Observations
User Guide and Reference

For Observations for Windows v3
and the Observations Companion for Android v3

9-Jan 2020

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Forward

I have been involved with Australian Rules umpiring for nearly 50 years – as a field umpire, boundary umpire, goal umpire, boundary umpire coach, member and secretary of an umpires' appointment board, and umpire observer.

The process of recording umpire observations and providing feedback has always been problematic. I have used pen and paper, clip boards, tape recorders and other methods to record information about the umpire observations. However, there have always been issues in the Melbourne's outdoors during the winter.

Observations for Windows and the Observations Companion for Android greatly automate the old manual process and free me from awkwardness of pen and paper in the wind and rain. It all works using a standard (though slightly larger is an advantage) phone (or tablet). Furthermore, storing the information in a database provides an excellent record of the season when it comes towards the finals.

I used Version 1 of Observations and the Companion throughout 2018. It was stable and provided quality written reports presented to umpires and their coaches. Version 2 includes everything that I thought…. "wouldn't it be good if….". Version 3 adds the ability to track the time and scores as the game progresses – which is a little off topic – but handy if you are that way inclined.

I hope you enjoy using these applications as much as I enjoyed creating them.

Acknowledgements

Thank you to:

- Nathan for the drive to learn a new environment and language – and see the project through.
- Kaylie for recommending substantial improvements to the Companion's user interface
- Craig for your insights into how to observe goal umpires

Thank you to my umpire advisors and mentors over the past forty plus years.

- Don J, Jack I, John G, Ian M, Neil W, Don C, Steve L, Kevin S and Marty E for teaching me to field umpire – and in the later years – maintaining and reinforcing that knowledge
- Don J and George H for teaching me the skills of boundary umpiring
- Dick N, Shane H, Peter F and Craig H for teaching me the skills of goal umpiring.

Thanks also goes to the Diamond Valley Football League – and more recently the Northern Football and Netball League (previously known as the Northern Football League) for giving me the chance to continue to craft the process of umpire observation.

1. Purpose

The primary purpose of Observations is to enable observers of sporting event officials the ability to record, review and communicate observations and suggestions in a simple and orderly manner – and hopefully be free from pen and paper.

Whist being fully configurable, Observations aim is to enable observers to:

1. prepare for a day of observations
2. record observations during the event – and if using the Android Companion – to keep track of the score and quarter time.
3. allow for ad hoc feedback at breaks or immediately after the event
4. review findings after the event, correct observations, add summaries and optional action plan items for each umpire
5. distribute reports to the officials and authorised others

Recording of observations during the event can be achieved in a comfortable manner using standard Windows desktop or Windows tablet. However, if you are mobile outdoors and need a compact approach to record observations, then the Observations Companion (on Android only) fills this void and is a much better option as it allows you to dictate verbally directly into the Android.

Whilst this has traditionally been performed with pen and paper – or a good memory in the past, or with some degrees of automation, Observations and the Observations Companion attempt to cover the full end to end process of observations and reports.

Whilst not part of the primary purpose, a secondary purpose is to keep track of the scores and the length of quarters.

2. Summary of Observations

This chapter covers an overview of the use of Observations for Windows and the Observations Companion for Android.

To use Observations effectively, it is necessary to understand both the process to be followed and the key features of the system.

2.1. Game Observation Method

Irrespective of which app you are using, when observing a game, there are several key parts to the regular cycle of use.

1. Preparing for the game with its entry of the game and its appointed umpires (if known)
2. Stating the expected observation period. However, this can be updated later if required.
3. Checking the appointed umpires are correct and have arrived at the ground. You can remove umpires from a game or add replacement umpires before the game – or add additional umpires during the game.
4. Using identification aids to assist you in recognising each umpire (e.g. Colour of boots, hair, uniform, etc) when you want to record an observation. You can also specify which end or side of the ground the umpire is starting on – which is ideal for goal umpire identification – or for boundary umpire identification if only two boundary umpires in the game. The idea to be able to quickly identify an umpire during play.
5. Starting and ending the game/quarter as needed, making observations, reviewing observations, sharing observations during the game – and keeping track of "time-on" if required.
6. If the application is interrupted or your computer/phone/tablet is rebooted, the system will restart the clocks appropriately upon restart.
7. You can review progressive comments with an umpire at a break or after the game. With the Observations Companion, you can even email the "in progress" comments to the umpire for quick memorialisation (if you deem it appropriate).
8. If keeping track of the score during the game, you can send the scores (current and quarter by quarter), quarter times and the score worm to any friend using SMS/MMS, email, Messenger, WhatsApp, Twitter, or other social media.
9. Reviewing comments after the game by correcting observations and adding summary items and game plans as needed.
10. Finally communicating reports via print or email to umpires and/or their coaches.

2.2. Structure of This Document

The structure of this document and how it applies to the process to be followed – are as follows:

1. Ensure you have your Microsoft OneDrive account set up in Windows.
2. Install Observations for Windows. See Part 1 - Installation
3. Once installed, you need to tailor the profile and update your preferences. This may also be updated at other times as you decide to optimise options for your use. See Part 2 – Essential Preferences.
4. As you gain more experience, you may also wish to further tailor the application. See Appendix 1 – Observations Customisations.
5. Initially load all umpires into the system. See Part 3 – Loading Umpires.

   Sample umpire data for the Demonstration competition can be downloaded from the Observations web site to test the system. See Appendix 4 - Downloading the Test/Sample Data to download a sample Excel umpire load workbook.
6. At this point: - if you intend to use the Observations Companion for Android, there are several tasks to be performed:

1. Install the Observations Companion for Android (from this link: http://observations.koochyfit.com/magic.htm) See Part C1 – Installation on Android
2. Tailor the Companion. See Part C2 – Tailoring your Companion Profile
3. Export Metadata from Observations for Windows. Metadata is a simple term to define application options, umpires and predefined comments. You should export metadata each time you change umpires, application options, umpire types or predefined comments. Metadata is automatically exported each time you export games. See Part 4 – Exporting Metadata.
4. Import Metadata (and Games if any at this time) into the Observations Companion. Loading metadata loads defaults, umpires and predefined comments into the Companion. You can repeat this process at any time during the season. It also allows you to import games from OneDrive. See Part C3 – Importing Games and Metadata.
5. Establishing any other primary options for the Companion. See Part C4 – Other Main Screen Options

Note that Observations uses Microsoft OneDrive as the cloud between the applications. It is free to all Windows users. OneDrive is used to store data between Observations for Windows and the Observations Companion for Android. For more about OneDrive, see Appendix 5 – How to Create a Microsoft OneDrive Account.

7. For each observation period (usually each week), you need to prepare by adding the games and appointed umpires to be observed. See Part 5 – Observation Preparation.

   Sample Excel fixture data for the Demonstration competition can be downloaded can be downloaded from the Observations web site to test the system. See Appendix 4 - Downloading the Test/Sample Data.

   Tip: The Sample Fixture with appointed umpires provided on the website – is an ideal template to enter fixtures and appointed umpires in bulk into Observations if not importing appointments from Schedula.

