**Advice to Clubs – Looking after your Umpires**

* Ensure both umpires are contacted by at least **10.00 pm** on the **Tuesday prior** to the Saturday match. Do not rely on email or text message, unless the umpires have acknowledged that this is OK. Use the phone. Umpires, in turn, are expected to acknowledge messages and emails as early as possible, but by **Thursday at the latest**. If this has not occurred, please inform **Mike Legg**, as there may have been a breakdown in communication.
* Check the umpires know the time and venue of the match, the playing colours of the teams and whether they need **directions to the ground**. Some umpires have visited you on a large number of occasions, some may be visiting you for the first time.
* Be aware, there is a shortage of umpires, circumstances change, and there may be a **last minute change** to the umpires appointed to your game. It is then doubly important that you **make contact** with the newly appointed umpire as **early as possible**.
* **Meet and greet** the umpires when they **arrive** – offer refreshment (some will have travelled considerable distances).
* Show the umpires where they can find the **changing facilities**. Remember that the **majority of umpires are male**.
* **After the match**, ensure that umpires know where the **refreshments** are to be served and if it is a distance from the pitch, appoint someone to **take the umpires to the venue**.
* Please welcome the umpires in the Clubhouses. Make sure that umpires are **hosted** and **receive refreshment**. Some have travelled a long way to umpire your game and have a long return journey to come.
* Sometimes there will be an **umpire assessor or selector** present, please offer the **same hospitality** to them. Make sure that the debrief is not so absorbing that the umpiring team miss out on the hospitality!
* Nominate a person to ensure that these courtesies are followed.

As you know, we **encourage umpires** to be available after the game to discuss the events of the match and interpretations after they have had an opportunity to shower and change.

**Please take advantage of this in a polite and non-confrontational manner.** This is important, in the last three seasons umpires have reported that the post match conversations have been such that they do not want to continue umpiring. Remember, as you are trying to do the best for your teams, so are the umpires.