



ACT CRICKET
UMPIRES & SCORERS



ACT Cricket Umpires & Scorers Council (ACTCUSC)

Handbook



The ACT Cricket Umpires and Scorers Council (ACTCUSC) acknowledges the traditional custodians of the land upon which we meet, the Ngunnawal people, their ancestors and elders both past and present, and other represented Aboriginal and Torres Strait Islander people. We are committed to actions that promote reconciliation and a positive future for all Aboriginal and Torres Strait Islander communities. We also value the contribution that other diverse cultures, identities and lifestyles make to our region, which ultimately enhances the richness of our society and cricket community.

A few words from the Chairperson

No doubt many who read this Handbook will have had some experience with our beloved game but, for one reason or another (perhaps time, age or injury!), your active participation has now been channelled into the noble and vital profession of cricket umpiring. Great! Alternatively, your talents and interest may have drawn towards a cricket scoring pathway. That is also great!

Whatever you do to contribute to cricket in Canberra and Queanbeyan we love to see people putting back into the game and thereby benefitting others. This Handbook has been compiled by your umpiring and scoring colleagues as a guide, inspiration and reference to assist you as a fellow cricket umpire or scorer.

The content is presented in good faith to help you avoid many of the mistakes and pitfalls that we found for ourselves (the hard way). It is a long way away from Pulitzer Prize material; we are umpires, umpires' Observers and scorers, not literary giants! We do our best, but we sometimes make mistakes.

It is not intended to be a cast-iron solution to all umpiring and scoring issues. Nor is it intended to be condescending or patronising. It is simply some good advice and a logical presentation of straight-forward information - mostly acquired the hard way through the collective experiences of many local umpires and scorers (plus some help from outside). It has been compiled to help each of us get even better than the magnificent officiators we already are 😊. After all, umpiring and scoring is about teamwork and "getting it right"!

We still trust you will get some value out of this Handbook and - as you progress through your umpiring or scoring career - that you will help us further refine this document. Please feel free to offer your ideas, experiences and amendments. As we said, this is not intended to be a cast-iron document, rather a living record of the complex, difficult and immensely rewarding matters and experiences of cricket umpires and scorers.

Terry Keel

Chairperson

30 January 2024

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Section A: Information for Umpires, Scorers and Umpire Observers

About this Handbook

The primary purpose in compiling this Handbook has been to produce a comprehensive and accurate reference tool for everything related to cricket umpiring and scoring in the Canberra/Queanbeyan region. The handbook will assist umpires and scorers to competently carry out their duties.

As match officials – umpires, off-field observers and scorers - we need to be conversant with all aspects of our duties; our noble game demands this level of professionalism. It is our fervent hope that ACTCUSC umpires, off-field observers and scorers will take time to read and absorb the information contained in this Handbook, to allow them to become the best match official they can be, both as an umpire, observer or a scorer, and also as part of the Cricket ACT family.

The Origins of Cricket

While not related to the purpose of this Handbook, for context and perspective it is interesting to get an understanding of the origins of our great game. Cricket is thought to date back to the 13th Century and is quite possibly even older. Throughout cricket's long history, apart from players, there has been an absolute need for umpires – impartial individuals who were not involved in the game as players, whose job it was to decide whether the batsmen could remain batting, or whether they had to depart from the crease.

Early in its history it can safely be assumed that there was an equal need for reliable scorers, whose function was to record the scores of the game as they occurred, and thus to determine which team had won and which players had excelled at batting and bowling.

Some scholars suggest that the game of cricket was formulated by Benedictine monks in the 13th Century. The game was said to be a religious allegory which the monks used to teach the peasants about the Christian God, the concepts of Heaven and Hell, living life based on scripture and the afterlife. In the games as devised by the Benedictine monks, it is said that St Peter was represented by the batsman on strike, who was defending the human soul from being bowled through the Gates of Hell – as represented by the wickets, which back in those days consisted of just two stumps with a single bail on top.

It was St Peter's job to use his bat to keep the ball (human soul) from entering the Gates of Hell. Lucifer (aka the Devil) was represented by the bowler, and he was supported by demons (fielders), who would support Lucifer by trying to catch the "human soul" when it was batted away by St Peter. A record of proceedings was needed, so designated scorers sat on the sidelines and recorded the scores, initially by simple methods such as representing 1 complete run with a notch or scratch on a willow branch.

Cricket in the Canberra/Queanbeyan Region in the 21st Century

The game has come a long way since the 13th century, and it has had many variations and iterations. In the Canberra/Queanbeyan region, cricket umpires and scorers have been organised as a fraternal/sororal association of men and women since the 1920's, who share a common interest in umpiring and/or scoring cricket matches. This association is currently organised as a Council of Cricket ACT and is officially known as the ACT Cricket Association Umpires and Scorers' Council (ACTCUSC, and referred to as "the U&S Council" in this document).

ACTCUSC Executive Committee

The Executive Committee of the ACTCUSC is elected at the Annual General Meeting, which is held each year in either July or August. Executive Committee vacancies are honorary and eligible members of the ACTCUSC are encouraged to stand for election. The ACTCUSC ultimately benefits from a diversity of members' experiences and knowledge.

The Executive Committee currently comprises:

- Terry Keel (Chairperson) keels@westnet.com.au
- Paul Wright (Deputy Chairperson) wrighty101@outlook.com
- Gary Rees (Secretary/Equipment Officer) garyrees99@yahoo.com.au
- Andrew Kopras (Treasurer) andrew.kopras@bigpond.com
- Chris McLeod (Scorers' Representative) christophermcleod@outlook.com
- Auxiliary Members:
 - Peter McCann
 - Kerry McKinnon
 - Bill Ruse

General Umpiring Information

New umpire and scorer training

If you're new to umpiring, welcome aboard and get ready for hopefully a long and happy journey of match-officiating. Each pre-season the TUSC will organise on-line workshops under the auspices of Cricket Australia to introduce new umpires to the skills and knowledge they will need in their umpiring journey. This on-line component will be augmented by face-to-face workshops with the TUSC during the pre-season and early part of the season.

In a similar vein if you are new to scoring matches, welcome! Various training opportunities are available, and you are encouraged to make contact with the U&S Council's Scorers' Representative, Chris McLeod (email: christophermcleod@outlook.com) or phone 0422 124 579.

Indicating availability (using Officials HQ)

All umpires are required to complete their availability to umpire during the season using the Officials HQ platform. As such, anyone intending to umpire in the ACT Premier Cricket competition will first

need to register on Officials HQ. Once registered, umpires are asked to indicate their availability to officiate in matches by indicating when they want leave from umpiring (it will be assumed that an umpire is available to umpire unless they have applied for “leave” using Officials HQ).

To assist you with your registration on Officials HQ, CA has created a number of How To Videos and Guides: <https://www.community.cricket.com.au/umpire/officialshq/officials-hq-how-to-videos-and-guides>. To commence your registration please go to: <https://cricket-registration.officialshq.com>.

A detailed demonstration of how umpires can update their availability and carry out other basic functions using Officials HQ can be found in Section B to this Handbook.

If you have any OfficialsHQ issues with your account then please contact the Play Cricket Support team via - <https://playcricketsupport.cricket.com.au/hc/en-us> as there are now OfficialsHQ trained staff available to assist with individual enquiries.

If you have any issues (after checking the videos and guides) then please reach out to Andrew Scotford (Territory Umpire and Scorer Coordinator [TUSC]) who is available assist. Andrew can be contacted by email (Andrew.Scotford@cricketact.com.au) or by phoning/texting 0402 064 500.

Appointments of Umpires and Umpire Observers

The TUSC appoints umpires to Premier Cricket and representative matches using Officials HQ. The TUSC aims to issue proposed appointments to individual umpires on the Tuesday ahead of each round, and requests those umpires to confirm their availability for appointment by 12 noon on the following day. Once confirmation has been received, Andrew will distribute aggregated umpire and Umpire Observer appointments (to all umpires, captains, Premier Cricket clubs and other interested parties) for the round on the Thursday preceding the round at 1pm. It is an umpire's and an Umpire Observer's responsibility to ensure they check Officials HQ and are aware of which matches they have been appointed to.

