



# Getting Started Guide – Match Official Allocation

Please take a few minutes to read through this getting started guide which provides an overview of the allocation and management process for match officials, primarily umpires. Much more detailed help is also available online at the Weet-Bix MyCricket Support and FAQ Centre – [www.cricket.com.au/mycricketsupport](http://www.cricket.com.au/mycricketsupport). There are page specific help links at the top of each page that will assist you with more detailed help.

## ***Match Official Allocation***

There are two features within Weet-Bix MyCricket, which help Association administrators manage and allocate match officials:

- Manual allocation and core management functions – A suite of tools that allow match officials to be managed and allow for manual allocation to matches.
- Automated allocation functions – A powerful process that will allow you to allocate match officials to matches with a single press of a button. Inbuilt into this feature are a wide variety of settings and options to allow you to completely control the allocation process.

## ***Manual Allocation and Core Management functions***

The following provides a list of screens and functions available in this area:

- Manual allocation screen – Allows for match officials to be allocated to matches by grade.
- Notify allocations – Allows match officials to be allocated via email or SMS.
- Allocation Health Report – Multiple reports that give an insight into potential allocation issues. Allocation Clashes, Allocations that clash with match officials declared availability, Allocations that break the Club Repeat rule, Match officials that have not been allocated.
- Umpire Allocations by Round – Lists all allocations (or a grade) for a week of matches.
- Umpire Status List – Lists all match officials in a selected panel and selected role. It also lists their assigned matches and current allocation status.
- Panel Allocation Summary – This lists the total number of each match official, allocated to each role, within a given panel.
- Allocation List – Lists all the match active officials and the matches they are allocated to for a given date.
- Double Ups – For a given week of matches, lists all instances where a match official is allocated to more than one match.

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**For more information visit:**  
[mycricketsupport.cricket.com.au](http://mycricketsupport.cricket.com.au)





- Availability Summary – Summary of availability of match officials by selected dates.
- Matches without match officials – A list of matches that do not match officials in the chosen roles.
- Assign to Panels – Allows match officials to be assigned to panels for the given role.
- Configure Panels – Allows allocation panels to be created and configured.
- Configure Regions – Allows allocation regions to be created and configured.
- Configure Grade Settings – Allows grades in the competition to be configured for the allocation process. Set up umpire payment rates to allow for the management of umpire payments.
- Umpire Payment Report – Run a report that displays details of matches umpired and total payment amount of umpires.
- Match official detail screen – Part of the Match Official edit screen, which allows various fields to be set that relate to the allocation process.

### ***Automated allocation functions***

The following lists the screens and functions available:

- Automatically Allocate Match Officials – The initiation screen for the automated allocation process. Allows all grades or just some grades to be selected for automatic processing.
- Automatic Allocate Status – Provides the current status of the allocation process.

### ***The Role and Panel system***

At the core of the umpire management system is the panel and role system.

#### **Role:**

Is the designated function of the match official in a match. For example in cricket, the role could simply be "Umpire1", "Umpire2" and "Reserve". You can also have roles created for designated functions in reserve grades such as "umpire for a reserves grade". With this setup umpires can be allocated additional roles thereby allowing them to officiate at both the senior and reserves game at the same venue.

For cricket roles would be "UMP1", "UMP2", where:

- Role UMP1 is the senior (or sole) umpire for a match
- Role UMP2 is the second senior umpire for a match

With this setup umpires can simply be given the UMP2 role, which will ensure they only officiate with other umpires and not on their own.

**Panel:**

Umpires are usually assigned to Panels according to their level of seniority. Panels can then also be mapped to a group of grades, with only certain umpires allocated to certain matches according to their seniority or qualifications. Typically panels are labeled "1", "2", "3" etc.

Whether the automatic allocation is used or the manual allocation process is used it is still worthwhile allocating umpires to panels since it usually makes it easier to manage.

When setting up panel members you allocate umpires to a panel for a given role, and for each role there can be only one panel allocation. However, the panel member is also qualified for all those panels below the allocated one. For example, an umpire allocated to panel 1, role A will have a designation 1A which means for role A they are also qualified to officiate in panel 2 matches for role A. The umpire may also have a 2B designation for the role B and so on and so on. This panel overflow rule means that umpires that don't get allocated to their designated panel can then be used in lower panels. The overflow can be restricted so that umpires don't get allocated to grades, which are too low.

