

## STEP BY STEP GUIDE

### Captain's Reports – Entering Captain's Reports via ResultsVault

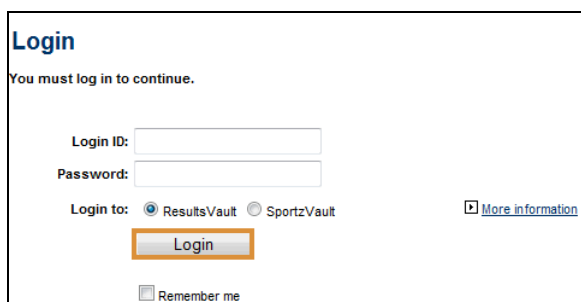
This procedure will allow you to enter your Captain's Report via your Club Admin page in ResultsVault. Remember: Captain's Reports must be entered by 5:00PM the Monday following the completion of each match.

**MODE: Competition Participation**

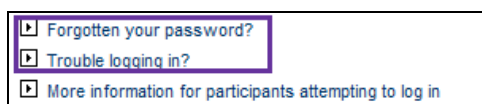
**MENU: Competition**

#### STEP 1: Login to your Club Admin page.

1. Go to [www.aucklandcricket.co.nz](http://www.aucklandcricket.co.nz) & click on **Club Admin** in the **Club Cricket** menu
2. Click **Log-in** and enter your **Login ID** and **Password** and click the **Login** button.

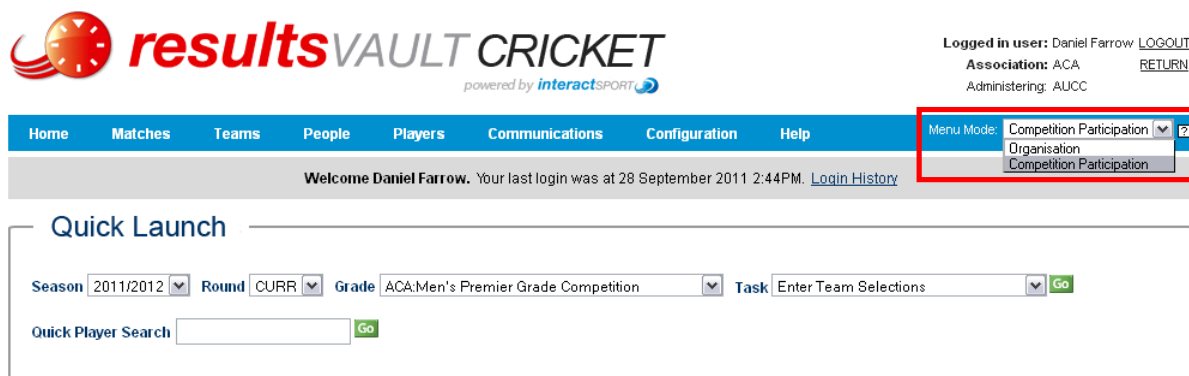


If you have **forgotten your password** or are having **trouble logging in**, use the links provided in the bottom left corner of the login screen.



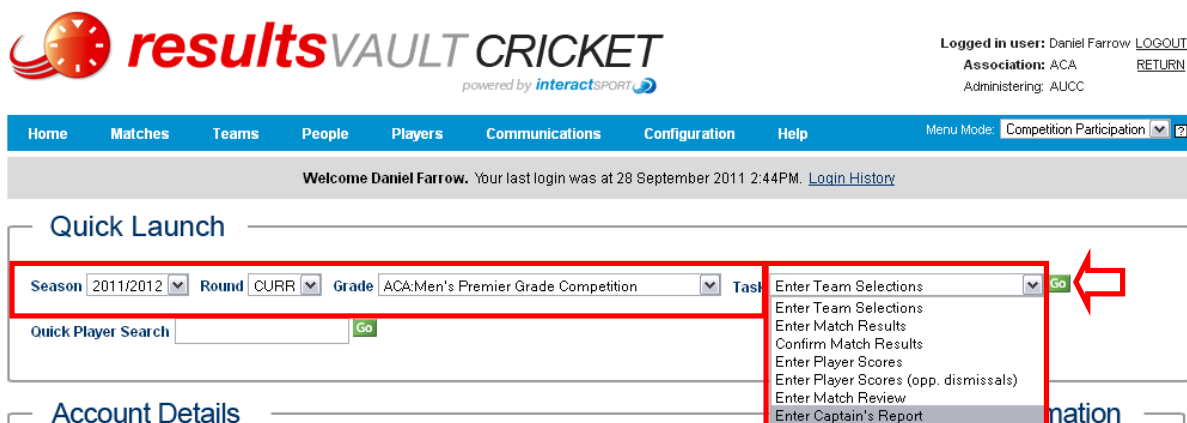
#### STEP 2: Set ResultsVault to Competition Participation Mode

3. Select **Competition Participation** in the Admin menu mode dropdown box in the top right hand corner of the page. This may be already set as a default.