8. If you are using the Observations Companion to Observe games, then you need to:
   1. Select the games to be exported from Observations for Windows and export them to OneDrive. See Part 6 – Exporting games to OneDrive.
   2. Import the games into the Observations Companion. See Part C3 – Importing Games and Metadata into the Companion
   3. Alternatively, you can add the game (and umpires) directly on to the Observations Companion for Android.
   4. Should you need to phone an umpire in a game prior to the game, this is explained in Part C5 – Phoning an Umpire From the App
   5. Should a game to be observed with the Companion not been exported from Windows, you can always add the game on game day directly into the Companion. When later imported back into Observations for Windows, the game will be automatically added into the database. See Part C6 – Adding a new game using the Companion
   6. Observe the games using the Observations Companion. See Part C7 – Observing Games Using the Companion.
   7. When all games to be observed have been observed for the day, you need to export the game data back to OneDrive. See Part C8 – Exporting Game Data to OneDrive
   8. Finally, you would import the games (back) into Observations for Windows. See Part 8 – Importing Game Data.
9. If using Observations for Windows only to observe games, then you observe games recording observations on your Windows device. See Part 7 – Observing Games.

   Note: Use of the Observations Companion for Android is the preferred method for this activity.

10. At the end of an observation period, you need to review/update your notes, add summaries and other optional quantifications for each game and umpire. See Part 9 – Review Games
11. Finally, at the end of performing your reviews, you can communicate your reports to the umpires and their coaches. See Part 10 – Communicating Reports.

12. Appendix 2 describes how to deal with email security when using Observations with Gmail (recommended).
13. In addition, there is regular backup and possible recovery options for the database. This and how to empty the database at the end of the season – is covered in Part 11 – Backup and Recovery.
14. Finally, Part 12 looks at the ability to manipulate game data in the cloud (OneDrive) between Observations for Windows and the Observations Companion for Android.

3. Key Features of Observations

The key features and themes of Observations include:

- Umpire Types, Categories, Groups and Predefined Comments by umpire type and group
- Comment Types – good, neutral, work on – comments for all umpires of the same type – or all umpires in the team
- Summary Comments – initial, summary, internal summary (intended for coach only)
- Scores – record of progress scores and quarter breaks
- Report Types – regular, senior, running sheet and enhanced running sheets
- Counting of key observation categories by umpire type (e.g. Field umpire bounces; boundary umpire throw ins; goal umpire goals, behinds and misses)

3.1. Umpire Types, Category Groups, and Predefined Comments

This aspect of Observations is to identify the different type of umpires or referees in the sport. It is completely configurable with up to seven different types of umpiring officials.

Each type can have their own coach, and own sets of categories, groups and predefined comments.

For AFL, the different umpire types are

1. “f” for field,
2. “b” for boundary,
3. “g” for goal umpires – and when required…
4. “e” for emergency umpire, and
5. “i” for interchange steward

Furthermore, each type is allocated several categories and groups for which observations are to be reported.

Categories are for different divisions of observations per umpire type. In the AFL template, at present, only Field Umpires have two Categories. They are “Match Management” and “Decisions”. At present, all other Umpire Types have a single category. When present in reports (depends on report type selected), each category is represented as a separate table.

Groups are major headings for grouping comments within an umpire type/category. For example, Field umpires may have groups such as “ball ups” or “holding the man”, etc. Boundary umpires may have groups such as “throw ins” and “teamwork”, etc.

Observations are entered based on these groups. Reports are optionally also based on these groups.

The group “Other” is provided for each umpire type to cover observations which either do not fit any other category/group – or you are unsure which group to assign until you review the game later. You can change the category group of an observation during the review process if required.

Observations are reported either:

- based on these groups,
- in a running sheet style, or
- in a summary format only

Most common observations can be prepared as “Predefined Comments” for quick entry at observation time (pick from a list). These are based on an umpire type, comment group, and comment disposition (good, neutral, work on). A good sample of these are provided in the initial database and are fully updatable.

Each umpire type also provides the option to specify up to 4 quick entry groups (e.g. Throw Ins for boundary umpires). These groups have totals maintained as to how many good, neutral or work on occurrences there have been of these groups per umpire per period of play. These can be included optionally in reports.

Should there only be one quick group defined for an umpire type, the Companion allows simply one press addition of a good, neutral or 'work on' occurrence of this group observation. This enables the companion to track, say, all ball ups for field umpires and all throw ins for boundary umpires with a single tap in the comment screen.

3.2. Comment types

The primary objective of "Observations" is to allow the observer to document observations for each umpire in a match. However, there are many different types of comments needed. The different types of comment are:

- Good observation – that is a compliment that the umpire/referee has done well.
- Neutral observation – that is something significant – but neither good nor bad.
- Work On observation – for a "need to work on" observation.
- To All Umpires of The Same Type observation (e.g. To all boundary umpires in the game) – this is used when you want to add a comment to all umpires of the same type. You can update each umpire's comment individually if you wish during the review process – and possibly provide more specific information if needed.

Additionally, there are special comment types of:

- Initial for a general comment the observer would like to memorialise to an umpire.
- Common observations – for which you wish to share with ALL umpires/referees in the team. Similarly, more information can be provided during the review process if needed.

Finally, there are summary and action comment types. Generally, these are provided at review time – but can always be added earlier during the observation period if required.

- Game Plan (or Action Plan) Comment - to provide the umpire with a future game plan or action plan (i.e. some key items to focus on). Generally, you would add one Game Plan Comment for each item.
- Summary Comment – which is a game summary sent to the umpire
- Internal Summary Comment – which is a game summary sent only to the respective coach(es) and are **not shared with the umpire**.

3.3. Scores

Beginning in Version 3, the Observations Companion for Android has the ability to record the period all scores as the game progresses. The system also maintains the length of each period and provides the capability to view the "score worm".

The scores and times are exported to windows where you can produce reports accordingly.

Score recording is completely optional in the Observations Companion for Android.

3.4. Report types

The system identifies five different report types which can be sent to an umpire, two different report types which can be sent to coaches, and one report type which can be used to look at all observations over the whole season for all umpires.

The report type for each umpire can be specified either:

- During automated games entry, based on the grade of the game and type of umpire. Should a grade not be covered, there is an absolute default report type specified in your Preferences. See Appendix 1 – Observations Customisations – for more information.
- Manually overriding when confirming umpires (either when the game is manually entered, or when the observer arrives at the ground)
- Overriding the option when generating reports

Different options are meant to cover different levels of games and umpires – while also catering for specific situations that may arise. Generally, a Senior umpire report would cover many open age games while Regular may be used for newer umpires. Should an umpire be newly promoted, you may wish to specify and Enhanced Running Sheet or similar.

Tip: All reports have the option of including of "Quick Total Categories" which were collected during the observed period. This is specified only at Report Generation time.

Tip: Enhanced reports add a quick summary by category into the report.

3.4.1. Regular report

First report is a **Regular** report. This is usually the report to provide an umpire who requires a lot of feedback in a structured manner. A regular report for an umpire contains:

- Match, umpire and observer information
- Categories and groups which feature an assessment per group as well as the observations made related that group
- Game plan providing one or more focus items for the umpire to work on
- Any initial, common and summary items allocated to the umpire

3.4.2. Senior report

A **Senior** report is designed for more senior umpires who do not require a lot of detailed feedback. A senior report for an umpire contains:

- Match, umpire and observer information
- Categories and groups which feature a high level assessment per group – needs improvement, at standard, and above standard
- Game plan providing one or more focus items for the umpire to work on
- Any initial, common and summary items allocated to the umpire

This is the same as a Regular report – but without any detailed observations or group assessments.