**Summary of tasks**

Please find following a summary of tasks to get you started. Help files are also available online for each task from the Help menu, or page specific direct help links.

**Setup tasks****Create Allocation Panels**

Allocations panels are described above and you will probably want to setup at least 2 panels to help manage your match officials.

**Menu Item: Umpires/Umpire Allocation/Configure Panels**

**Create Allocation Regions**

Allocation regions can be created so that match officials are restricted to matches in certain geographical areas. After creating an allocation region a grade can be configured to belong to that region and the region setting for the match official can be set so that they only officiate in matches in that region.

**Menu Item: Umpires/Umpire Allocation/Configure Regions**

**Configure Grade settings**

Each grade in the competition has extra configuration settings for match official allocation. Such as panel, region, the number of match officials to allocate (it could be that you only want one match official for lower grades) and payment rates.

**Menu Item: Umpires/Umpire Allocation/Configure Grade Settings**



### ***Assign match officials to panels***

In your list of match officials you will probably be able to group them and then assign them to panels according to which grades they are most suitable to officiate.

**Menu Item: Umpires/Umpire Allocation/Assign to Panels**

### ***Configure settings for match officials***

Each match official has a series of settings that are relevant to the allocation process, including whether they can officiate at more than one game per weekend and other settings.

**Menu Item: Umpires/Umpire List/select an umpire/Umpire Settings TAB**

### ***Create Umpire logins***

Each umpire can be given a login to the system, which will allow him or her to change their own contact details and set their availability for the season.

**Menu Item: Umpires/Umpire Logins**

### ***Set umpire availability***

If an umpire has indicated their availability via other means you may have to set it in the system yourself. This can be done in two ways, first by setting their availability for a given match day across the season via the Availability Settings Tab on the umpire edit screen or week-by-week via the Availability Tab.

**Menu Item: Umpires/Umpire List/select an umpire/Availability TAB**

### ***Regular Tasks***

#### ***Automatic Allocation***

Starting the automatic allocation process is a very simple task and just requires the user to select the grades that need to be processed and decide on a couple of other settings. Typically, you should allocate just the main match officials first by checking the "Only Allocate Main" checkbox. After initiating this process the Allocation Status screen will be displayed showing the progress of the allocation job. When it is finished you can double click on a grade and you will be taken to the actual allocations for that grade.

**Menu Item: Umpires/Umpire/Umpire Allocation/Automatically Allocate Umpires**



### ***Manual Allocation***

Manually allocating match officials may still be required even when using the Automatic Allocation process to set allocations for matches where you want to specify a given official for a certain match. Manual allocation is typically performed grade by grade for a given round. Also, available in Results Vault Cricket is the ability to allocate match officials for all grades on the same match day (Manually Allocate Umpires by Round)

**Menu Item: Umpires/Umpire/Umpire Allocation/Manually Allocate Umpires**

### ***Allocation reports***

Whether using Automatic or Manual allocation there are a number of reports that are worth viewing before finalising your allocations. These include; Allocation Clashes, Matches without Match Officials and the Allocation Health Report.

**Menu Item: Umpires/Umpire/Umpire Allocation**

### ***Allocation Communication***

The final match official allocation can be communicated in a number of ways including by email, SMS and regular post.

**Menu Item: Umpires/Umpire/Umpire Allocation/Notify Umpire Allocation**

### ***Selector Bar***

Many administration pages have a selector bar, which allows for selection of the season, grade, and round. This bar remembers the last selections made for grade and season, and will usually default to the current round. To select a different match or round, simply change the selections in the selector bar, and click the *Go* button. On many screens in the umpire allocation area, the selector bar will give the choice of “Week Of” or “Round Date” instead of a round number. This will display as in many instances the rounds across all grades across the competition will not be identical.

### ***Need more help?***

Weet-Bix MyCricket is fully supported by Cricket Australia’s Online Support and FAQ Centre, which is found at [www.cricket.com.au/mycricketsupport](http://www.cricket.com.au/mycricketsupport) or through the footer link on each page.

View page specific help, located at the top of each page.

- Search the **Knowledgebase** and view articles with step-by-step instructions.
- **Download** detailed training and support documentation.
- **Submit a Support Request** if you can’t find the answer to your query.