Should an umpire become unavailable at short notice (after they have been notified of their appointment), the expectation is that the unavailable umpire will immediately notify his/her umpiring partner and then phone or text the TUSC. In the event that an umpire becomes unavailable after 9:30am on a Saturday, assuming that the TUSC is umpiring in 1st or 2nd Grade, the umpire should firstly contact his/her umpiring partner and then notify Gary Rees of the Executive Committee on 0410 534 347. Should an Umpire Observer become unavailable for an observing assignment at short notice they should contact the TUSC at the earliest opportunity.

Additionally, the intention is to post round-by-round appointments on the ACTCUSC website (<https://www.actcusc.com/>) so there is no excuse for not knowing when you have an upcoming umpire appointment! Please be aware that these appointments can change and therefore they should always be double checked.

Umpires will be appointed to Semi-finals and Finals matches in all forms of the game, based on merit, i.e. the best-performed umpires will be appointed to the most important (highest) Grade match. In the event of equally well-performed umpires competing for appointment, the TUSC will

also take into account a range of factors, including the umpire's availability throughout the season and participation in learning and development activities when appointing to Semi-finals and Finals. The TUSC may also consider sharing finals matches appointments between competitive umpires in different formats of the game, so that the same umpires aren't dominating finals appointments in all forms of the game.

Pre-match Preparation

ACT Premier Cricket umpires are encouraged to spend a short time each week revising the Laws and relevant playing conditions for the match/es they in which will be officiating on the weekend. Match officials must be conversant with the current Laws and playing conditions, and really should know them inside-out.

Umpires are encouraged to review a Law each week that they might need some revision of, and make that a focus as part of match preparation each week. For example:

- study the Laws to be sure when the ball is "dead" and at what point the ball comes into play.
- when can play be extended to in a two-day match?
- what happens if a wicket falls in the 80th over on the first day of play in a two-day match?

It is also very good practice for umpires to make contact with their fellow umpire in the days before the match. This can be a good ice-breaker if you have yet to stand with that umpire or do not know them well. This will also serve to double-check both umpires know the match location and timings. Umpire contact details can be found on your appointment note on Officials HQ, or you can find these contact details by contacting the ACTCUSC Secretary.

To assist umpires and scorers this season Cricket Australia has developed a pre- and post-match checklist: <https://playcricketsupport.cricket.com.au/hc/en-us/p/pre-and-post-checklist>

Arrival at Matches

Premier Cricket umpires are expected to arrive at the ground in good time for matches to which they have been appointed, usually arriving **at least 60 minutes** before play is scheduled to start. This will allow sufficient time for umpires to manage any ground issues which arise, to familiarise themselves with the various features of the oval and the facilities, to meet and greet the captains of the competing teams (discussing any Laws or playing conditions that might be topical), and to meet the scorers (and note where they will be situated during the day's play).

Umpires are expected to act in unison whenever possible. This means that an umpire will generally not participate in the toss for innings until his/her colleague has arrived. Recognising that delays can sometimes be unavoidable, the expectation is that by the time for the toss (30 minutes before the scheduled start of play) both umpires will have arrived at the ground. If an umpire is running late, it is essential that they let their fellow umpire as soon as possible to discuss whether they will arrive in time for the usual schedule for the toss. If only one umpire is present 30 mins prior to the match, the umpire should proceed to inspect the ground, inform the captains that the second umpire is on the way and organise a toss for innings as required under the Laws of Cricket.

Scorers should endeavour to arrive at the ground 45 minutes before the scheduled start of the match. Umpire Observers may arrive at the ground at a time of their choosing.

Match Reports

The first-named umpire on the OfficialsHQ appointment notification is required to submit a match report for all ACTCA Premier Cricket matches using OfficialsHQ within 48 hours of the completion of the match. Additional information on how to access these reports is provided elsewhere in this document. If umpiring a match which is not under the jurisdiction of Cricket ACT, umpires may need to send in a Non-Grade Match Report to the ACTCUSC Treasurer.

Player Votes

Premier Cricket umpires are required to submit player votes (3 – 2 – 1) using OfficialsHQ for specified CACT Premier Cricket matches. Usually, two umpires are appointed to each match and the first-named umpire on OfficialsHQ has the responsibility of submitting votes for best & fairest awards. The matches that require votes to be completed are identified in the [ACT Premier Cricket Rulebook](#) on the CACT Website (<https://www.cricketact.com.au/policy-and-resources>) and votes must be entered within 48 hours of the completion of each match. Prior to departure from the ground at the conclusion of the match, both Umpires should discuss player behaviour and performance to arrive at a consensus for voting.

Reporting Players for Misconduct

Umpires are responsible for ensuring that the match is played according to the playing conditions and Laws of Cricket and upholding reasonable standards of behaviour from all participants. Occasionally the code of conduct may be breached. If a Premier Cricket umpire witnesses a breach of the code of conduct then he or she is required to report the player or official. The umpire designated as “Umpire No 1” on the OfficialsHQ allocation should complete the relevant sections of the OfficialsHQ match report within the required timeframe. It is good practice for the reporting umpire to collaborate with his or her colleague regarding the circumstances and detail of the incident which is reported.

Before submitting a report, the umpire should notify and consult with the TUSC and ACTCUSC Secretary as to the drafting of the report. All information that relates to the reporting of a player or official can be found in the [ACT Premier Cricket Rulebook](#).

Umpire Uniforms

Premier Cricket umpires are required to wear Official ACTCUSC uniforms when officiating that display the various sponsor’s identities. Field shirts and other clothing/apparel can be purchased from the ACTCUSC Equipment Officer (see page 5 for contact details). The minimum Official ACTCUSC uniform standard includes:

- Sky-blue or purple on-field shirts (sky-blue for multi-day matches, purple for one-day and T20 matches).
- Black trousers or pants.
- White (or mostly white) shoes.
- ACTCUSC approved white field hats (ideally including an ACTCUSC logo) or caps.

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- ACTCUSC approved and supplied wet weather jackets may be worn on cold and/or wet days.

It is expected that umpires will be in the correct (clean) uniform, and attired consistently between partners (i.e. if your partner desires to wear a jacket, then as a team both should).

Name Badges

It is a requirement that all umpires wear identifying name badges when they are officiating. Name badges can be sourced from the ACTCUSC Equipment Officer (see ACTCUSC Executive Committee, page 5 for contact details).

Pandemic restrictions

Pandemic restrictions are no longer in force within CACT competitions. The TUSC has advised that it will be up to individual umpires if they feel comfortable in holding the bowler's hats (and jumpers) during play. It will no longer be a dead ball if the ball in play brushes past a hat or jumper lying on the ground. Umpires should change ends after two innings as per the Laws of Cricket.

Performance Reviews: during and post season

Subject to the capacity of OfficialsHQ, the TUSC anticipates that he will be able to accommodate umpires who wish to access their Captains' marks and comments. The TUSC requests that those umpires inform him of their preference for receiving Captains' marks and comments as early as possible and before the start of the season.

Note that this will only be for those umpires who indicate they opt-in to receive this information. Umpires who wish to opt-in are asked to advise the TUSC by no later than 1 October of their preference to receive a summary of captains' marks/comments as well as TUSC performance feedback. The TUSC will assume Umpires who don't opt-in do not wish to receive a summary of captains' marks/comments or TUSC feedback.

If the TUSC becomes aware of significant performance concerns in respect of individual umpires, he will contact the umpire concerned as a priority to discuss methods to address their performance.

Twice each season (at the Christmas break and in April after the season has finished), the TUSC intends to issue umpires who have opted-in with a full summary of their captains' ratings and comments, with additional feedback from the TUSC.

At the conclusion of the season all umpires who have opted in will be invited to book time with the TUSC to discuss and review their performance over the season, including future development and Pathway opportunities.

Individual Umpires may be contacted by the TUSC (i.e. should the TUSC wish to discuss aspects of your umpiring performance). If you seek TUSC advice on field craft or technical concerns, please contact the TUSC via email at Andrew.Scotford@cricketact.com.au or by text on 0402 064 500.