3.4.3. Enhanced Senior report

An **Enhanced Senior** report is designed for umpires would additionally require a quick summary by category in addition to the Senior report. An enhanced senior report for an umpire contains:

- Match, umpire and observer information
- Categories and groups which feature a high level assessment per group – needs improvement, at standard, and above standard
- Game plan providing one or more focus items for the umpire to work on
- Any initial, common and summary items allocated to the umpire

This is the same as a Regular report – but without any detailed observations or group assessments.

3.4.4. Running Sheet report

A **Running Sheet** report is provided for sporting bodies that do not wish to provide comments grouped by categories/groups. Alternatively, this may be the best way to walk through a match with an umpire either during or immediately after a match before it has been reviewed and summarised. A running sheet report for an umpire contains:

- Match, umpire and observer information
- All observations in Quarter, Time of Quarter sequence of recording
- Any initial, common, game plan, and summary items allocated to the umpire

Tip: The Observations Companion for Android has the capability to email the equivalent of the running sheet report directly to the umpire – should it be required. However, whilst still in the Companion, the comments will not yet have been reviewed, corrected or finalised.

3.4.5. Enhanced Running Sheet report

The final report is an **Enhanced Running Sheet** report. These are the same as a running sheet report – but additionally includes an overview assessment of the umpire by category. An enhanced running sheet report for an umpire contains:

- Match, umpire and observer information
- Categories and groups which feature a high level assessment per group – but without associated observations. Such observations are included below.
- All observations in Quarter, Time of Quarter sequence of recording
- Any initial, common, game plan and summary items allocated to the umpire

This is the same as a Running Sheet report – but adding a summary by categories.

3.4.6. Coach reports

The coach report is created for each type of umpire for all games observed in the period. It features a detail or summary account of each umpire in a single document. It covers

- Match, umpire and observer information
- Categories and groups which feature a high level assessment per group – needs improvement, at standard, and above standard. (This is a report time option)
- All observations in Quarter, Time of Quarter sequence of recording. (This is the detailed report. The summary report omits this feature)
- Quick totals of key category groups. (This is a report time option)
- Any initial, common, game plan and summary items allocated to the umpire.

3.4.7. Season History report

There is one history report for each umpire type requested. This report is an Excel worksheet containing all observed umpires over the season to date – sorted in reverse quantitative assessment sequence.

3.5. Other Features

Other features include;

- Native Windows spelling check and correction while entering comments and reviewing comments to simplify the reviewing process
- Count of key category groups by comment disposition (good, neutral, work on). This covers items such as ball ups by field umpires, throw ins by boundary umpires, or goals/behinds recorded by goal umpires. It is customisable with up to four categories per umpire type in the Predefined Comment Categories customisation feature.
- Exporting/Importing games and metadata between Observation for Windows and the Observations Companion for Android – using Microsoft OneDrive (as the cloud).
- Additional control over OneDrive game data in the cloud.
- Comprehensive and simple backup and recovery facilities for the database on Windows.
- Mass import of umpires from an independent umpires list in Excel
- Mass import of games and appointed umpires from Schedula Excel files – or a manually created look alike Excel Worksheet.

4. Part 1 – Installation

Install Observations (from this link: http://observations.koochyfit.com/magic.htm).

Note that the version in these examples may differ to the version of the software installed from the web site.

(a) Ensure you have a OneDrive account. Most installs of Windows will have already done this. It will be rare for you NOT to have an account already. **The installation process will USUALLY find it and link it to Observations for Windows.** Just in case:

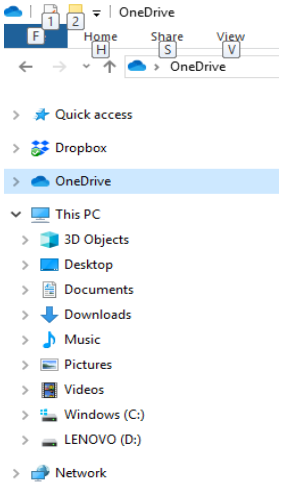
a. Setting up a OneDrive account is explained in Appendix 5

b. The information you will need to have handy in your installation process is the path to OneDrive on your Windows. (e.g. "`C:\Users\david\OneDrive\Documents`")

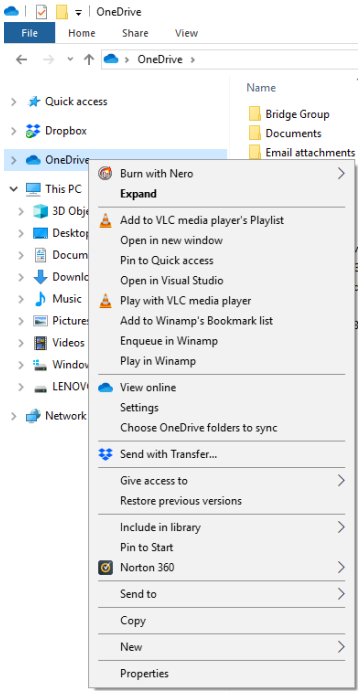
c. To find out what your path is for OneDrive

i. Go to Windows Explorer (not Internet Explorer) and

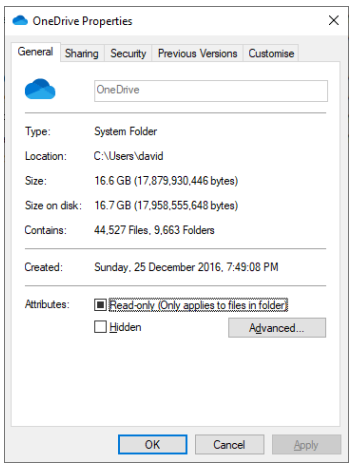
ii. Find OneDrive in the left directory structure



