

## Team Captain & Umpire Reports

This function allows team captains and umpires to complete their reports for league matches online.

The request for reports will not be generated for cancelled or conceded games.

The amount of time needed to complete the reports will vary depending on the nature of the answer required. e.g. Yes/No and scale answers will take a few seconds rather than a few minutes for a free text entry.

### Define questions

The first step needed to set this up is to define the questions.

Go to Admin Home>Results and select either Team Captain Questions or Umpire Questions

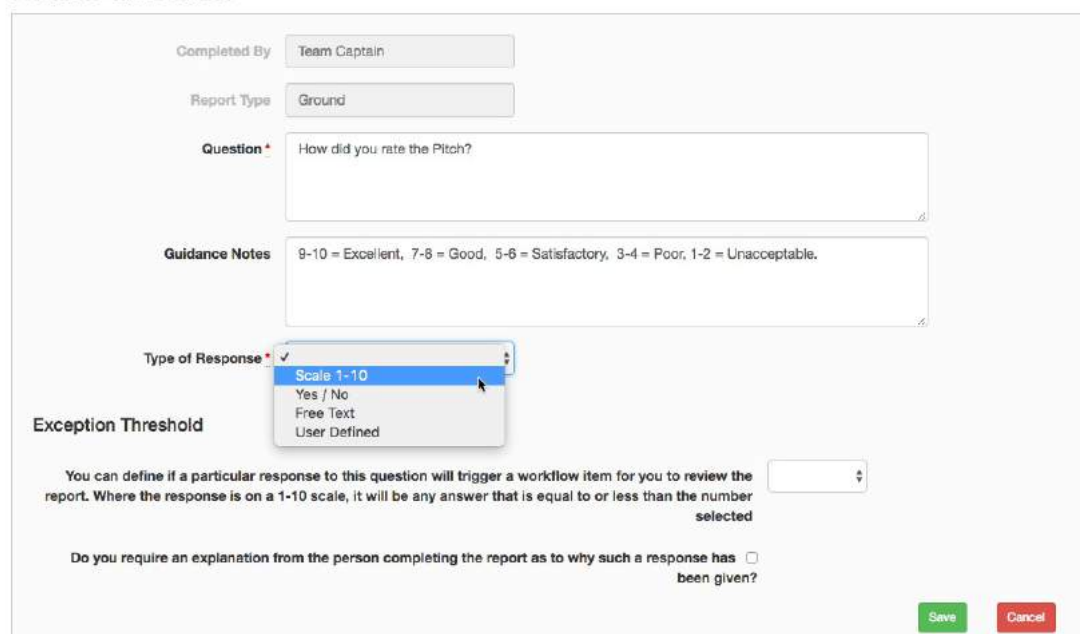


Here is the Team Captain Questions screen:



Select one of the tabs – Fair Play, Ground or Umpire then use the ‘Add’ button to create a question. In the following example, I have selected the Ground tab:

### Define Question



I added a question ‘How did you rate the pitch?’.

Add any guidance notes that you wish. Keep them as short as possible, considering that team captains are likely to be using a mobile phone to respond.

Select the required response from the ‘Type of Response’ drop down list.

**Scale** – if this option is selected, you must define the minimum and maximum value for the scale

**Yes/No**

**Free Text** – the responder can write what they like

**User Defined** – the league administrator lists acceptable responses separated by commas.

## Exception thresholds

An exception threshold may be set so that a workflow item 'Reports Requiring Review' will appear on the Admin Home page. You may also request that the person who is completing the report explains his answer if the threshold is triggered.

Here are some example of answers matching an exception threshold:

1. For a response type of 'Yes/No', if the exception threshold has been set to 'No', and the team captain or umpire has answered 'No'.
2. For a response type using a scale 1 - 10, if the exception threshold has been set to 4, and the answer is 4 or less.
3. For a response type of 'Freetext', the exception threshold has been set to 'populated'.
4. For a response type of 'User Defined' the exception threshold has been set to one of the listed responses.

In my example, the response type is the 1-10 scale and the exception threshold has been set to '4'.

Administration

### Define Question

Completed By: Team Captain

Report Type: Ground

Question: How did you rate the Pitch?

Guidance Notes: 9-10 = Excellent, 7-8 = Good, 5-6 = Satisfactory, 3-4 = Poor, 1-2 = Unacceptable.

