hand for reference if required.

6.2 Checklist Two - Once you get there

- Arrive no later than 45 minutes prior to the start of play.
- Set up the stumps and ensure creases are marked
- Coin toss to be approx. 30 minutes prior to the scheduled start of play. At the toss:
    - Introduce yourself to both captains
    - Confirm boundaries (including goal posts, trees and other structures in the field of play)
    - Confirm drinks breaks
    - Remind captains that team sheets need to be completed prior to start of play

- Advise captains when they have 5 minutes prior to the start of play. Providing you have sighted and signed team sheets, enter the field of play. Do not enter the field until you have sighted and signed both team sheets.
- Signal to scorers prior to the first ball and make an audible call of "Play" when batsmen, fielders and bowlers are ready to commence.

6.3 Checklist Three – Before you leave the ground

- Umpires to check scorebooks, ask scorers to confirm the agreed match scores. If any disputes that cannot be resolved, take the books and follow the procedure within the DVCA rules.
- If both teams agree with scores, sign-off on the scorebook.
- Notify the captains if there will be any misconduct reports submitted
- If there are voting requirements for players or spirit of cricket, discuss with partner before leaving the ground.

7. Match Reporting Requirements

7.1 Spirit of Cricket award

The Diamond Valley Cricket Association is dedicated to ensuring our clubs and players uphold the Spirit of Cricket. Each year, umpires assist the association to monitor club's first XI sides and provide the DVCA executive with Spirit of Cricket ratings. This is an integral part of the umpires' after-match reporting requirements and therefore should have a clear focus on observing behaviour throughout the match.

The following guidelines will assist umpires when reporting a rating to the association.

Clubs first XI's competing in Barclay Shield, Money Shield and Mash Shield will be given a Spirit of Cricket rating at the end of each match. The rating is to be determined between both umpires.
A team can be awarded up to 4 points for each of the below categories, therefore the MAXIMUM total score per match is 12.
NOTE: A team includes players, club officials AND their spectators/supporters.

1. Respect for opponents
Did the team demonstrate respect for their opponents?
The following behaviour to be considered when determining demonstrated respect:
Acknowledgement of milestones

- Courtesy and professionalism by captain/team
- Demeanour of any interaction
- Walking when a fielder claims a catch without needing an umpire's decision
- Not claiming a catch where confusion exists
- "Sledging"

2. Respect for the role of the umpires
Did the team demonstrate respect for the role of the umpire? Did the players accept the umpire's decisions throughout the match? Was there any undue pressure placed on the umpire?
The following behaviour to be considered when determining demonstrated respect:

- Communication with officials, including verbally
- Discussion of decisions, including dissent
- Excessive appealing
- Advancing the umpire when appealing
- Appealing when knowing is not out
- Actions by captain when required

3. Respect for the game
Did the team demonstrate respect for the game's traditional values?
The following behaviour to be considered when determining demonstrated respect:

- Respect for venue and facilities
- Respect for scorers
- Role of the captain

- Application of DVCA Playing Conditions including over rates
- Audible obscenity

Voting Guidelines

- **(4 Points)** Well above expectations – multiple examples of positive behaviour
- **(3 Points)** Above expectations – limited examples of positive behaviour
- **(2 Points)** Met expectations
- **(1 Point)** Below expectations – limited examples of negative behaviour
- **(0 Points)** Well below expectations – multiple examples of negative behaviour

Met Expectations is that a good level of respect is shown to all game participants throughout the match.

DVCA Executive Adjustments

If a player (in any grade) from any club is reported and found guilty of an offence throughout the season then this club becomes ineligible to win the Spirit of Cricket Award for that season.

7.2 Player Votes

Umpires are required to vote 3-2-1 on the three best players for every Barclay Shield, Money Shield and Mash Shield match. Umpires are to discuss and agree on the votes to be submitted into MyCricket.

7.3 Working with your partner

Remember that player votes are required for all Barclay, Money Shield and Mash Shield matches whereas the Spirit of Cricket ratings are required for club's first XI teams in Barclay Shield, Money Shield and Mash Shield.

If you officiate with another umpire, discuss and agree on what will be submitted.

Ensure it is clear which umpire will be submitting the umpires report into MyCricket and write down the agreed rating to assist when entering into MyCricket.