iii. Right mouse click OneDrive

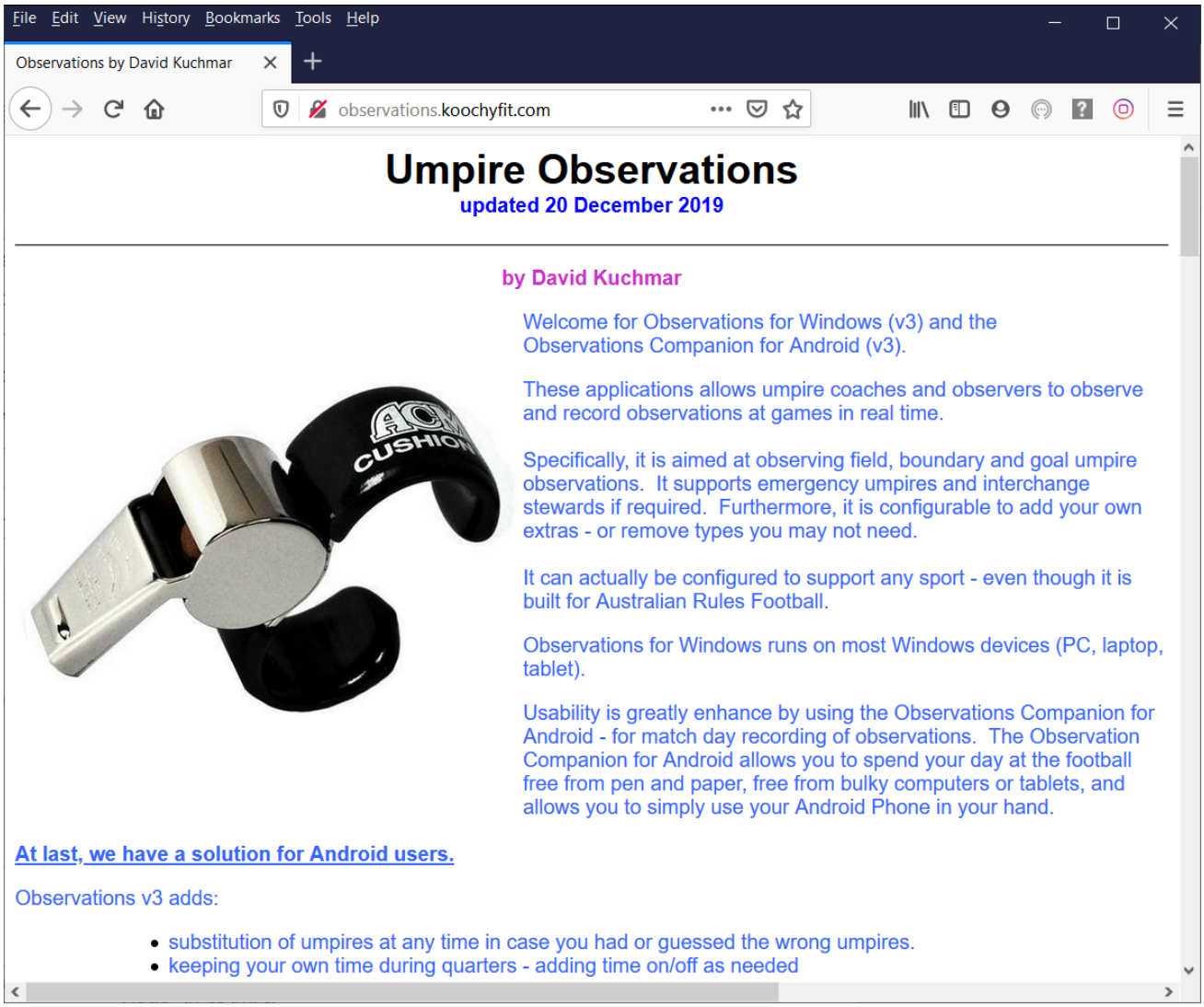


iv. Click on Properties

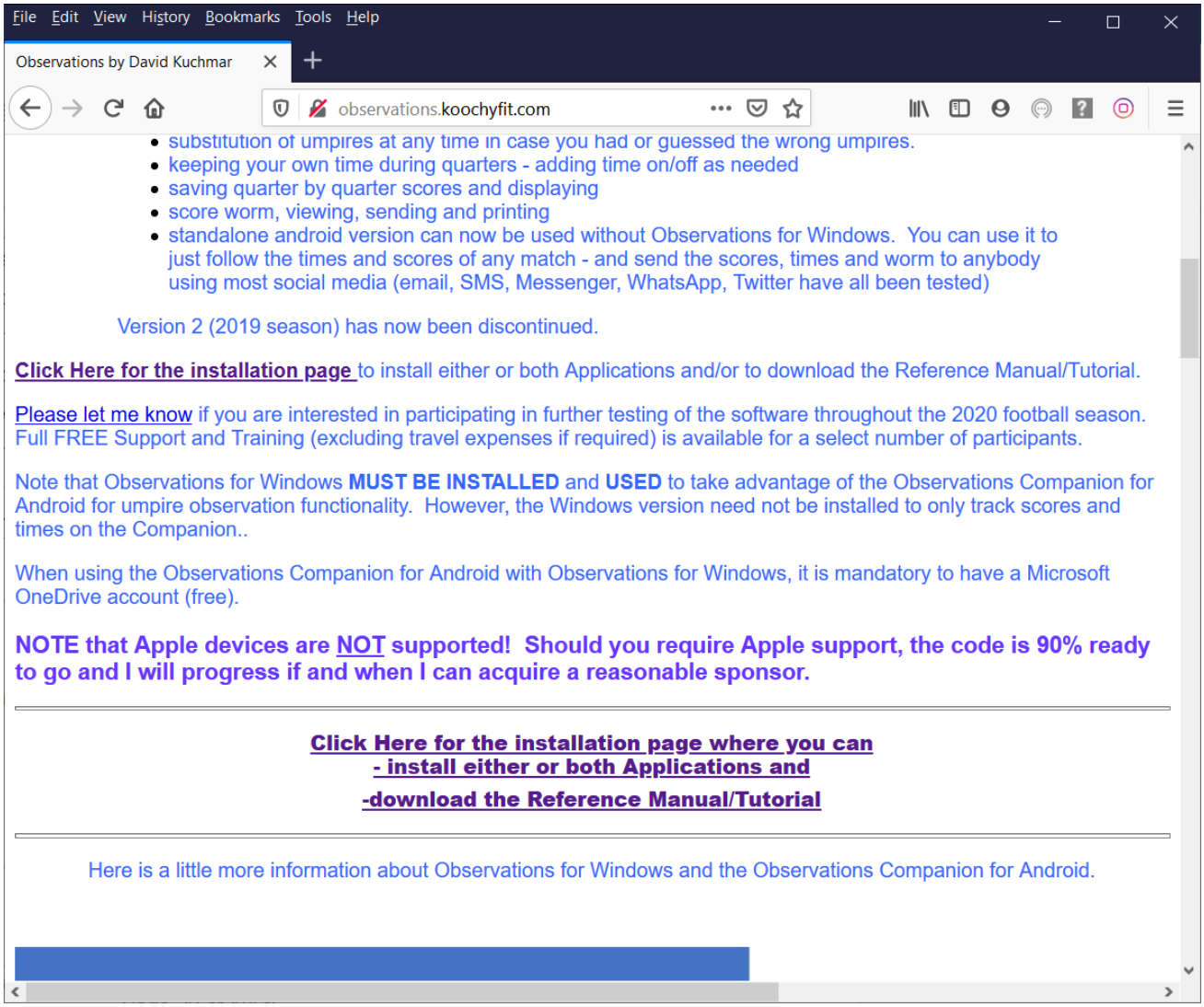


v. The text you may require during install is the “Location” indicated with “`\OneDrive\Documents`” added to it.