Type of Response: Scale 1-10

Exception Threshold: 4

You can define if a particular response to this question will trigger a workflow item for you to review the report. Where the response is on a 1-10 scale, it will be any answer that is equal to or less than the number selected

Do you require an explanation from the person completing the report as to why such a response has been given?

Save Cancel

Repeat the exercise as required for team captain and umpire sections.

## Questions not created by league administrators

The screen shot below shows questions for Team Captains on a Fair Play page with a question that was not added by a league administrator.

Administration

### Team Captain Questions

Fair Play | Ground | Umpire

[+ Add](#)

Order	Question	Threshold	Edit	Delete
1	How much respect was shown for opponents? Rate on a scale of 1 -10 where 1 is poor and 10 is excellent.			
2	Were you happy with the start & finish times of each innings?	No		

Notice that a 'Delete' icon is visible for one of the questions but not the first. The question that cannot be removed is one that has been added by ECB for monitoring purposes – this may happen occasionally. Although the question cannot be removed, some of the fields may be edited and the completed report will appear on a league site. You can assign an order number to the questions so that the ECB's question can appear where you want it in the list of questions.

### Define Question

Completed By: Team Captain

Report Type: Fair Play

Question: How much respect was shown for opponents?  
Rate on a scale of 1 -10 where 1 is poor and 10 is excellent.

Guidance Notes

Type of Response: Scale 1-10

Exception Threshold

You can define if a particular response to this question will trigger a workflow item for you to review the report. Where the response is on a 1-10 scale, it will be any answer that is equal to or less than the number selected

Do you require an explanation from the person completing the report as to why such a response has been given?

[Save](#) [Cancel](#)

In the screen shot above, the Guidance Notes, and Exception Threshold areas are all editable fields.

## Define Reports in Divisions and Cups

When the questions have been defined, set up the reporting in the Reports tab of the Division Management page. It is best to do this before publishing your fixtures.

### East Division - 2016 - Division Management Back

Division Set UpResults Set UpAggregate ResultsLeague Table Set UpReportsTeam ManagementFixture ManagementDivision Table

#### Team Captain Reports

Please select which team reports each team captain should complete.

**Reporting Deadline**    Match Day +  days    **Time (GMT)**

Report	Home Team	Away Team
Select All	<input type="checkbox"/>	<input type="checkbox"/>
Fair Play	<input type="checkbox"/>	<input type="checkbox"/>
Ground	<input type="checkbox"/>	<input type="checkbox"/>
Umpire	<input type="checkbox"/>	<input type="checkbox"/>

#### Umpire Reports

**Reporting Deadline**    Match Day +  days    **Time (GMT)**

Please select which team reports the umpires should complete.

Report	Select
Fair Play	<input type="checkbox"/>
Ground	<input type="checkbox"/>

Save    Cancel

The reports screen is self-explanatory. You may choose to have both team captains reporting or just one.

### East Division - 2016 - Division Management

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Division Set UpResults Set UpAggregate ResultsLeague Table Set UpReportsTeam ManagementFixture ManagementDivision Table

#### Team Captain Reports

Please select which team reports each team captain should complete.

**Reporting Deadline** Match Day +  days Time (GMT)

Report	Home Team	Away Team
Select All	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fair Play	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Umpire	<input type="checkbox"/>	<input checked="" type="checkbox"/>

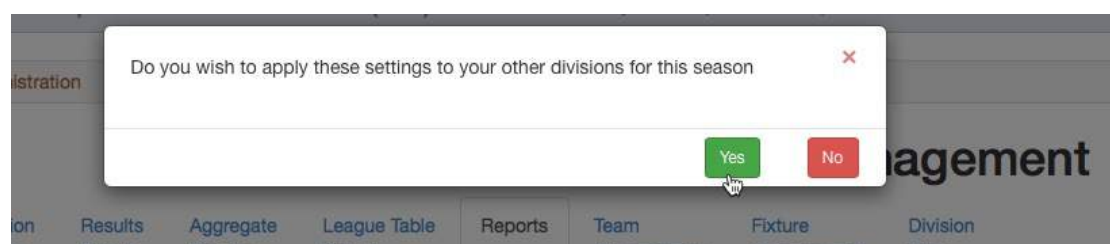
#### Umpire Reports

Please select which team reports the umpires should complete.

**Reporting Deadline** Match Day +  days Time (GMT)

Report	Select
Fair Play	<input checked="" type="checkbox"/>
Ground	<input checked="" type="checkbox"/>

The reporting may be applied to all divisions within the league or to just the division being edited.