Umpire Observers

The ACTCUSC expects to have at its disposal a core of off-field Umpire Observers, who are experienced current or former umpires with an off-field role to attend grounds, observe and report on umpires' field craft. Umpire Observers will debrief on their match day experience with the umpires they are observing. Umpire Observers may communicate with the umpires they are intending to observe prior to match day, regarding match goals and other performance aspects the umpire wants feedback on.

Umpire Observers are appointed periodically to selected matches by the TUSC. They will operate by attending matches for a period on which they have been allocated, before moving on to their next umpire observation assignment. Following their observations, Umpire Observers will subsequently provide a report on their observations in the days following the match, which will be shared with the umpire concerned and the TUSC.

Working With Vulnerable People (WWVP)

The *Working with Vulnerable People (Background Checking) Act* 2011 requires those who work or volunteer with vulnerable people to have a background check and be registered. As ACTCUSC Premier Cricket Umpires, Scorers and Umpire Observers we may be required to officiate, score or observe matches in which children (i.e. people under 18 years of age) are playing. It is a requirement for active ACTCUSC members to obtain and maintain current WWVP registration as a prerequisite to officiate in ACT Premier Cricket matches. WWVP registration lasts for five years after which it must be renewed.

It is a requirement when umpires register for OfficialsHQ to upload details of their WWVP card to their OfficialsHQ account. In the ACT, WWVP cards can be accessed by applying on line or at an ACT Government Shopfront. For NSW residents, Service NSW should be approached.

Inclement or extreme weather

On occasion, matches will be impacted by wet or other extreme weather conditions (e.g. bushfire smoke, extreme heat). Umpires must be aware of how these conditions are to be managed and modify their usual arrangements in attending and/or officiating in a match to which they have been appointed.

If there is significant wet weather before a match, CACT may decide to cancel play across the competition. If that happens, umpires will be notified by CACT or the TUSC and should follow their advice regarding attendance at match venues. In some circumstances, respective Club Officials or Groundsmen may cancel play at a ground due to unsuitable ground conditions. Respective clubs should notify CACT, who should subsequently advise officiating umpires.

At times poor weather might arrive during transit to a match. In such cases the officiating umpires should manage the match as per the Laws of Cricket and noting the requirements of the *ACT Cricket Umpires and Scorers Council Payment Policy – 2022/23 – 2025/26* regarding matches which are delayed or abandoned because of inclement weather.

Suspect bowling actions (throwing)

Notwithstanding Law 21.3, where a player in a match you are officiating has a suspect bowling action, umpires are advised **not** to call the delivery a No Ball. Concerned umpires should instead discuss their concerns with the player's captain and make a report of their concerns on conclusion of the match to the Cricket Operations Manager and TUSC at CACT.

On receiving the umpires' report, CACT will assess the bowler's action under controlled conditions and take remedial action as required. Reports on suspect bowling actions are to be emailed to: premiercricket@cricketact.com.au.

Match Payments for Umpires, Scorers and Umpire Observers

Umpires officiating in Canberra Premier Cricket are paid for their time, skill in adjudicating and knowledge of the Laws and playing conditions in the matches in which they officiate. Full details of umpire match payments are set out in the *ACT Cricket Umpire & Scorers Payment Policy 2022/23 to 2025/26* (refer to the ACTCUSC website: <https://www.actcusc.com/>)

Match payments for Premier Cricket and all other forms of cricket for which umpires are appointed by CACT (e.g. Junior, CDC Big Bash and trial matches) will be paid monthly based on appointments listed in OfficialsHQ. Payments for competitions appointed by the ACTCUSC Executive will be paid three times in arrears through Cricket ACT during each season (i.e. usually in mid-December, early February and early April). To enable umpires to be paid for their services, when they first begin umpiring, they must provide bank account details to the Head of Finance and Business Services at Cricket ACT (Ph: 0411 548 022) on a Supplier Details Form. In order for their expenses to be made tax free they also must submit a **Statement by Supplier Form**. Copies of these forms can be obtained from the ACTCUSC Secretary or Treasurer.

Scorers are usually affiliated with Premier Cricket clubs and therefore generally make individual remuneration arrangements with their clubs. Where relevant, scorers will be paid directly by the club for which they score, or by the ACTCUSC for matches which they score at the representative level.

Umpires and scorers will be paid based on matches umpired or scored, as reported on OfficialsHQ, so it is important that match reports are completed at the conclusion of each match.

Umpire Observers are remunerated by the ACTCUSC from members' membership fees. Full details of Umpire Observer match payment are set out in the *ACT Cricket Umpires & Scorers Payment Policy 2022/23 to 2025/26* (refer to the ACTCUSC website: <https://www.actcusc.com/>). Umpire Observer's do not need to submit match reports, however they are expected to provide an Umpire Observer's report to the individual umpires observed, with a copy sent to the TUSC. Observer's match payments will be coordinated by the TUSC and ACTCUSC Treasurer.

ACTCUSC Policies

The ACTCU&SC has developed several policies, for reference and guidance to ACTCUSC members, on a range of subjects which are not addressed in the ACTCU&SC Rules (see below). These policy

documents have been developed by the ACTCU&SC Executive over the years, and they come into force once they have been presented to the membership to consider and approve at general meetings.

Various ACTCUSC policies have to date been developed by the ACTCUSC Executive and endorsed by members. The policies which currently apply are:

- Managing a Conflict of Interest While Umpiring
- Awards and Recognition of Umpires and Scorers Season 2022/23
- Walkie Talkie Policy
- Life Membership

These policies can be accessed at the ACTCUS&C website: <http://www.actcusc.act.cricket.com.au/>

Fees payable by umpires and scorers each season

ACTCUSC members are required to pay an annual membership fee as per the ACTCUSC Rules. The annual membership fee for umpires and observers is decided each year at the Annual General Meeting. The scorer members' annual fee is set as a lower fee than that of umpire and observer members, recognising that scorers operate under a different pay structure.

The Annual membership fee is payable by 30 November each year. If the member has not paid by 30 November, the applicable annual membership fee will be deducted from the member's first payment for umpiring or scoring duties.

Awards and Recognition

The ACTCUSC recognises good on-field and off-field performance by its members in the form of various trophies and awards, which are presented at the U&S Council's Annual Dinner at the culmination of each season. Longevity in terms of matches officiated and scored is recognised by presenting Certificates of Achievement to the members concerned.

The following perpetual awards and trophies are presented each season:

- **The Chairman's Award (Founders' Medal):** Also known as the Chairman's Award, the Founders' Medal trophy is presented to the ACTCUSC member who has done the most in advancing cricket umpiring and scoring during the season. It is awarded each year by the ACTCUSC Chair and is considered the most prestigious trophy that the Council can bestow.
- **Kevin McCarty Memorial Trophy - Umpire of the Year (1st Grade):** Kevin McCarty was a leading ACT representative player and umpire of long standing in the ACT during the period 1970 – 1995. Sadly, Kevin passed away in 2018. The trophy is named in Kevin's memory and is awarded to the best First Grade umpire each season.
- **Brian Lawrence Trophy - Umpire of the Year (2nd Grade):** Named after Brian Lawrence, a former Chair of the ACTCUSC (1992 – 2000) and leading ACT umpire. It is awarded to the best 2nd Grade umpire each season.
- **Nick Blandford Memorial Trophy - Umpire of the Year (Lower Grades):** The Nick Blandford Memorial Trophy is presented in honour of Nick's memory. Nick Blandford was a lower

grades umpire with the ACTCUSC between 1996 and 2003, who sadly passed away prematurely in 2019. The Nick Blandford Memorial Trophy is presented each year to the Council's best-performed lower grades umpire.

- **Derek Gould Memorial Trophy – Umpire of the Year (Women's Grade):** The Derek Gould Memorial Trophy is presented in honour of the late Derek Gould, a long-standing ACTCUSC umpire who sadly passed away in 2012. Derek had a long and proud association with Canberra cricket, at one time president of Wests University of Canberra Cricket Club and for many years a well-respected and long-serving umpire. The Derek Gould Memorial Trophy is awarded each year to the best-performed umpire in Women's Grade cricket.
- **Scorer of the Year:** This award was established in the Season of 2015/16 in recognition of the important role scorers play in not only the U&S Council, but of the game itself in the ACT. Without scorers, the game does not occur, and the ACTCUSC is fortunate enough to have a significantly skilled and professional body of scorers. The Scorer of the Year Trophy is awarded each year to the best-performed scorer in Premier Grade Cricket.
- **Best First Year Umpire:** The Best First Year Umpire Award is presented to the best performed first-year umpire across the season (i.e. presented to someone who is new to umpiring).
- **Emerging Match Official Awards:** In addition to the Best First Year Umpire, two other encouragement awards may at times be presented to members of the new umpire cohort. An example of these awards is Most Improved Match Official and a Rising Talent Award.