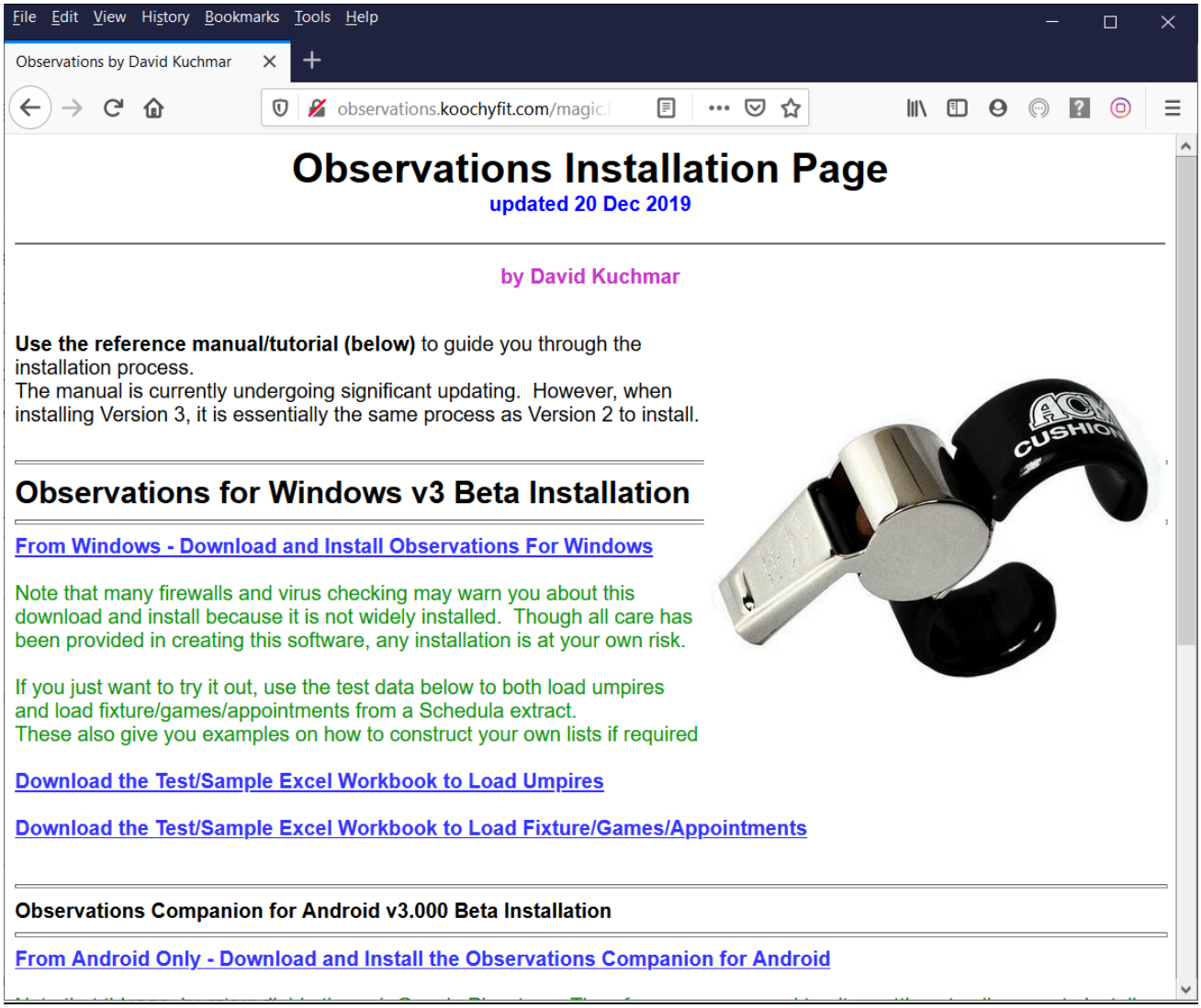
(b) Go to the Observations web page at http://observations.koochyfit.com



Scroll down to the link to the installation page

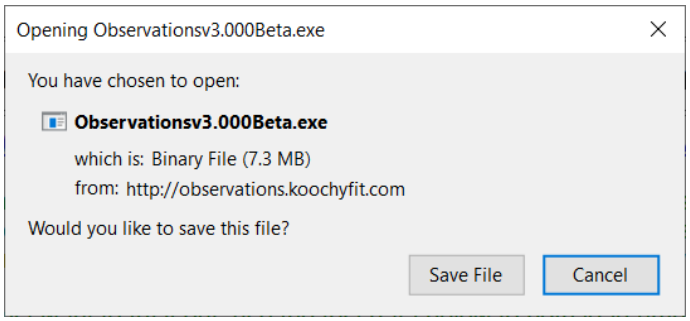


Click on the link “Click here for the installation page…”



(c) On the Installation page, click on “From Windows – Download and Install Observations for Windows”

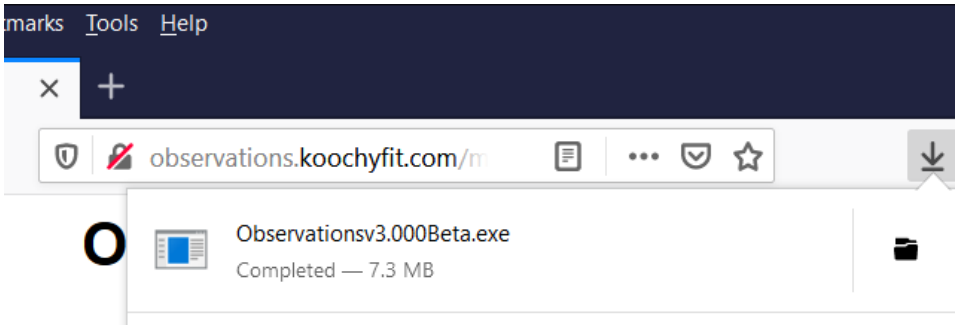
(d) Save the File. When the download is complete, find the downloaded file (usually in your Downloads directory – or where your browser lets you see what you have downloaded)



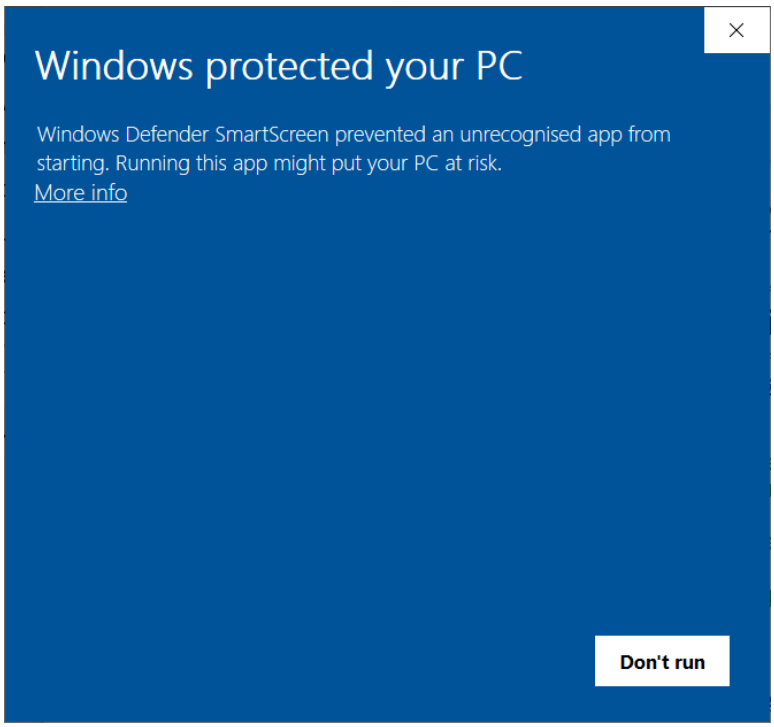
Tip:	**Should your internet firewall not allow you to download "self extracting executables" (such as the Observations for Windows installation file), then you will need to perform a manual installation. Should the above step fail with such a comment:** **- Manually download the installation zip file from** **http://observations.koochyfit.com/altinstall.html** **- Create a temporary directory on your hard disk** **- Manually expand the Observerationsvxxxxx.zip to that temporary directory** **- Manually double click to executed Setup.exe in that temporary directory** **- Remove the temporary directory.**

(e) If you receive virus program detection messages, do not panic. It will not have been loaded by many people and will be hence deemed suspicious.