When the reporting deadline has passed, notifications will appear on the league and club sites where reports have not been submitted.

**Notes:**

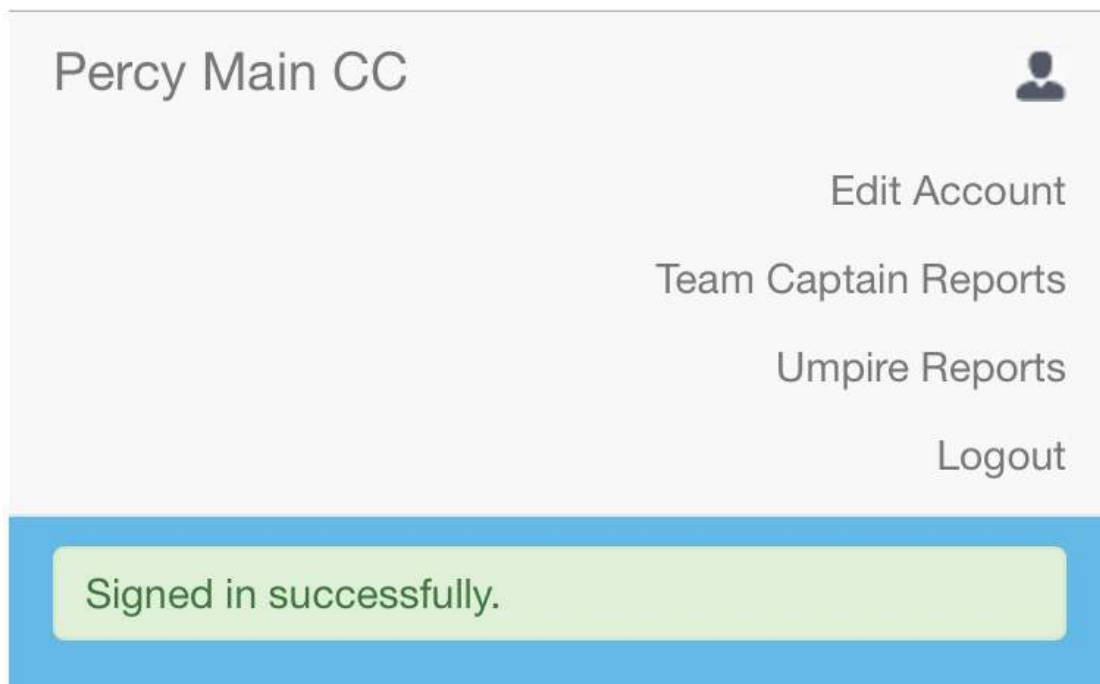
1. If you are setting this up or making changes after the fixtures have been published, then you will need to un-publish the fixtures, update the reporting and re-publish the fixtures to trigger the process.
2. If you are part-way through a season, then use the Fixtures section to search for the matches that have yet to be played, un-publish the selected fixtures, set up the reporting requirements and re-publish them.
3. If you have changed your mind and have decided not to ask for reports, De-select the options, save the screen, then go to Fixtures and un-publish and re-publish the fixtures to remove any notifications. If reports have already been submitted, these will be retained in the Completed Reports section.

## How do Team Captains or Umpires submit their reports?

The team captain or umpire must log in to the appropriate Play-Cricket site to submit reports. Team captains or another member of the team should log in to a club site. Umpires may use a club site or a league site if they are a member of the site.

When logged in, the person must click on their name (or the person icon from a mobile device) and the options to submit reports for a team captain and/or umpire can be selected depending on the person's roles at the club.

Here are screen shots from a mobile phone:





The user selects the match to submit the reports:

**Team Captain Reports**

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[▼ Filters](#)

Saturday 21 January 2017

Percy Main CC - 1st XI

Consett CC - 1st XI

[Fair Play](#) [Ground](#) [Umpire](#)

Here, the Fair Play button has been selected for completion:

**Percy Main CC - 1st XI**  
**Consett CC - 1st XI**

[Back](#)

Saturday 21 January 2017

**How much respect was shown for opponents?  
Rate on a scale of 1 -10 where 1 is poor and 10  
is excellent.**

9

[Save](#) [Cancel](#)

As the reports are saved, the buttons change colour so that the user is aware of the reports' status.

Green = The report has been submitted and there are no problems.

Orange = The report has been submitted for the league to review.

Red = A report has not been submitted.

## Team Captain Reports

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Report Saved.