The *Awards and Recognition of Umpires and Scorers Season 2022/23* policy is an interim policy which had effect for season 2022/23 only. The ACTCUSC Executive Committee intends to prepare an enduring policy for Season 2023/24.

Match Referee Appointments

The practice of appointing Match Referees for important matches has grown with an increased focus on improving player conduct at higher levels of world cricket. This practice is gradually being replicated in "grass roots" levels of the game.

As the ACTCUSC strives towards higher levels of professionalism, the concept of Match Referee has been introduced in select ACT Premier Cricket matches since Season 2016/17. This presents as a development opportunity for more experienced and talented umpire members, with Match Referees appointed to control Premier Cricket 1st Grade and 2nd Grade multi-day finals, the 1st Grade One-Day Final and the Konica Cup Final each season. As with other match officials, Match Referees are appointed to matches at the discretion of the TUSC and with the knowledge and support of CACT.

ACT Match Referees are responsible for overall match management of their respective Grand Finals, and the occupants are responsible for supporting, mentoring and assessing the performances of the 1st Grade and 2nd Grade Grand Final umpires. In addition, they have a conduct/disciplinary function, and are a resource who can assist in managing lower-level player behaviour issues (i.e., Level 1 or Level 2 breaches of the Code of Conduct).

Training is available for Match Referees. Umpires interested in Match Refereeing should contact the TUSC via email at Andrew.Scotford@cricketact.com.au or by text on 0402 064 500.

Match Referee match-day duties include:

- Upholding the spirit of the game.
- Ensuring that the match is played according to the Premier Cricket playing conditions and Laws of Cricket.
- Assisting with the responsibilities of the playing control team (i.e. the umpires, scorers and Match Referee [if appointed]).
- As necessary, leading or supporting pre-match discussion with the Umpires and Captains to discuss playing conditions relevant to the match, as well as Umpires and Captains questions or concerns.
- Supervising the toss for innings on the field of play and collecting Team Sheets from the Captains.
- Liaising with ground management authorities to ensure that all aspects of player safety are observed.
- Determining, in conjunction with the Umpires, any time allowances to be made for delays and interruptions to play before applying over rate penalties.

The Role of the Territory Umpire and Scorer Coordinator

The Territory Umpire & Scorer Coordinator (TUSC) plays a leading role in the growth of cricket umpiring and scoring across the Territory. The role is part time with flexible hours, although with an expectation of higher involvement during cricket season.

This TUSC is a position within CACT's management structure and the occupant undertakes important functions such as round by round appointment of ACTCUSC members for CACT sponsored matches, including weekly review of participant feedback via captain's reports submitted after each game. The TUSC provides guidance and development to individual umpires and scorers, High-Performance (i.e. Representative) Panel umpires so as to achieve ongoing improvement of umpiring and scoring.

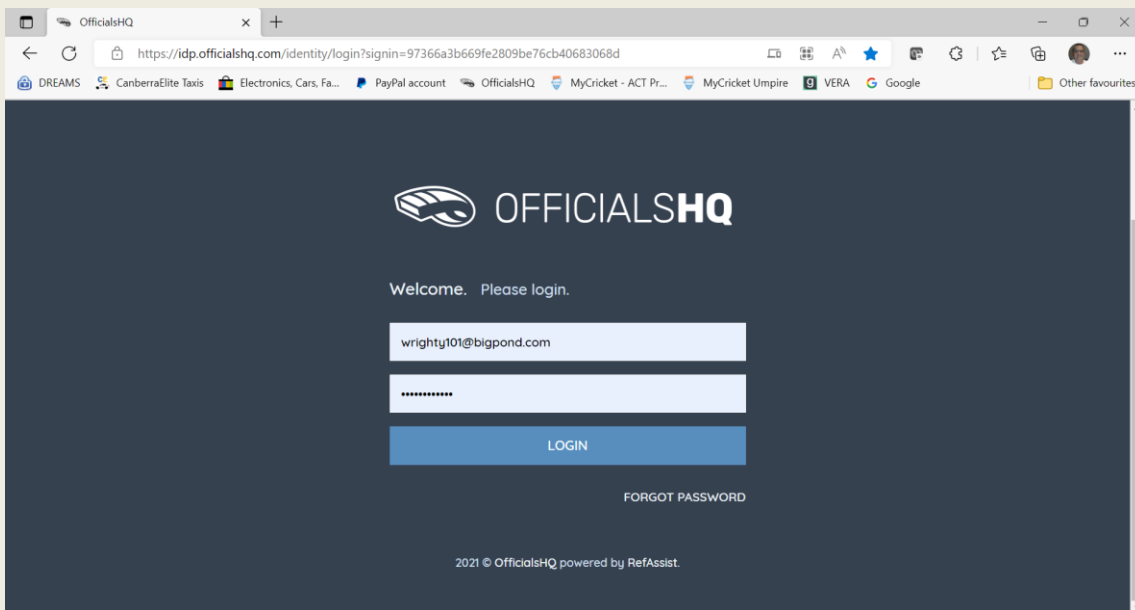
Additionally, the TUSC engages with the ACTCUSC to continually provide training resources to support the abilities of members whilst supporting the growth of membership for the Council.

Section B: Information about Officials HQ

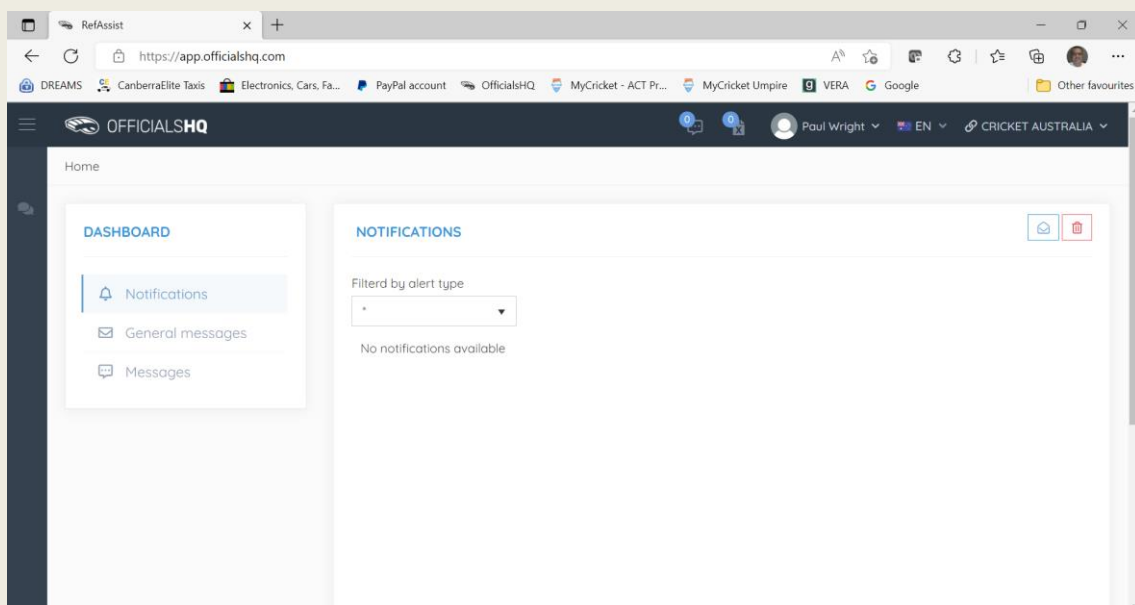
*****IMPORTANT***** OfficialsHQ continues to evolve and is likely to receive updates and changes in the coming seasons. The instructions below are meant as a guide for umpires, but are expected to change as updates are applied to OfficialsHQ. This Handbook remains a live document and updates will be made and promulgated when they occur.