(f) From your browser, click on the "downloaded files link". Shown if Firefox. Click to save your Observations installation file (Observations vx.xxx.exe – or similar). Alternatively find the download location of your browser and execute the downloaded Observationsvx.xxx.exe file.

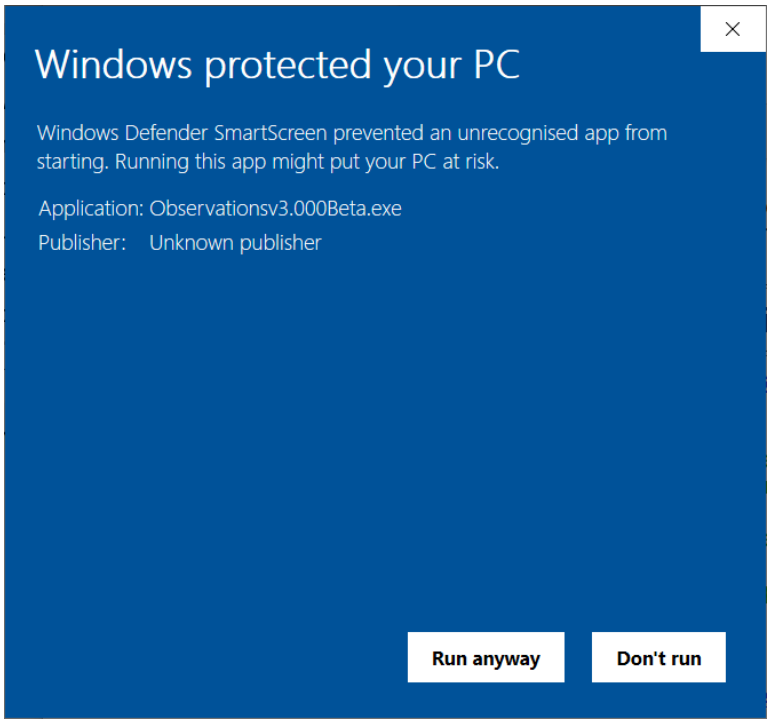


(g) Windows will also not be sure about the file you have downloaded and may present additional virus warnings. These need to be overridden – at your own risk – but it is safe. Windows may also complain with a form like this:

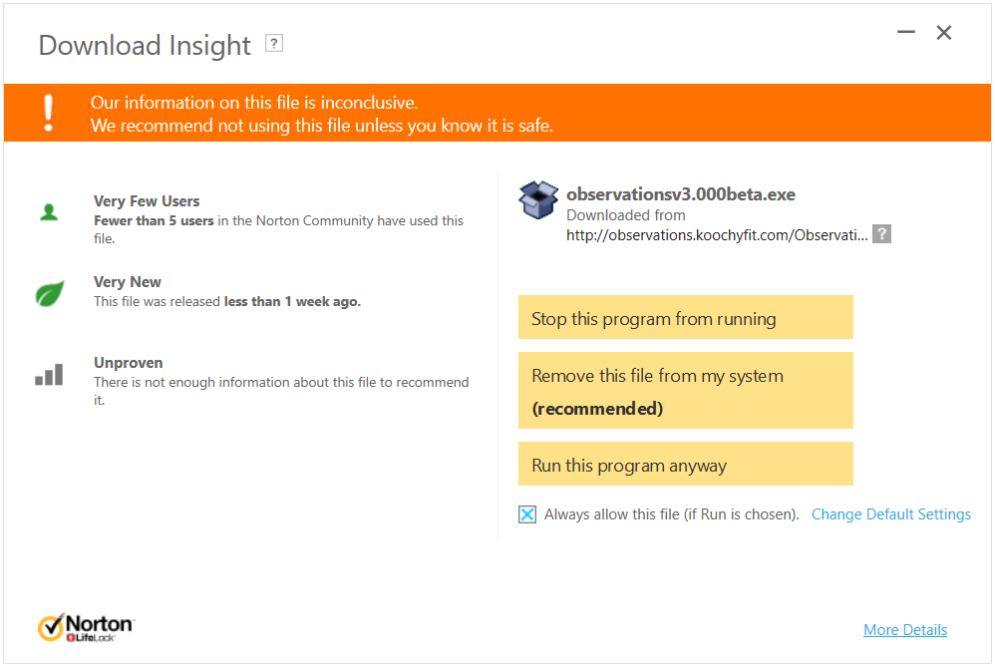


(h) Click on **More Info**.