7.4 Submitting on MyCricket

Umpires must enter all Spirit of Cricket ratings and player votes directly into MyCricket. You have until 1pm Monday after the match. Go to the MyCricket website and login with your MyCricket ID and password. Please contact the Umpires Manager for assistance if required.

7.5 Player Management & Handling Conflict

In the main, players accept that umpires have a difficult job to do and they will generally want what umpires want: a tough game played in good spirit. Keep in mind that the control of players in a team is always the responsibility of the captain. If the captain is acting to control an issue leave them alone unless they are unable to do so. We must not act to diminish the captain's authority.

It is easier to resolve issues by acting as soon as any unacceptable player behaviour is detected, but don't go too hard too early. Usually a simple word to the player(s) does the trick. Strong but neutrally expressed positive steps are the best approach.

Something like, "OK! You've both had a say, now let's get on with it!" is enough to let them know you are alert, firm and will monitor it. Do not accept "But what about them" replies. Reiterate your last statement and restart play. A glance at the captain is always a good idea. It gives a subtle signal that they may have to take control.

There are several types of dispute that can arise. Most common is the conflict between players that tends to escalate gradually. In the event of low-level unacceptable behaviour act immediately and escalate if necessary, such as having a quiet word to the batsmen when they are at the non-strikers end or the bowler at the start of the next over.

Set clear boundaries and follow through if you have to. Players do not respect you if you talk big on the field and then decide not to proceed with the appropriate action after the match. They can detect inconsistency. In their minds it reflects on all umpires, and they will have less faith in all umpires. Next match, the umpires will be tested again.

If unacceptable behaviour warrants you to make a report, then do so. On the day of the report, you are not obliged to go into details but there are clear local rules that you must follow. **On match-day refer to the back of your rulebook for a list of standard and non-standard charges.** To report an offender, the umpire will:

- notify the team's captain at the next break in play
- when the captain reports to you at the end of the day's play, confirm to the captain that a report will be submitted to the General Manager. You only need to outline the player and the incident related to the report, you do not need to specify the actual charge or level at this point in time.
- If the captain does not ask you for the 'all clear' then you may still lodge the report but to assist in relationships, it is best to make every effort to confirm with the captain that a report will be lodged.
- notify the Umpires Manager by 10am of the Sunday after the conclusion of the match.
- The Umpires Manager will then notify the DVCA General Manager via email by 12 noon Sunday (or 12 noon Monday for reports made in Sunday matches).

7.6 Submitting a misconduct report to association

Refer to the DVCA administration rules for full details for misconduct reports.
The umpire will consult with the Umpires Manager or his nominated representative for assistance in correctly submitting a report to the General Manager.

When submitting a report, the umpires report must address the following:

- Match details – grade, date, competing clubs
- Offender's details – Name of offender
- Captain's details – Name of the offender's Captain
- Other details – Any other persons involved
- Charge
- Level of Charge – Minor, Moderate, Serious or Refer to Exec
- Details of the incident reported
- Whether the captain played a role by failing to ensure his team acted within the Spirit of Cricket.
- The umpire's name

The full report may be made available to the tribunal panel and the offender's club. Umpires must endeavour to write the report in a professional manner and state the facts as they experienced it.

Tribunal Hearings

You may be required to attend a tribunal hearing if a player decides to challenge the report or if it the charge warrants it being referred straight to the tribunal. The Umpires Association will assist you through this process but any time you make a report, ensure you write down detailed key facts at the end of days play to ensure you can maintain a clear recollection of the incident.

