



POLICY ON REQUESTING AND CANCELLATION OF THE REQUESTS FOR UMPIRES

1. Requests

All requests for Umpires must be done through one of the following:

Website: <https://cglcusa.co.za/requestpage>

Microsoft Form: <https://forms.cloud.microsoft/r/qdh2PBqB09>

Currently a request through the website will send an automated confirmation of the request to the email provided in the request. The Form option should have a similar functionality in the nearby future.

Either of these types of requests will be automatically sent through to the responsible people within the Umpires Association who will confirm receipt of these request via the email address provided in the request. All further progress regarding the request will be corresponded by via the email addresses in use.

All allocations will be done by our administrator, Mr. Brian Catt. If you do not receive any of the correspondence mentioned above please contact him directly at admin@cglcusa.co.za

Requests may also be initiated telephonically or by text message but must then still be ratified via the official channels above. The request will only be official when sent through via the website or Microsoft Form.

Requests need to be submitted within the following time frame:

<u>Description</u>	<u>Time / Period</u>
Umpires requested for a Weekday match	By 16h00 with at least 1 (one) full business day between the request and the match.
Umpires requested for a Saturday or Sunday match	By 16h00 on the Wednesday before the weekend.
More than 4 (four) umpires requested for a day	2 (two) full business days before the match(es)
Umpires to stand for more than 1 (one) day. i.e. Time cricket matches over a number of days Festivals, Tournaments, Trials	1 (one) week before the event / match(es)

Requests received later than indicated time above will still be considered, and if possible, umpires will be allocated the relevant match(es).

An additional administration fee of 10% will be charged on any late requests that have been completed.

2. Freelancing & Specific requests

Umpires may only stand in a match after being allocated to it by the Association unless authorisation has been obtained from the Association to act differently.

All requests for umpires must also be sent to the Association and the umpires may not be contacted directly.

The request of specific umpires is not allowed. Our administrator will allocate umpires based on availability and a number of other factors.

The only exception to these rules will be if the umpire standing in the match is an employee of the relevant school, club or organisation and is also an active current member of the CGLCUA. The Association must however still be notified in these cases as it affects the allocation process used by the Association.

3. Cancellations of matches

Our administrator, Brian Catt, is to be informed of all cancellations or rescheduling via e-mail.

Please refer to our Costing and Policy document for additional information on Cancelled matches, the Calling off of matches and other instances of where matches are interrupted or not played at all.

4. Food and Drinks

Unless a prior arrangement has been agreed on between all parties the following policy will be followed:

- Drinks are to be provided to all the umpires during Drinks Breaks and any other scheduled intervals during the days play.
- Where umpires are required to be at a match(es) for more than 4 hours it would be greatly appreciated if they are provided with lunch or supper.

If no lunch or supper is to be provided please inform our administrator in order for us to prepare the umpires of such fact.

5. Required Information with each request

- Name and additional billing details (if required) of entity responsible for payment.
- Name of the relevant contact / responsible person.
- Person(s) in charge on the day(s) of play.
- Cellphone and e-mail details of all the relevant people involved.
- Date(s) the umpire(s) are required
- Time(s) of match(es)
- Venue(s) of the match(es)
- Format of the match(es)
- Playing conditions applicable to the match(es)
- Colour of the ball to be used for the match(es)
- Person or entity responsible for umpire's food and drinks.
- Teams involved in the match(es)

6. Assessment of Umpires

We do not require any Captains Reports or any other Evaluation of our umpires for non-league fixtures. If the requestor do however want to do Evaluations on the umpire(s) provided please note this in the original request or any time thereafter. Our Administrator will in these cases supply the necessary reports that can then be completed and returned to him.

In all league matches a captains report needs to be submitted by both captains for all the officially appointed umpires in that match. A link to the electronic form can be found on our website at <https://cglcusa.co.za>. A manual report is also available on request from our Administrator.

7. Complaints or Compliments

All Complaints and Compliments must be sent to our official communications email address: admin@cglcusa.co.za.

All comments will be noted and if needed investigated and feedback on any actions that might need to be taken or of actions that we have taken will be given to the relevant parties involved.

For further information regarding this and other policies please contact us at admin@cglcusa.co.za

Effective Date: 1 September 2025