Logging into Officials HQ

Access the Officials HQ website at this link: <https://app.officialshq.com/>



Log in using your credentials to access the main Dashboard which has messages and notifications:



When appointed to a match, umpires will receive a notification on the Tuesday for a pending appointment that they will have to acknowledge (or decline) by 6 pm on the following day. Failure to acknowledge the appointment will mean the TUSC assumes you are not available.

Changing and Amending Your Personal Profile

Click where your name appears, then click “Profile”. It brings up the umpire details which allows changes to personal data (contact etc), emergency contacts, bank accounts, accreditations (WWVP card), password and photo. Once you amend data, don’t forget to save your changes.

My profile

Paul Wright

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

Name: Paul Wright

Email: wrighty101@bigpond.com

Phone: [Empty]

Mobile: 0419928162

Street: Baudinette Circuit

Postcode: 2617

City: Bruce

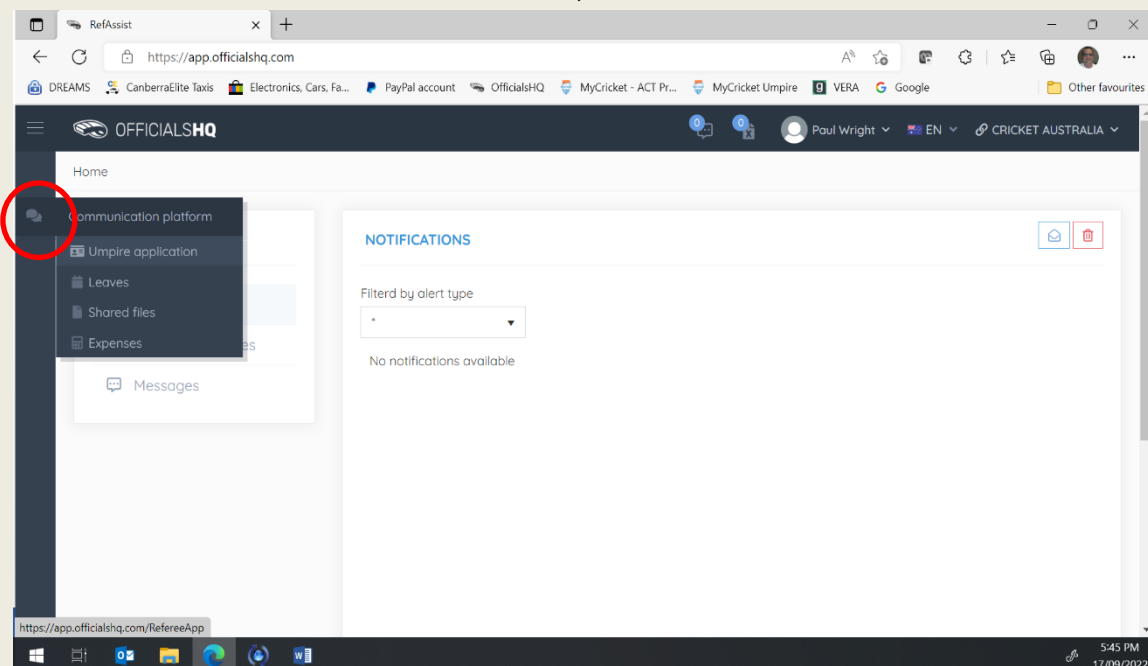
Which data may be shared with the colleagues with who you are appointed on a match?

- Show photo
- Show email
- Show phone number

Update

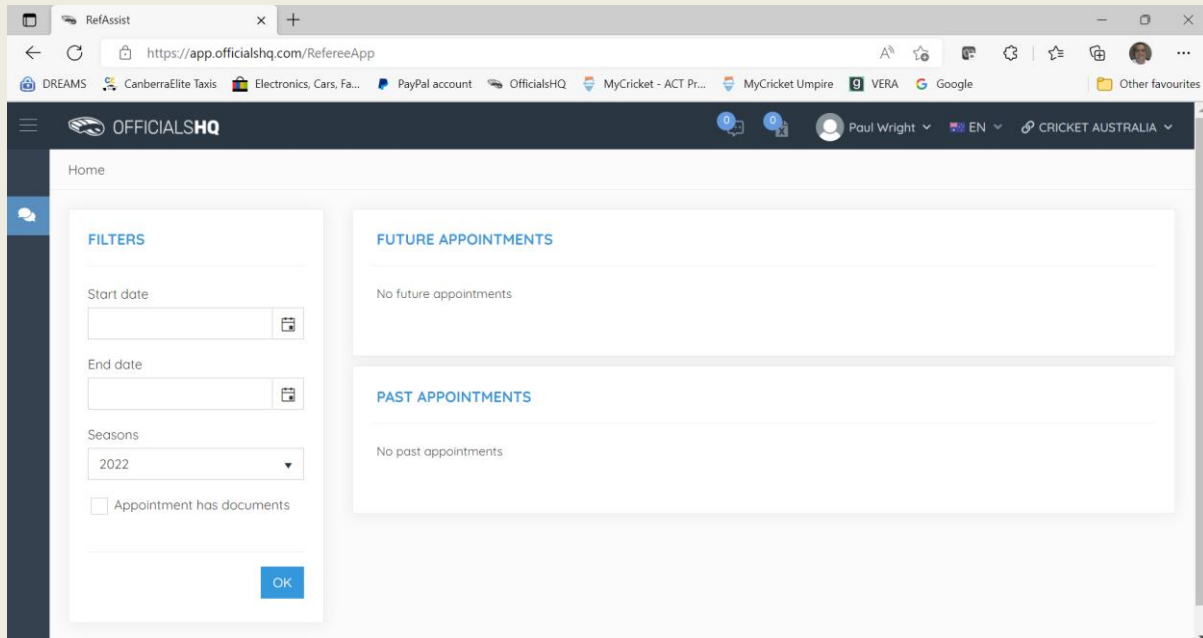
Officials HQ Umpire Management

Click on the little balloons on the left of the screen, to access the Officials Menu:



Umpire Appointments

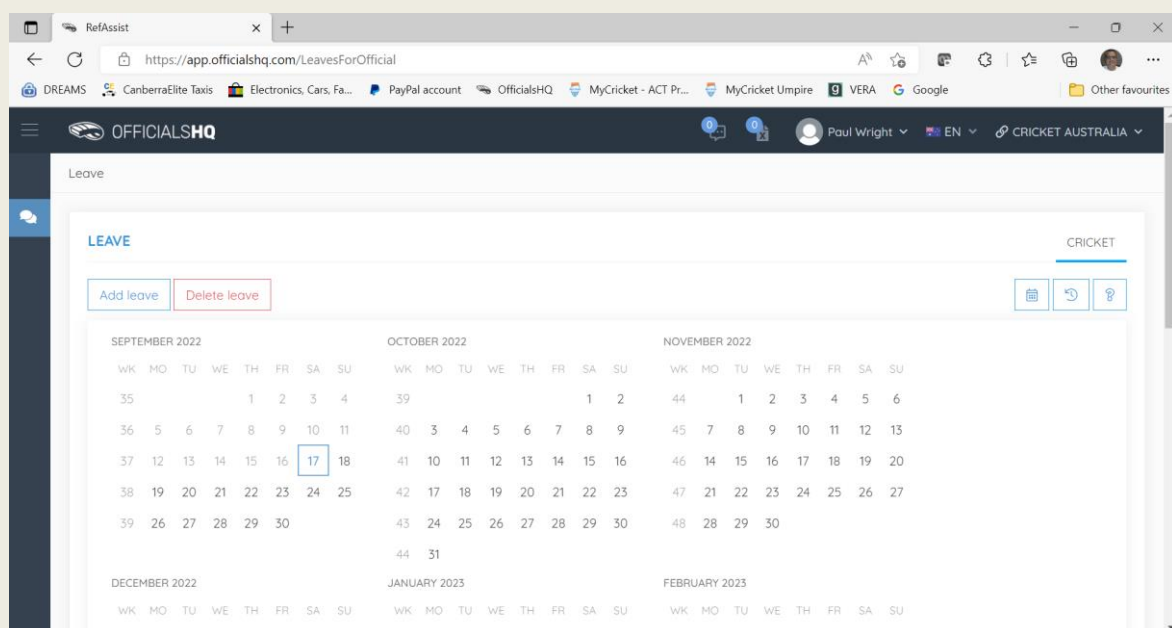
Selecting the 'Umpire Application' menu gives access to future and past umpire appointments:



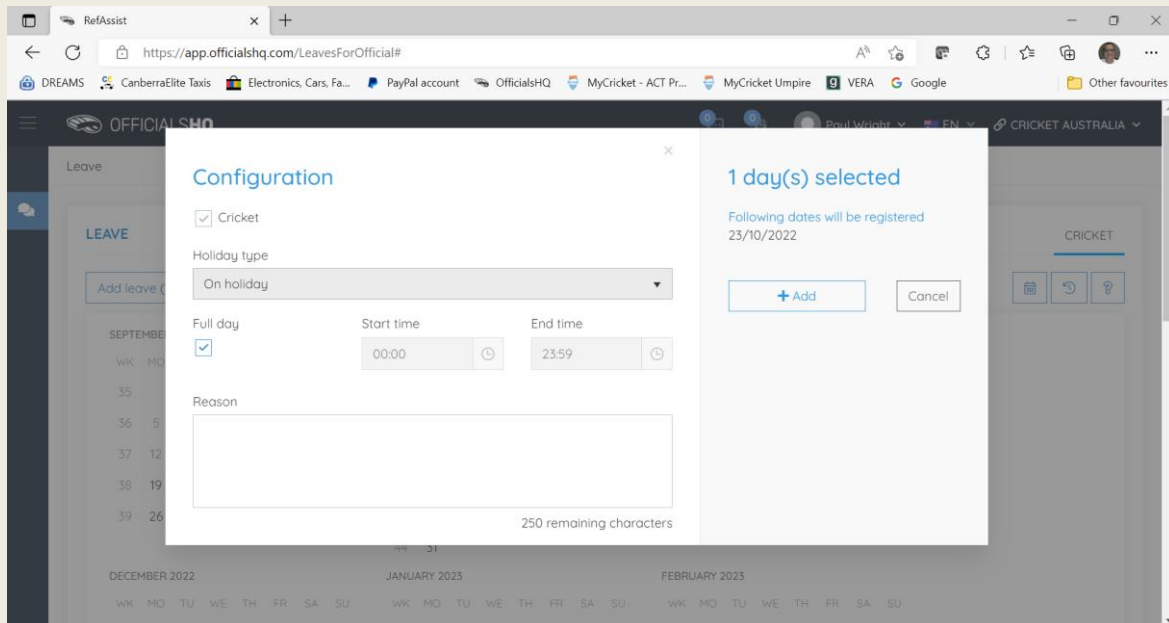
Umpire Availability (Leave)

Umpire availability is assumed unless an umpire places themselves on 'Leave'. Umpires must advise their availability by no later than 6 pm on the Sunday prior.

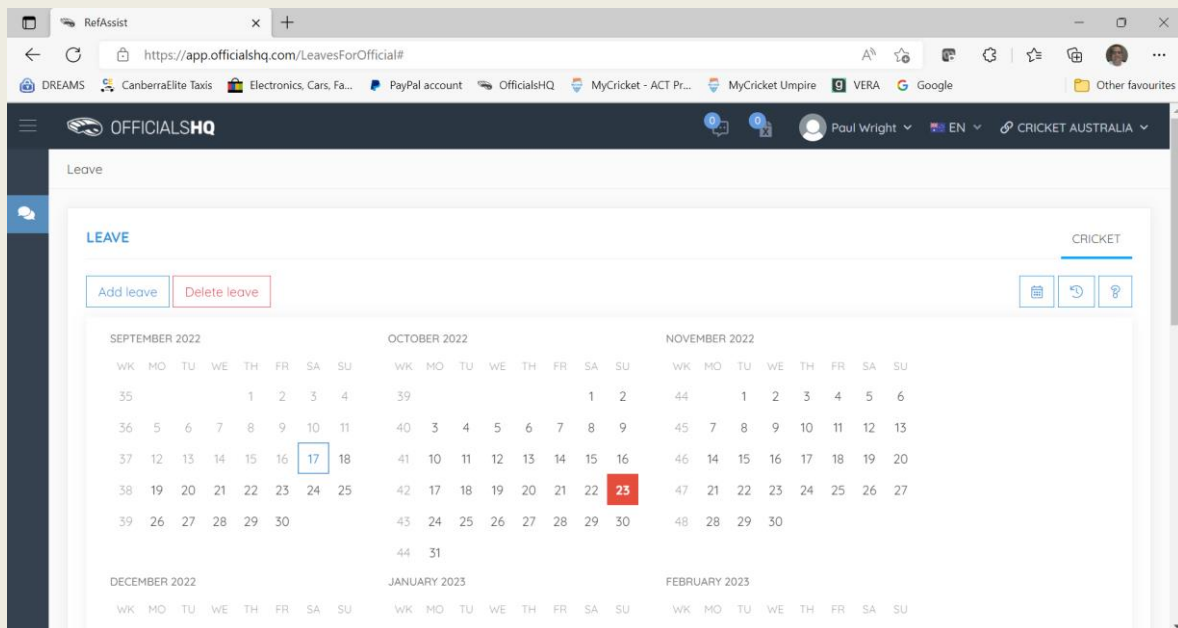
Selecting the 'Leaves' menu allows access to a calendar that depicts assumed availability:



To place yourself on leave (i.e. becoming unavailable), select a date and click “add leave” to get this menu:

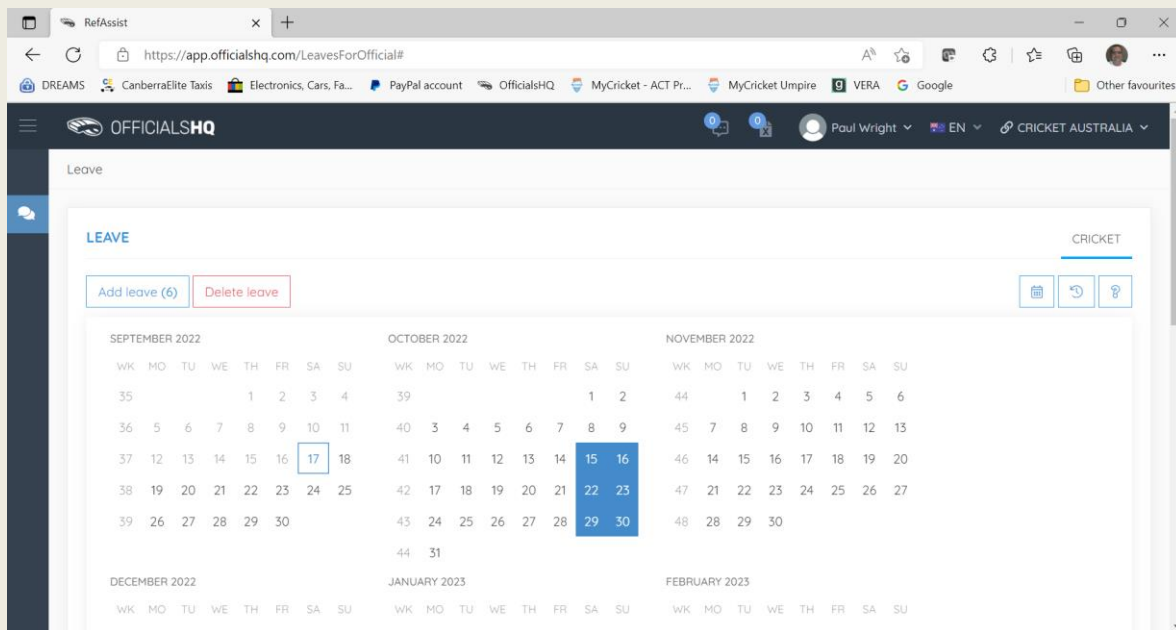


Click “add” then the umpire will be placed on “leave” for that date (shown by red shading):