8. Educational resources

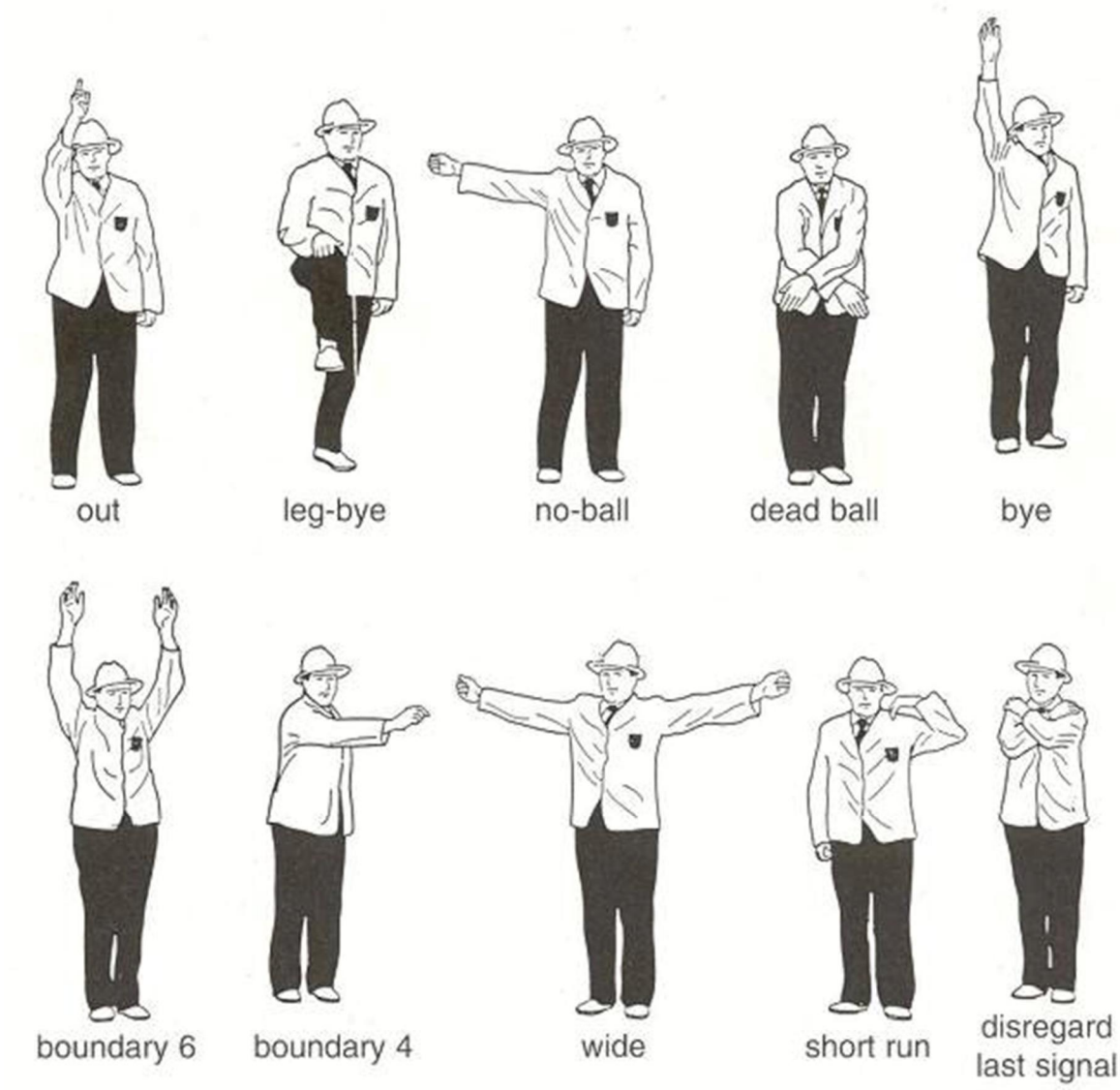
By far the best online resource to learn all about the Laws of Cricket is the MCC Laws of Cricket website.
http://www.lords.org/mcc/laws-of-cricket/

8.1 Local Rules that you should know

The rulebook is your key resource to understand the local rules in the DVCA, but here are some rules that you should be across:

- Daily Overs are as per the rulebook and can be different across grades and for two-day or one-day matches. Ensure you are aware of the daily overs for each of your matches. Here is three important rules related to daily overs:
    - They are reduced by one over for each full 3 minutes for total time lost in excess of 20 minutes for which neither team is responsible (including, eg adverse conditions and injuries)
    - There is NO reduction for the 10-minute break between innings nor for lost balls.
    - In one-day matches, if more than 20 minutes of time is lost **before** play commences, then the remaining overs are split equally.
- Be aware of key fielding restrictions. A no-ball must be called if a ball is bowled when there is:
    - More than five fielders on the leg-side, or
    - More than two between square leg
- Play **must** commence on Day 2, regardless of whether a first innings result has already been achieved. Captains may agree to end play at any time after play has commenced on Day 2 after a result is achieved.
- Umpires, on Day 2, can end play before the expected finishing time if Team 2 has completed its 1st innings, or passed Team 1, and they think no further result is possible. Umpires should only exercise this right in certain circumstances:
    - If both captains wish to play on, then the umpire should not end play.
    - If one captain does not wish to continue then common sense should prevail as to whether no further result is possible, although in most circumstances umpires should allow Team 2 to face its entitled 80 (68) overs.
    - If there is concern about the game becoming a farce and/or genuine concern that any angst among teams may escalate then the umpire should exercise their right to end play.
- In E Grade and above, young spin bowlers are **not** subject to **per spell** restrictions.
- If scores are disputed and/or cannot be agreed to, then each captain will note and sign the details in both books. The umpire will impound them and within 24 hours give them to the General Manager or his nominated representative with written details.

8.2 Umpire Signals



8.3 The LBW Law

LBW explained

Law 36 of the MCC's laws of cricket still has people's heads in a spin - exactly how does the lbw law work?

To the uninitiated, the leg before wicket dismissal is to cricket what the offside law is to football.

But the lbw law is not as complicated as some people may think.

It is governed by certain principles which, once mastered, make the law simple to understand.

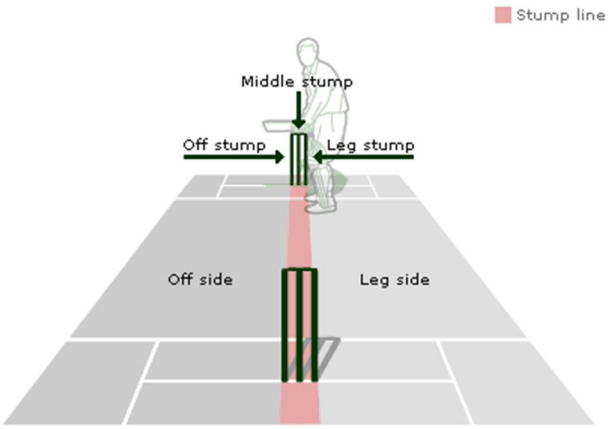
And that is exactly what this guide will aim to do!

LBW: Making a decision

The umpire will consider an lbw decision if he believes the ball would have hit the stumps had its path not been obstructed by the batsman's pads or body.

But the umpire also has to take certain factors into consideration before making a decision.

LBW: The three stumps



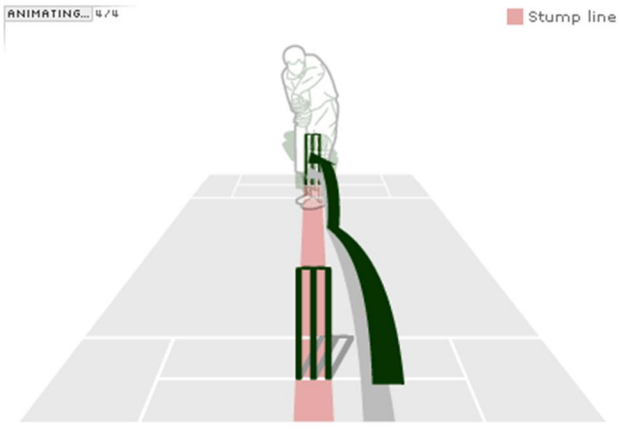
Three stumps make up a wicket - the off stump, middle stump and leg stump.

From a bowler's perspective, when facing a right-handed batsman, the off stump is to the left of middle stump.

And the leg stump is to the right of middle stump.

This is reversed for a left-handed batsman, where the off stump will be to the bowler's right.

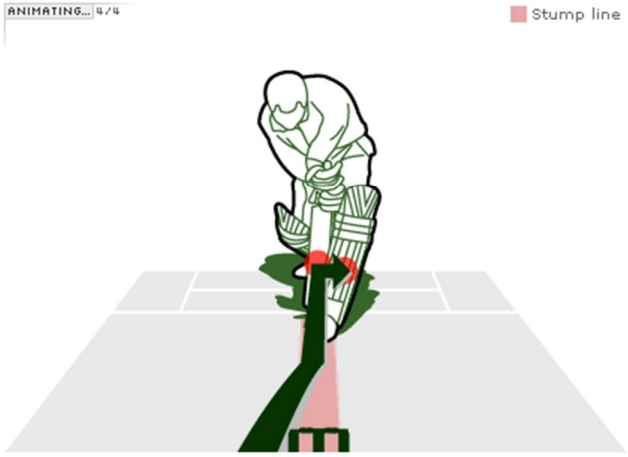
Not out LBW: Ball pitches outside leg stump



The most important factor when an umpire considers an lbw decision is whether the ball pitched outside leg stump.