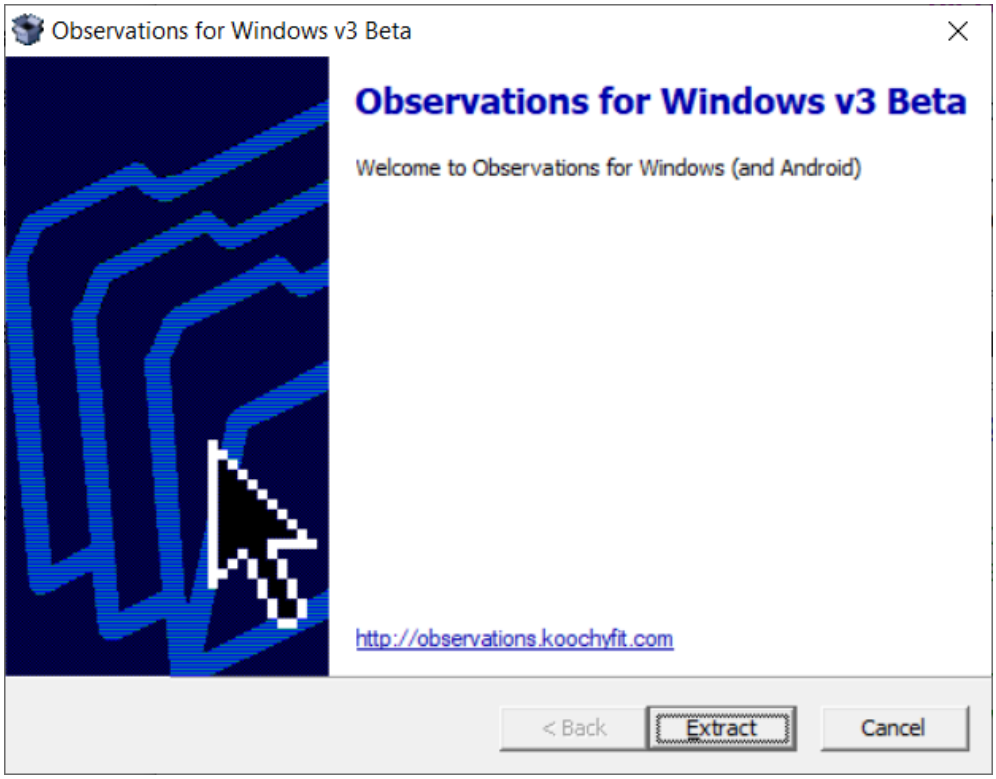
(i) Then click on **Run Anyway**



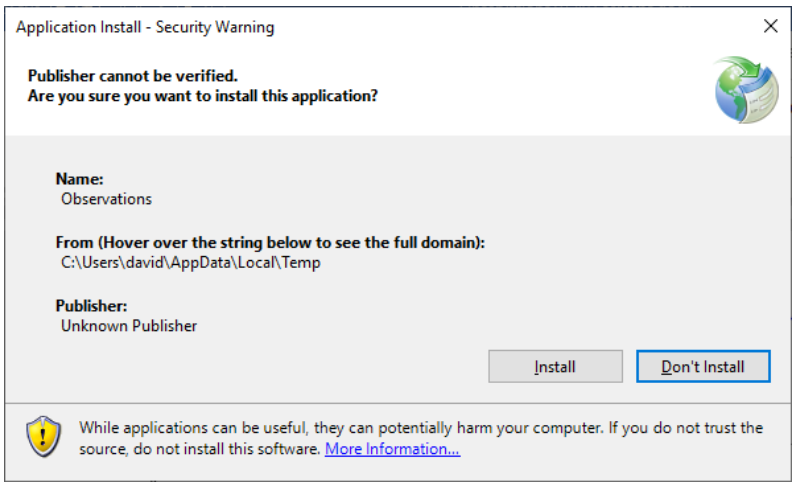
(j) Your virus protection may also warn you that this is not a well-known piece of software. For example, Norton produces the screen below – from which you should click on “Run This Program Anyway”.



(k) Eventually, you should see the Observations installation form. If it does not come to the front of the screen, look for it in the running apps at the bottom of the screen. Click on Extract.



(l) Alternatively, you may receive an Application Install – Security Warning about this time. The Windows software is not signed at this point-in-time. You should click on “Install” to complete the base installation.



(m) Observations for Windows should start automatically after installation. Should it not, click on Windows "Start", then scroll through the list of programs, Observations, expand the directory to Observations (with the whistle icon). Click it to start Observations.

Tip: You might like to right click the Observations application when found in the program list and "Save to Task Bar". After which, the whistle icon will appear in your task bar for easy starting at any time.

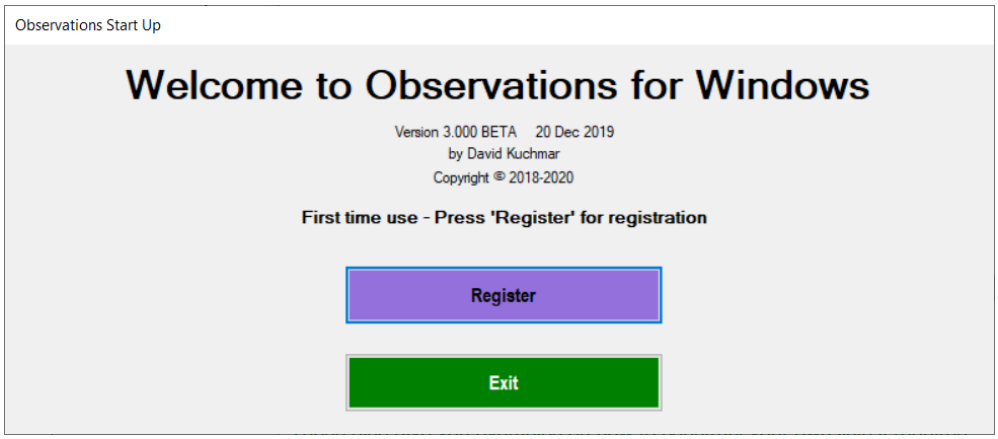
(n) In the event of even more firewall warnings (to be expected), Observations is safe. With Norton, specify the option of "Always Allow" then click on OK.

(o) Should you have issues with a conflicting application during the install (i.e. Another application starts instead of Observations for Windows), try this alternative installation approach.

- Manually download the installation zip file from http://observations.koochyfit.com/altinstall.html
- Create a temporary directory on your hard disk
- Manually expand the Observerationsv1.8xx.zip to that temporary directory
- Manually double click to executed Setup.exe in that temporary directory
- Once installed, remove the temporary directory.

This happens sometimes where other installations of miscellaneous installation programs do not clean up their temporary files after installation. Observations for Windows DOES clean up these files.

(p) When Observations for Windows starts, you need to register the application for use before you can configure and eventually use it.



(q) Click on "Register". The registration form will appear.

(r) Complete the Registration Form with your name, the name of the football league you represent, your email address (you will be sent an email with a registration code to complete registration), the reason you are requesting a license for Observations.
At this time, there are two sports supported. They are:

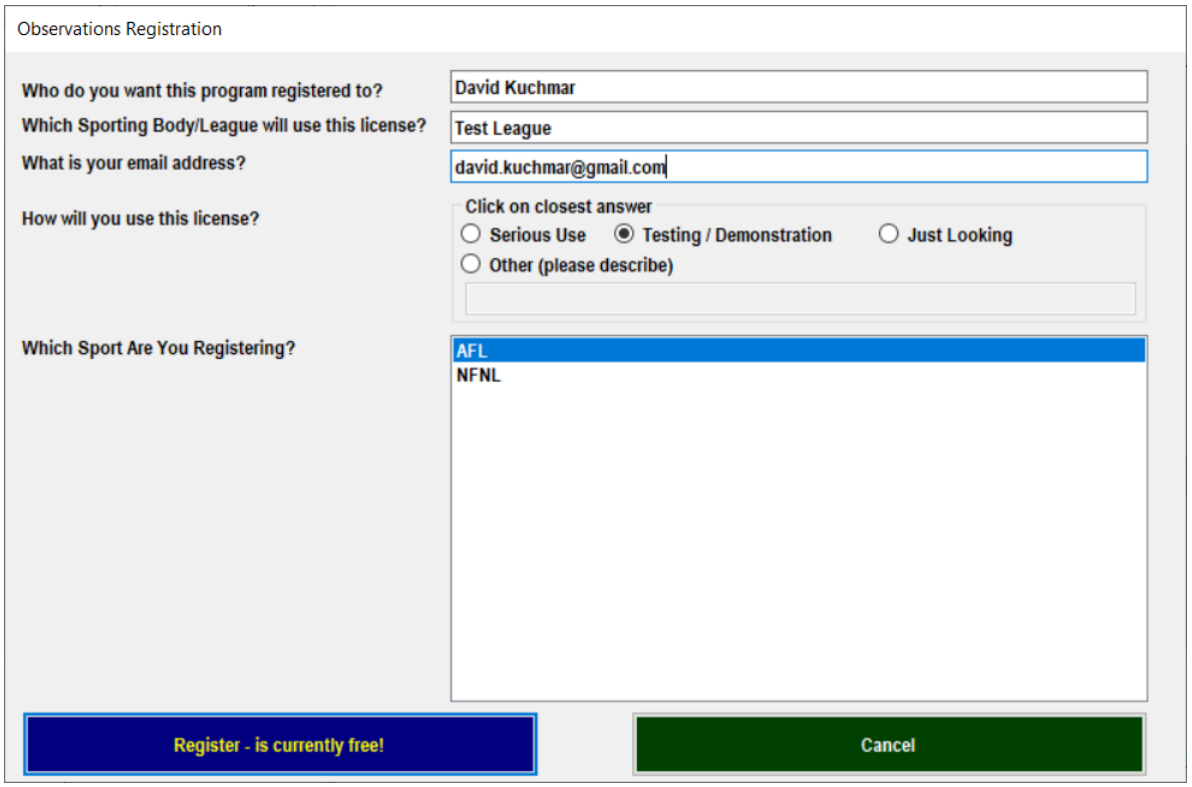
a. "AFL" for AFL (customised for general use) and

b. "NFNL" reserved for use by the Northern Football Netball League (has been customised for local use).

