



# ***International Institute of Cricket Umpiring & Scoring***

## **Unit 2 – Time Management**



Time management is something everybody can achieve through appropriate planning and prioritising

### **PRIORITIES**

Time management is about prioritising activities to improve the way that you use time

Managing your time allows you to focus on the most important activities at the right time

**Urgent** is NOT the same as **important**. Concentrate your efforts on **important** issues

Good umpires manage their time successfully before, during and after the match

Before the match

Travel, colleague discussion, inspection, meet scorers, toss discussion

During the match

Start, intervals, interruptions, end, fall of wickets, players leaving/returning

After the match

Colleague discussion, reports, clubhouse

It is important to realise that even the most organised umpire will only be able to accomplish most of what they want to. Trying to accomplish everything is exhausting

Efficiency and effectiveness

Effective umpires are efficient, but also focus on prioritising tasks. They determine which of their tasks are the most important to complete so that **important** tasks are always completed, and insignificant tasks are eliminated, however urgent they might appear



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Successful umpires such as Simon Taufel have indicated that there are three major aspects of their lives that they have had to manage:

### **Family**

As you progress through the umpiring ranks, you may be offered appointments which require you to be away from home for a number of days. An understanding family is an essential requirement when you reach this level

### **Work**

For the same reason, you may be required to use your holiday entitlement from work to umpire matches. Not all employers will understand this requirement and may not be supportive. Similarly, your family may not be pleased that you have used your annual holiday entitlement to umpire cricket matches

### **Umpiring**

You will find that there is more to umpiring than standing in a match. There will training courses and meetings to attend, fitness sessions to complete plus travel time to and from matches

### **Efficiency and effectiveness**

Some umpires seem to be more organised than others but it isn't because they were born that way

You will learn time management skills from those around you

Good umpires make themselves organised

Using these priorities, a plan can be developed that will enable commitments to be fulfilled and minimise conflict of interest

Buy a diary and get organised

By recording all commitments and the anticipated time involved in fulfilling them, your planning will become easier

Time control problems

Communication

When a message between individuals is misunderstood, it is unlikely that correct actions will be taken

Miscommunication creates confusion and leads to mismanaged time because people



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are unsure where to focus their energy

Continually check to ensure that your colleague and the scorers understand your message

### **Ineffective delegation**

The tendency to do things yourself, instead of delegating to others, creates time management problems

Be sure of the responsibilities of others, especially the groundsman and the home team captain

It is important to realise that even if you are an organised individual you will only be able to accomplish most of what you want to do

Trying to accomplish everything is exhausting

It is a waste of your time to hunt for sawdust!

### **Insufficient planning**

Planning is an important step to take before using any resource, including time

You must determine which activities require attention and how much time to realistically allocate to each

Failure to plan on a regular basis can cause you to fall behind on, or overload, your schedule

If you arrive late, you let down the game, the players and your colleague

### **The environment**

Each match you umpire will have different environmental factors

To manage time effectively, you need to understand how different situations will affect you

Being aware of these factors will help you plan ahead and avoid time wasting

## **MEETINGS**

### **Make meetings count**

A large amount of time can be spent in meetings, and it is important to make good use of such time by discussing only relevant issues



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Meetings can address a variety of needs:

- To build teamwork and camaraderie between umpires
- To conduct education and development sessions
- To issue instructions about changes to Laws or local regulations
- To seek information from members
- To provide feedback

Remember to be

Punctual

Attentive

Disciplined

Respectful of the chairman, speaker and other members

Successful umpires always aim to be a good audience

### **REPORT WRITING**

An important aspect of your association's or league's operations will be their ability to communicate effectively in writing to you i.e. rules, regulations, notices, directions and instructions

In addition, information is passed back by you to the organisation in writing, i.e. match and discipline reports

Treat these communications seriously

Read all documents carefully and seek clarification when necessary

Ensure that you understand the information, it will reduce the potential for errors

Consequently this minimises the conflict, frustration and distress that can result from such errors

Ensure there are no mistakes when writing out match reports, writing letters or completing report forms



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Ensure you have the proper forms

Be aware of any deadlines

Ensure you get the basic details correct such as dates, names, venues, addresses

Make time for your report writing

### **An Example of Time Management**

Let us suppose that you are to umpire a match in a knockout competition. It will take place on a ground that you do not know, between two teams that you have not seen before and with a colleague who is a stranger to you. This may sound far-fetched, but it could happen, especially if you are a new umpire or have just moved to another part of the country in which you live.

Your objective is to walk out on to the field of play with your colleague, 5 minutes before the time scheduled for play to commence, fully prepared for anything that might happen and with all potential distractions removed from your mind.

There are things you have to know. Think about them now. You may need to list them. The list will include, but not be limited to:

- special regulations for the competition, such as
  - o how to deal with stoppages
  - o limitations on bowlers
  - o if match cannot be completed, how is result calculated
- scheduled start time
- scheduled or estimated time for finish
- where is the ground
- how long will it take to get there
- are there any special travel problems on that day
- what special problems exist at that ground
- how experienced is your colleague
- what are the captains' names

Much of this information can be found before you leave home, preferably at least the day before the match. It might take a few phone calls, but it will be well worth the effort, especially to have a little chat with your colleague so that you are not quite strangers when you meet. If you have all that information before you leave to go to the ground, you have taken the first step towards having an enjoyable match. Why does it help? Because it removes tension; you are prepared.

You will, of course pack your bag well before you need to, so that you know everything is as it should be and that you have reduced the chances of something going wrong.



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The next problem is what time to set off for the ground. Allow plenty of time. So, let us say the match is due to start at 12:00 noon; what time do you need to get there? The Law says you should be there 45 minutes before play is scheduled to commence. Much better, then to say you need to be there by 11:00 at the latest. How long is your journey?. Let us say we expect it to take about an hour or a bit less. In that case 10:00 is probably too late to leave, as you might encounter a problem on the way. Give yourself extra time. Why not set off at 09:30.

When you get to the ground you will have some duties required by the Laws. In addition, you need to identify who is who – colleague, ground staff (you may need a good rapport with them, so meet them early), captains, club officials, etc. Do that soon. Why? Because we are trying to manage time so that nothing becomes rushed. If you have already found out the names of the captains it will help a lot; and you will, of course, at least know your colleague's name. Put your kit in the changing room and make sure all the items that you will take on to the field are easily available.

You will spend some time in casual chat; it is inevitable, but you must know how long it will take you to get yourself ready to take to the field and ensure that chat does not disturb that preparation. If it does, you will pay for it later. It doesn't take long to put on your boots, coat, hat, etc; it probably takes much longer to get yourself into the right frame of mind. Get everything done that needs to be done as early as possible, so that you can concentrate on your mental preparation.

If, when you walk out with your colleague, you feel that the match has already been in progress for a little while and that you are part of it, you can thank your preparation and the way you managed the time to achieve that state of preparedness.

It may not seem easy at first. All that means is that it is a skill and, like all skills, you need to practice it.