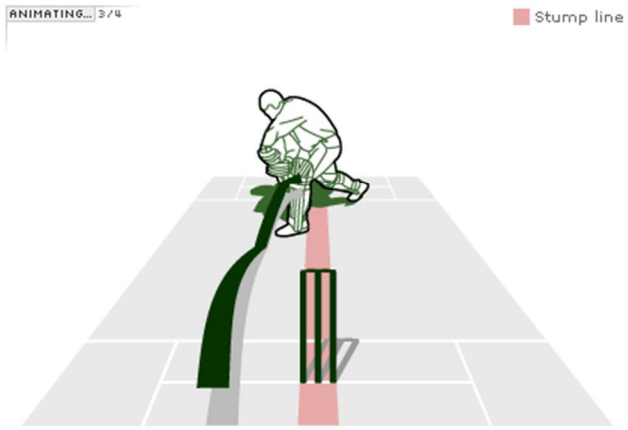
If the ball lands outside the line the of leg stump, the batsman cannot be given out - even if the ball would have gone on to hit the stumps.

Not out LBW: Bat before pad



A batsman cannot be given out if the ball hits the bat before the pad.

Not out LBW: Outside line of off stump

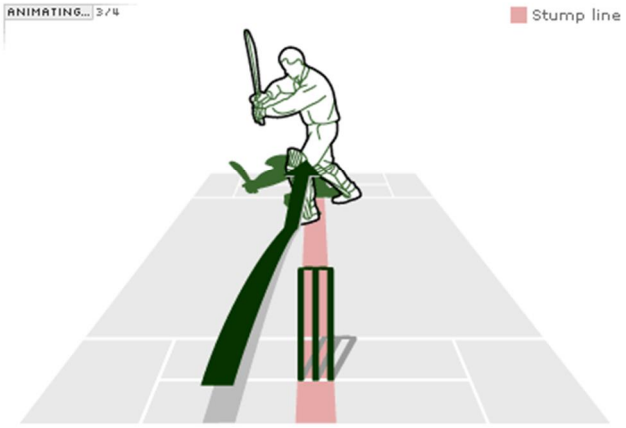


A defence against an lbw appeal for a batsman is to get his pad outside the line of off stump.

An umpire will turn down any appeal if he believes the ball has struck the batsman's pad outside the line of the off stump, even if the ball would have gone on to hit the stumps.

Unless...

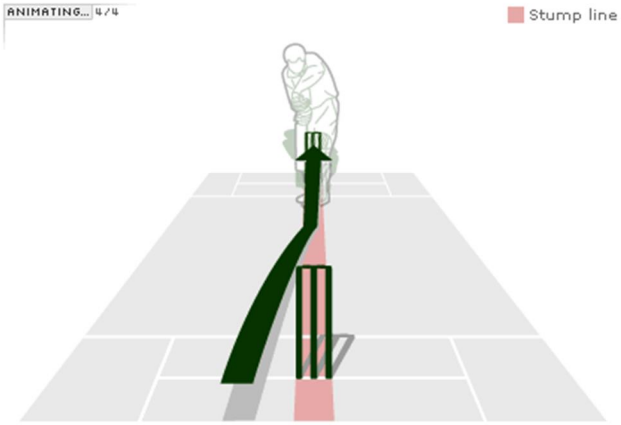
Out LBW: Offering no stroke



...the batsman makes no genuine attempt to play a stroke.

In that situation, the "the ball hit the pad outside off stump" defence becomes redundant.

LBW: Batsman is out



In this situation, the ball has pitched on the stumps and has struck the batsman on the pads in front of the wicket.

The ball has not pitched outside the line of leg stump.

And it has not struck the batsman outside the line of off stump.

Therefore the umpire should give the batsman out.

