

DUTIES OF THE RESERVE UMPIRE

Introduction

The Reserve Umpire plays an important role in ensuring the smooth operation of a match.

2. The Reserve Umpire has the responsibility and authority to report incidents to the HKCA or Match Referee for breaches of the Code of Conduct. It is therefore important that the Reserve Umpire is familiar with his duties and these procedures.
3. The Reserve Umpire should be dressed as if he were to umpire on the field and should have all the appropriate match day umpiring equipment with him, as he may be required to officiate on-field in the unlikely situation that one of the on-field umpires cannot fulfil his duties.
4. The Reserve Umpire is a representative of the HKCA and bound by the Code of Conduct for umpires. He must be fully familiar with all the relevant playing conditions, regulations and policies associated with the match.

Pre-match

5. The Reserve Umpire should carry the following items as a minimum:
 - Copy of the appropriate Playing Conditions (Handbook)
 - Copy of the Laws of Cricket (updated)
 - Blank team sheets, captain's report forms, disciplinary report forms and over record sheets
On arrival at the ground
6. The Reserve Umpire is to arrive at the ground at least 45 mins before the scheduled start of play and is to:
 - Liaise with the ground authority/curator
 - Meet the team captains (and managers) and confirm timings
 - Attend any meeting between the on-field umpires, captains and the scorers
 - Distribute match related documents to the appropriate individuals
 - Take control of the match balls, including spares and check conformity
 - Introduce the umpires to the ground authority. Assist them in their match preparations and remain in close contact throughout the day
 - Confirm all signals and communications arrangements between the umpires and scorers
7. As the representative of the on-field umpires, the Reserve Umpire must ensure that any ground management tasks are followed up such as improvements to sightscreens or the correction / addition of ground markings based on the instructions he receives from the on-field umpires. The Reserve Umpire will assist the ground staff in using any available equipment / materials for the purpose of drying the pitch and improving underfoot conditions thus making it fit for play.
8. Before play, he should supervise the mowing and rolling of the pitch in line with the Laws of Cricket – this will involve working closely with the ground manager/curator. He is to be present whenever rolling of the pitch is required and the curator and his staff repair bowlers' foot holes, etc.
9. The Reserve Umpire should also ensure that he has access to spare stumps and bails in the event of on-field equipment failure.
10. (Where provided) The Reserve Umpire is to ensure that communication equipment is working properly when he gets to the ground. He should plug in the charger and make sure that all the batteries are fully charged and if not, the necessary ones are put on charge.

11. Other duties will include:

- Issue two Team Nomination Sheets to each captain and ensure that players are properly nominated and all details completed before the toss
- Deliver one set of completed Team Nomination Sheets to the umpires before the toss (thereafter to be retained by the scorers)
- Conduct the toss is in accordance with Laws 12.4 and 12.5 (captains exchange the second team sheets)
- Synchronize watches and clocks with umpires, captains and scorers
- Take control of all match balls – including spares at differing stages of wear – for use as replacements where the Laws/Playing Conditions provide. Thereafter, ensure spare balls are readily available

12. Prior to the first bowling innings of each side (at least 10 minutes), the Reserve Umpire should take the new cricket balls to the fielding team captain or his nominee to select the ball they wish to use. [Note: Under no circumstances are the balls to be left with the team. Be present throughout the process of selection then pass the selected ball(s) to the on-field umpires.]

During Match

- Be present and remain at the ground in accordance with Law 3.1, being visible to the 'on-field umpires at all times.
- Be dressed in the same attire as the two on-field umpires
- At change of innings supervise the sweeping, rolling and re-marking of creases in accordance with Law 10.
- Assist with the deployment and removal of covers during interruptions to play
- Where appropriate, instigate and complete the HKCA Code of Conduct Report Form which should be handed to the Match Referee
- As soon as practicable, advise the HKCA Match Referee of any breaches of the Code of Conduct.
- In exceptional circumstances replace an on-field umpire. Non-panel umpires will stand only at the striker's end.
- Assist the appointed scorers to ensure the correctness of the score and umpire decisions
- With the on-field umpires, balance and sign the score summary sheet at the end of each innings.
- Assist in the distribution of Duckworth Lewis calculation print outs prior to the commencement of 2nd innings (or re-commencement of innings) to all parties.
- Explain points of law, playing condition or special regulations to team managers, coaches and captains.
- Ensure umpires and scorers are adequately catered for during scheduled intervals, including the organisation, preparation and delivery of drinks to on field umpires during drink intervals.
- Take replacement/spare balls onto the field should the need arise.
- Assist in the supervision of scheduled drinks intervals in accordance with the Playing Conditions and the Laws of Cricket.
- Ensure players are correctly attired in accordance with HKCA Regulations and the Playing Conditions
- Maintain a record of any players leaving the field, their substitution and monitor any medical treatment
- Record all stoppages and confirm 'Good Cause' with the on-field umpires at intervals
- Issue the Captain's Report Form and remind them to complete and return to you post-match
- Maintain a link between the Match Referee and Ground Authority
- Participate in any other duties as required for the smooth operation of the match and as required by the Match Referee

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Post-Match

13. Before leaving the ground, the Reserve Umpire shall:

- Collect the completed Captain's Report Forms and pass to Match Referee
- Return all match balls and spares
- Ensure the umpires verify and sign the match result sheet
- Return/secure all radios and equipment