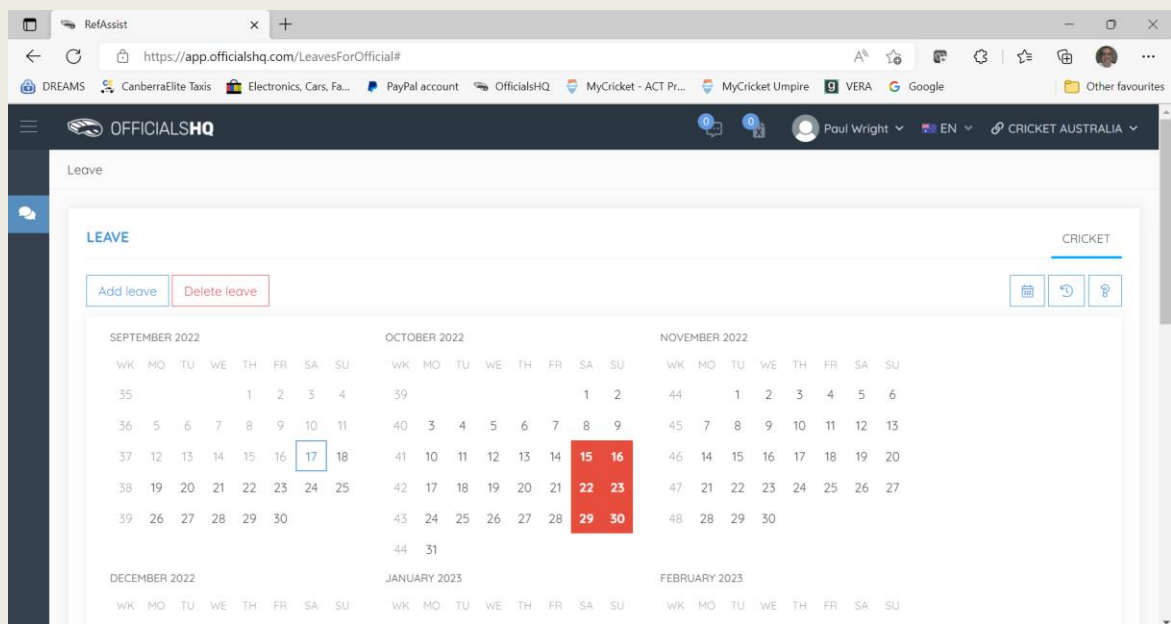


Red shading mean the umpire is unavailable on 23 Oct. If your circumstances change and you want to delete that leave (and make yourself available again), click that date and hit “Delete Leave” then Officials HQ records the umpire as available for that date again.

To select multiple dates, hold the CTRL key when selecting dates:



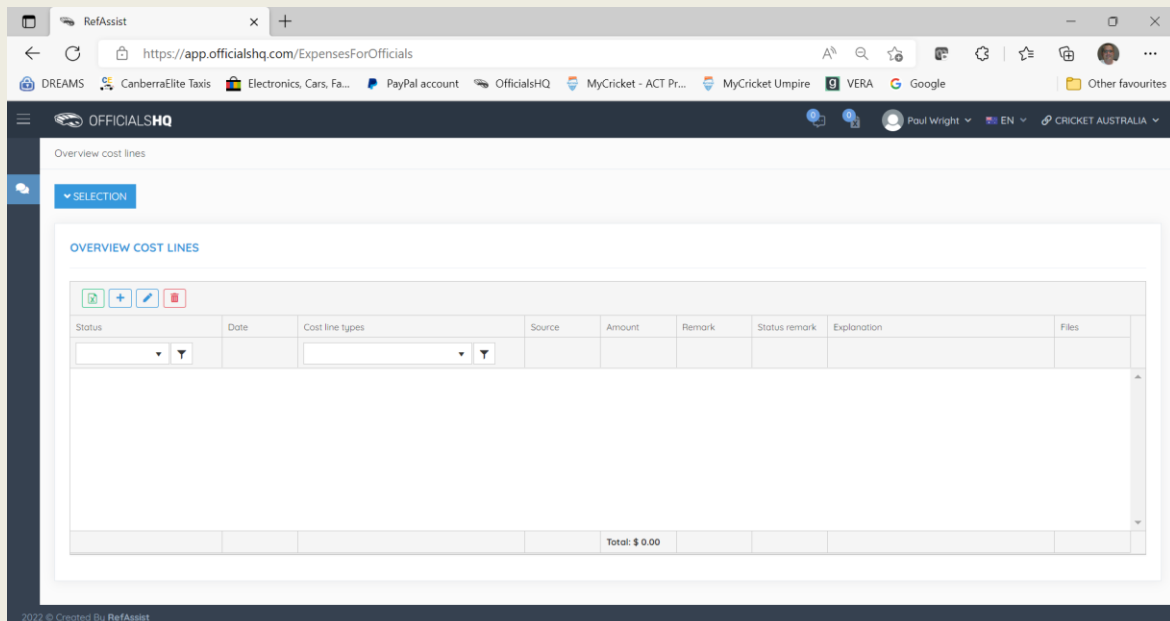
Clicking “add leave” again records the umpire as unavailable for those dates (red shading):



Umpires should pay particular attention to ensuring their availability is regularly updated and correct. Failure to do so will mean the TUSC could either appoint you to a game when you are not expecting it, or not appoint you when you are actually available.

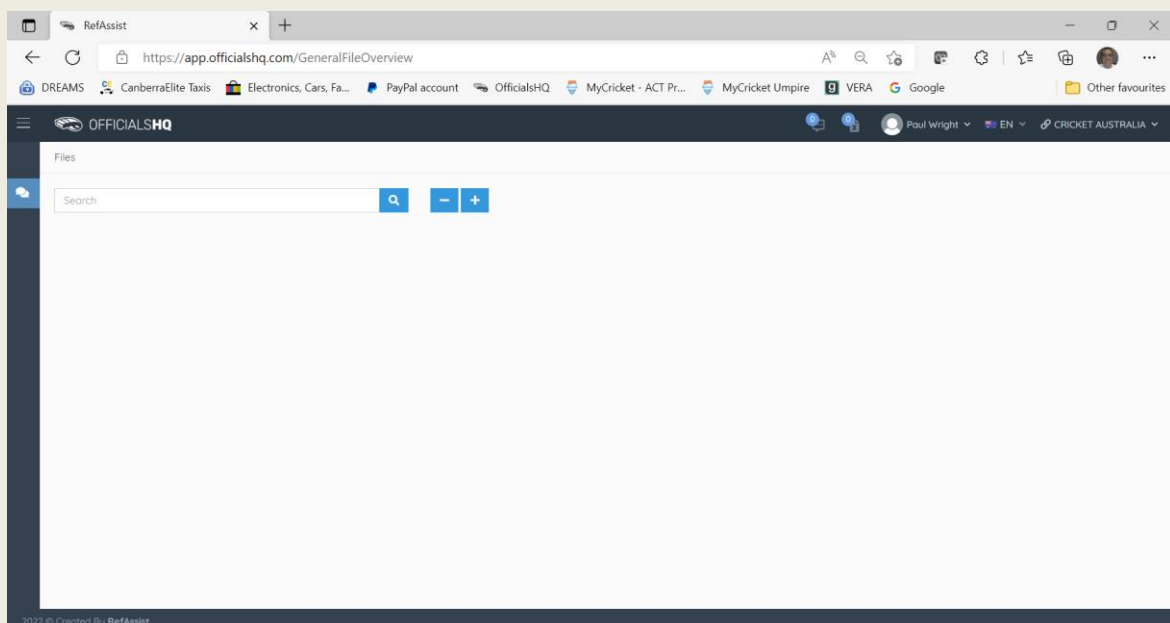
Umpire Expenses

Click “Expenses” to access the current and historical expense summary for individual umpires:



Umpire Shared Files

Selecting the “Shared Files” menu allows access to shared files such as votes, reports or summaries of all appointments. The TUSC will share a summary of all appointments for the weekend by 1 pm on the Thursday preceding each round.



Officials HQ additional support

Should an umpire be unable to access Officials HQ, they should contact the TUSC on 0402 064 500.