▼ Filters

Saturday 21 January 2017

Percy Main CC - 1st XI

Consett CC - 1st XI

Fair Play

Ground

Umpire

## Admin Home Pending Items

On your Admin Home page, you may see pending items for outstanding reports or reports requiring review.

### You have the following items pending

Item	Number	View
Nominations involving your players	2	
Player registered with other leagues	3	
Outstanding Team Captain Reports	113	
Outstanding Umpire Reports	76	
Reports Requiring Review	2	
Shared grounds involving your teams	1	
Nomination In Progress	3	
Player Details Have Changed	1	
Outstanding Questionnaires	8	

Outstanding report notifications are raised when the deadline for completing a report has passed.

Reports requiring review are those where the threshold that was set has been matched.

Click the 'View' icon to see the outstanding items.










If a report is not required, perhaps for an abandoned game, use the 'Remove' icon to delete the notification.

Use the 'Email' button to contact the team captain (or umpire) if required.

Administration

### Outstanding Team Captain Reports

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Match Date	Match	Report Type	Responsible Club	Email	Remove
21/01/2017	Lanchester CC - 1st XI Vs Newcastle City CC - 1st XI	Fair Play	Lanchester CC		
21/01/2017	Lanchester CC - 1st XI Vs Newcastle City CC - 1st XI	Ground	Lanchester CC		
21/01/2017	Lanchester CC - 1st XI Vs Newcastle City CC - 1st XI	Umpire	Lanchester CC		
21/01/2017	Percy Main CC - 1st XI Vs Consett CC - 1st XI	Fair Play	Percy Main CC		
21/01/2017	Percy Main CC - 1st XI Vs Consett CC - 1st XI	Ground	Percy Main CC		
21/01/2017	Percy Main CC - 1st XI Vs Consett CC - 1st XI	Umpire	Percy Main CC		

## Reports Requiring Review

Reports appear in this section when an exception threshold has been triggered by a team captain or umpire's response to a question.

Administration

### Reports Requiring Review

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Completed By: All Report Type: All Search

Match Date	Match	Completed By	Report Type	View
06/05/2017	Anna's Test Site - 3rd XI Vs Steve's Club - 1st XI	Team Captain	Fair Play	
21/01/2017	Nick's Test Site - Under 19 Vs Anna's Test Site - Under 19	Team Captain	Fair Play	

Click the 'View' button to open the report.

Administration

### Team Captain Fair Play Report

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21/01/2017 Nick's Test Site - Under 19 Vs Anna's Test Site - Under 19

Completed By Anna (Helpdesk)

Were you happy with the timings? No

Please provide an explanation

The over rate was too slow and we were late starting

Save Approve

A league administrator can edit the comment submitted by the team captain and then click the 'Approve' button to accept the report as completed. Once 'approved', the report will appear in the Completed Reports list.

## Completed Reports

If a report has been submitted by a team captain or umpire and does not have a pending 'Review' status, it will appear in this section.

Administration

### Completed Reports

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Completed By:

Report Type:

Match Start Date:

Match End Date:

Search

Download

Match Date	Match	Completed By	Report Type	Responsible Club	View
21/01/2017	Ashington CC - 1st XI Vs Tynedale CC - 1st XI	Team Captain	Fair Play	Ashington CC	
21/01/2017	Ashington CC - 1st XI Vs Tynedale CC - 1st XI	Team Captain	Ground	Ashington CC	
21/01/2017	Ashington CC - 1st XI Vs Tynedale CC - 1st XI	Team Captain	Umpire	Ashington CC	
21/01/2017	Ashington CC - 1st XI Vs Tynedale CC - 1st XI	Umpire	Fair Play		
21/01/2017	Ashington CC - 1st XI Vs Tynedale CC - 1st XI	Umpire	Ground		

Use the search filters to refine the report results. Tick the 'After Deadline' box to see reports that were submitted after the deadline has passed.

Click the 'View' icon to view or edit any of the reports.

The Download function requires start and end dates to be entered. The spreadsheet contains details of the submission deadline plus the dates of any submissions by a team captain or umpire.

## Download Responses

This section allows you to download responses by who completed the report, report type and the question asked. The match start and end dates must be completed before starting the download.

Northumberland & Tyne-side Senior Cricket League competition site administration (host)

Contact System Helpdesk Super Administration Exit Administration Logout

Administration

### Download Responses

Start

Completed By: Team Captain

Report Type: Fair Play

Question: All

Match Start Date:

Match End Date:

Download

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