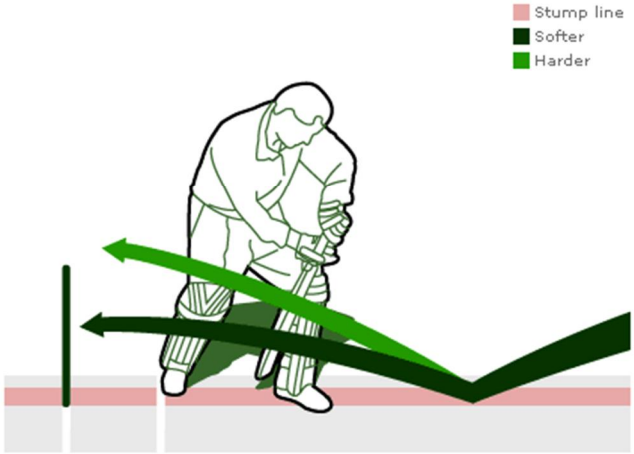
But a lot of the time it is never this simple...

LBW: Yet more considerations

The umpire must also consider four other variables:

- The height of the ball's bounce
- Swing and spin of the ball
- Where the ball hit the pad
- Whether the batsman is attempting to play a stroke

LBW: Height of the ball's bounce

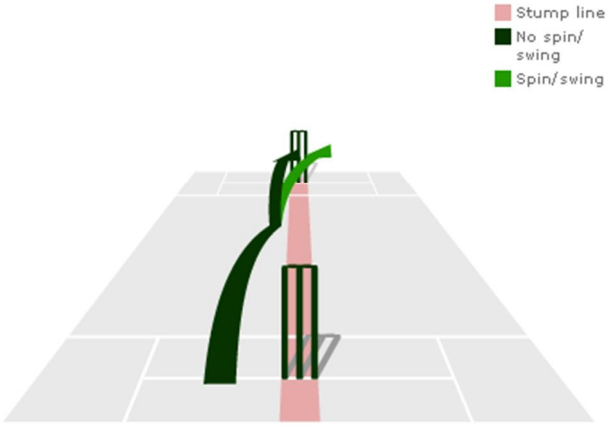


Each pitch tends to have its own idiosyncrasies which must also be taken into account by the umpire.

Some are faster, harder and bouncier than others, which means the ball will bounce higher than on a slower pitch.

In those circumstances, the umpire must decide whether the ball would have gone over the stumps after striking the pad.

LBW: Swing and spin



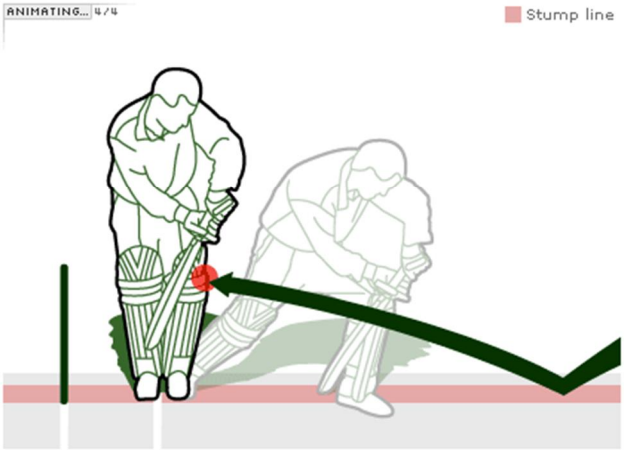
Bowlers often swing the ball in the air or make the ball spin when it pitches on the wicket.

So if the ball strikes the batsman's pad, the umpire must assess how much the ball would have moved had it not struck the pad.

Would it have swung or spun enough to hit the stumps? Or would the ball have moved too much and missed the stumps completely?

However, if the ball hits the pad on the full - without pitching - then the umpire is not permitted to infer whether the ball would have moved after pitching.

LBW: Where the ball strikes the pad



Batsmen can create doubt in an umpire's mind by taking a big stride down the pitch with their front foot.

By moving further down the pitch, the batsman lengthens the distance between the ball and the stumps.

If he is struck on the pad a long way down the pitch, the umpire has a more difficult job to assess whether the ball would have gone on to hit the stumps.

But if a batsman is struck *while on his back foot* or back pad, there is a shorter distance to judge between the batsman and the stumps, strengthening the bowler's appeal for an lbw decision.