If you have any OfficialsHQ issues with your account then please contact the Play Cricket Support team via - <https://playcricketsupport.cricket.com.au/hc/en-us> as there are now OfficialsHQ trained staff available to assist with individual enquiries.

Canberra and Queanbeyan Ground Locations

Turf Ground Location Guide

| Ground | Location |
|---------------------------------------|---|
| ANU North Oval | Barry Drive & McCaughey Street, TURNER |
| ANU South Oval | Ward Road (in ANU Campus), ACTON |
| Aranda Oval | Banambila Street, ARANDA |
| Chisholm 1 & 2 | Proctor Street, CHISHOLM |
| Conder Oval | Heidelberg Street, CONDER |
| Deakin West Oval | Makin Place off Dennison Street, DEAKIN |
| Forestry Oval | Banks Street, YARRALUMLA |
| Freebody & Neil Bulger Oval | Richard Avenue, QUEANBEYAN NSW |
| Harrison 1 & 2 | Katoomba Street, HARRISON |
| Jamison Oval (Enclosed) | Catchpole Street, JAMISON |
| Kaleen Oval (Enclosed) | Turon Place, off Diamantina Crescent, KALEEN |
| Kingston Oval | Canberra Avenue & Dawes Street, KINGSTON |
| Kippax 1 & 2 | Ormsby Place, HOLT |
| Keith Tournier Memorial Oval (Majura) | Angas Street, AINSLIE |
| Manuka Oval | Manuka Circle, MANUKA |
| Mawson Oval | Athlon Drive & Beasley Street, MAWSON |
| O'Connor Oval | Pedder Street off MacArthur Avenue, O'CONNOR |
| Phillip District Oval (Enclosed) | Kitchener Street off Yamba Drive, PHILLIP |
| EPC Solar Park (Phillip Oval) | Spoering Street, PHILLIP |
| Reid Oval (Enclosed) | Elimatta Street, REID |
| Rockley Oval | Rockley Parade, GOOGONG NSW |
| Stirling Oval | Teesdale Close, STIRLING |
| Town Park (Brad Haddin Oval) | Campbell Street & Lowe Street, QUEANBEYAN NSW |

Other Ground Location Guide

| Ground | Location |
|-------------------|-----------------------------------|
| Alan McGrath Oval | Silky Oak Cres, JERRABOMBERRA NSW |
| Amaroo 2-03 | Burdekin Ave, AMAROO |

| Ground | Location |
|-----------------------------|---|
| Blundell Park | Cnr Blundell St and Ford St, QUEANBEYAN NSW |
| Bonner 1-01 | Burnum Cl, BONNER |
| Bonython 1-03 | Barr-Smith Ave, BONYTHON |
| Burgmann Oval | Cnr The Valley Ave and Gungahlin Dr, GUNGAHLIN |
| Chapman 1-02 | Tauchert St, CHAPMAN |
| Charnwood 1-29 | Lhotsky St, CHARNWOOD |
| Chisholm 1 & 2 (Turf) | Proctor St, CHISHOLM |
| Conder 1-03 | Cnr Box Hill Ave and Tom Roberts Ave, CONDER |
| Conder Turf | Heidelberg St, CONDER |
| Curtin 1-10 | Dunstan St, CURTIN |
| Curtin 203 | Carruthers St, CURTIN |
| Deakin 1-05 | Denison St (in front of Mint), DEAKIN |
| Deakin 2-05: | Makin Pl (closest to carpark), DEAKIN |
| Deakin 2-11: | Makin Pl (away from carpark), DEAKIN |
| Dickson 1-09: | Antill St (closest to car park), DICKSON |
| Dickson 1-10: | Antill St (adjacent to soccer building), DICKSON |
| Dickson 1-11: | Antill St (closest to Dickson College), DICKSON |
| Duffy 1-01: | Tantangara Cr, DUFFY |
| Duncan Sporting Fields | David St, GOOGONG NSW |
| Fellows Oval | Fellows Rd (in ANU Campus), ACTON |
| Garran 1-01 | Cnr Knoke Ave & Midge St, GORDON |
| Gordon 1-03 | Midge St, GORDON |
| Gowrie 1-06 | Castleton Cres (near buildings), GOWRIE |
| Gowrie 1-15 | Castleton Cres (top end carpark), GOWRIE |
| Gowrie 1-16 | Castleton Cres (near Bugden Ave), GOWRIE |
| Grammar 1 (Flinders Oval) | Cnr Flinders Way and Monaro Cres, RED HILL |
| Grammar 2 (Junior School) | Cnr Mugga Way and Alexander St, RED HILL |
| Grammar Turf | Monaro Cres, RED HILL |
| Grammar P&F Turf | Flinders Way, RED HILL |
| Hackett 1-03 | Madigan St, HACKETT |
| Harrison 2-03 | Wimmera St, HARRISON |
| Hughes 1-03 | Webster St, HUGHES |
| Isabella Plains 1-03 | Cromwell St, ISABELLA PLAINS |
| Kaleen 1-10 | Bririe Pl, KALEEN |
| Kaleen 3-04 | Ashburton Cct, KALEEN |
| Kambah 1-08 | Chirnside Cct (near carpark), KAMBAH |
| Kambah 1-09 | Chirnside Cct (away from carpark), KAMBAH |
| Kambah 1-10 | Reynell Pl, KAMBAH |
| Latham 1-04 | Macrossan Cres, LATHAM |
| Lyneham 2-09 | Thurbon Rd (adjacent to Northbourne Ave), LYNEHAM |
| Lyneham 2-10 | Thurbon Rd (adjacent to Mouat St), LYNEHAM |
| Lyneham 2-11 | Thurbon Rd (behind Netball centre), LYNEHAM |
| Marist (Lindwall Oval) Turf | Marr St, PEARCE |

| Ground | Location |
|------------------------------|---|
| Mawson 3–03 | Mawson Dr (Cnr Ainsworth St), MAWSON |
| Melba 1–04 | Verbrugghen St (near tennis courts), MELBA |
| Narrabundah 2–03 | Sturt St, NARRABUNDAH |
| Narrabundah 2–04 | Captain Cook Cres, NARRABUNDAH |
| Ngunnawal 1–03 | Unaipon Ave, NGUNNAWAL |
| Nicholls 2–03 | Clarrie-Hermes Dr (near school), NICHOLLS |
| Nicholls 3–01 | Clarrie-Hermes Dr (enclosed oval), NICHOLLS |
| O'Connor 2–03 | Macarthur Ave, O'CONNOR |
| Page 1–03 | Burkitt St, PAGE |
| Palmerston 1–03 | Kosciuszko Ave, PALMERSTON |
| Pearce 1–03 | Hodgson Cres, PEARCE |
| Phillip 2–03 | Cnr Ainsworth & Kitchener St, PHILLIP |
| Radford P&F | College St, BRUCE |
| Rivett 1-04 | Bangalay Cr, RIVETT |
| Rockley Oval | Rockley Pde, GOOGONG |
| Scullin 1-03 | Broadsmith St, SCULLIN |
| St Edmunds (Lonergan Oval) | Canberra Ave, GRIFFITH |
| St Edmunds (Owens Oval) Turf | Canberra Ave, GRIFFITH |
| Snowy Oval (Cooma) | Yarra St, COOMA NSW |
| Taylor Park | High St, QUEANBEYAN |
| University of Canberra Oval | University Drive, BRUCE |
| Wanniassa 1–05 | Sternberg Cres, WANNIASSA |
| Waramanga 1–09 | Badimara St, Waramanga |
| Watson 1-03 | Knox St, WATSON |
| Weetangera 1-03 | Southwell St, WEETANGERA |
| Wright Park—Lower | Old Sydney Rd, QUEANBEYAN NSW |
| Yarralumla 1–04 | Mueller St, YARRALUMLA |

Feedback

This handbook has been created for the benefit of all ACTCUSC members, and remains a live document.

Any feedback on the instructions within the Handbook or the broader content itself should be passed to the ACTCUSC Executive to ensure the Handbook remains current and accurate.

The ACT Cricket Umpires and Scorers Council Executive Committee acknowledge and thank all the various contributors who assisted in the development of this Handbook.



ACT Cricket Umpires & Scorers Council (ACTCUSC)

Handbook