### STEP 3: Select the match that you wish to enter a Captain's Report

- From your Club Admin home page, use the dropdown boxes to select the **Season**, the **Round** and the **Grade** of the match that you wish to enter a Captain's Report for.
- Using the **Task** dropdown box select **Enter Captain's Report** and click the green **Go** button.



### STEP 4: Enter Captain's Report

- Select your Club. Complete the required fields outlined in the **Captain's Report**. The Report has been divided into three areas (1) **Umpire Assessment**, (2) **Ground Assessment** and (3) **General** (Spirit of Cricket Award). Please complete all three sections.

#### Enter Captain's Report

Please enter the required information and click the **Submit** button

Club Selection: **Papatoetoe**

View print ready version

**Umpire Assessment**

Please assess the Umpire under these seven headings. In assessing, remember that when asked to make a decision, if a doubt exists in the Umpire's mind, then the benefit of that DOUBT must always be given to the batsman. This 'benefit' should not necessarily be seen as an error. As a guide, a mark of 5 is average and should be the starting point. A mark above 5 ranges to 9 for excellent and a mark below 5 indicates a less than satisfactory performance. 1 is very poor.

**Umpire - T Gillies**

Absent/Not Applicable

Correct Decisions (9= excellent, 5= average, 1= very poor)	<input type="text"/>
Coping with Pressure (9= excellent, 5= average, 1= very poor)	<input type="text"/>
Players Respect For Umpire (9= excellent, 5= average, 1= very poor)	<input type="text"/>
Attitude to Players (9= excellent, 5= average, 1= very poor)	<input type="text"/>
Communication & Control (9= excellent, 5= average, 1= very poor)	<input type="text"/>
Consistency (9= excellent, 5= average, 1= very poor)	<input type="text"/>
Overall Performance (9= excellent, 5= average, 1= very poor)	<input type="text"/>

**NOTE:** Before completing the **Umpire & Ground Assessment** sections please ensure you have downloaded the **Explanatory Notes** from [aucklandcricket.co.nz](http://aucklandcricket.co.nz) | Club Cricket | Cricket Resources and Downloads or refer to **page 3 & 4** of this Step by Step guide.



## Ground Assessment

### EXPLANATORY NOTES

Auckland Cricket is seeking to develop an attractive and positive playing style in the game. Pitch and outfield quality are crucial elements in achieving this goal.

#### 1. Pitch

<b>Very Good</b>	Good pace and carry. Consistent bounce throughout. Little or no seam movement and/or little turn throughout.
<b>Good</b>	Average pace and carry. Mostly consistent bounce throughout. Little seam movement and/or turn throughout. Not quite meeting the criteria for pace, carry and bounce for a "very good" pitch.
<b>Satisfactory</b>	Lacks pace and carry. Occasional uneven bounce and occasional seam movement. Occasional turn. Falling significantly short of "very good" with respect to pace, carry and bounce.
<b>Poor</b>	Minimal pace and carry. Excessive uneven bounce and seam movement and/or turn.
<b>Unfit</b>	If the pitch was considered dangerous then it may be rated unfit.

#### 2. Outfield

<b>Satisfactory</b>	Needs to be smooth and well grassed allowing fieldsmen to safely perform skills at pace. Needs grass to be short enough to avoid excessive "holding" of the ball and preventing batsmen getting value for shots.
<b>Not up to standard</b>	Does not match above description

These reports are required to obtain information to assist the association in monitoring and improving conditions on all grounds. The answers to questions and the comments sought are designed to establish a record relating to each ground that will allow meaningful comment to be made to ground authorities and ACA management.

Where conditions are unsatisfactory, particular attention should be taken to returning the completed form in greater detail and as soon as possible. Captains should consult with opposing captains in the case of grounds that are considered not to have been prepared to a satisfactory condition for the grade of cricket being played. If captains are concerned about conditions on the first day, the association should be notified immediately.

The association is grateful for your co-operation.

**Daniel Farrow**  
**Club Cricket Manager**



## **Umpire Assessment**

### **EXPLANATORY NOTES**

Here are the guidelines you asked for to help make Umpires Reports more constructive in feedback for training and for assessment.

When filling in umpires reports, think of key three areas -

- (1) decision-making accuracy;
- (2) match management & communication;
- (3) knowledge, understanding and personal presence

### **WRITING THE REPORT:**

1. We agreed to **start marking from the high point [9/9]** and move down from here if you experience less than acceptable performances.
2. So what is acceptable umpiring? Some errors in decisions will occur for a number of reasons. If, in your opinion, a decision is wrongly made you should judge it in terms of the degree of difficulty.
3. **Performance Rating Guide**  
8-9 Very accurate in decisions plus effective management and good presence  
6-7 Steady performance; good relationships with players and colleagues; very few understandable errors  
5-6 Some error(s) in decisions but good recovery in general performance  
3-4 Below par performance for this match, insufficient communication  
1-3 Ineffective level of umpiring; - negative impact on match environment; little contribution
4. **Written Comments** – these are the most important part of the report. They tell umpires and training officers what went well – (positive reinforcement) how to improve by knowing what to focus on in training.

The ACUSA is grateful for your co-operation.

**Doug Cowie**  
**Umpire Training**