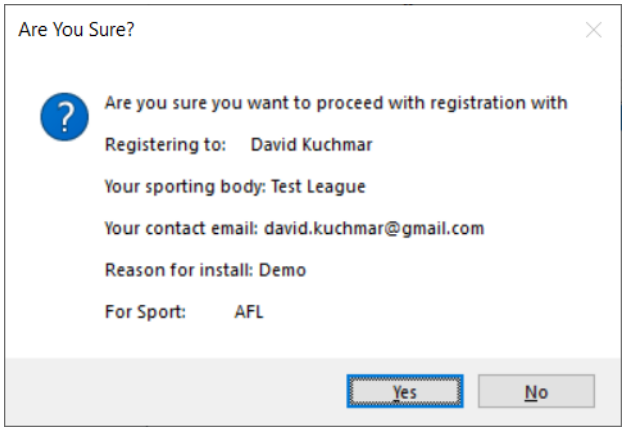
It is envisaged there can be alternative databases for different sports in the future.

We will select "AFL" for this tutorial.

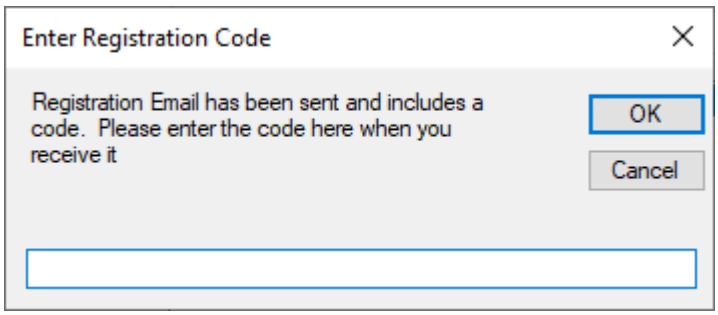
Also provide your name, the name of the league you are representing, and your email address. Finally click on the type of use you have planned for Observations for Windows.



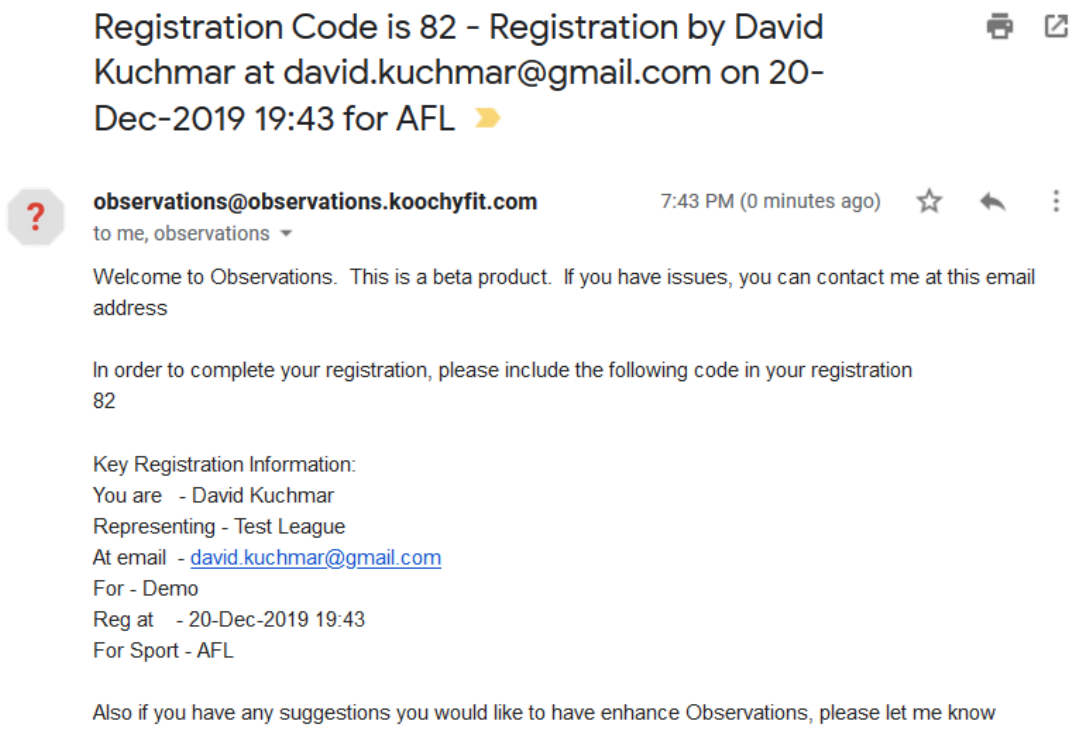
(s) Click on Register. The system will ask you to confirm your information. If it is not correct, click No, correct and press Register again. If information is correct, click on Yes.



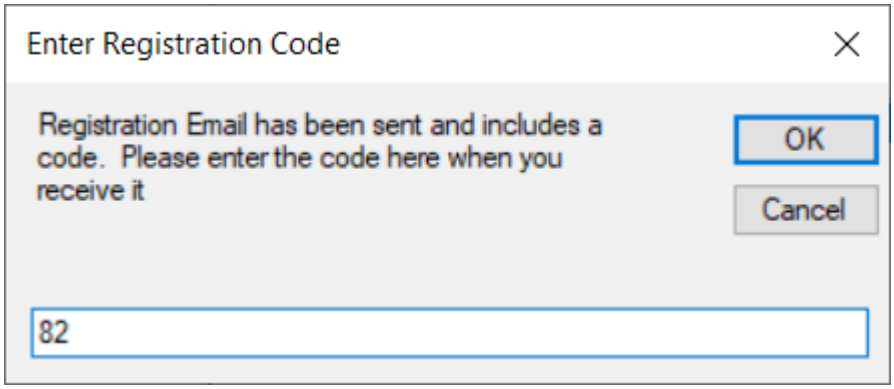
(t) The system will send you an email with a registration code (one, two or three digits long). You will need to enter it in the popup input box to complete registration.



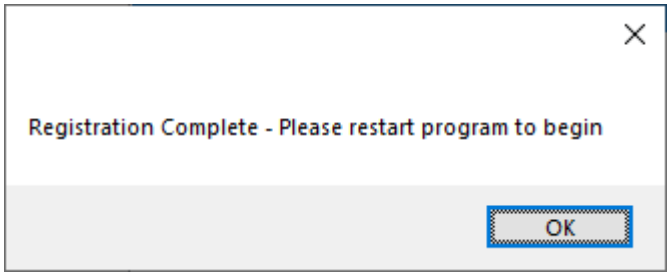
(u) The email will look something like this.



(v) Type in the supplied registration code. In this case, you would enter the code 82 in the registration code input box and press ok. You would use the code in the email sent to you.



(w) Installation and Registration are now complete.



5. Part 2 – Essential Preferences

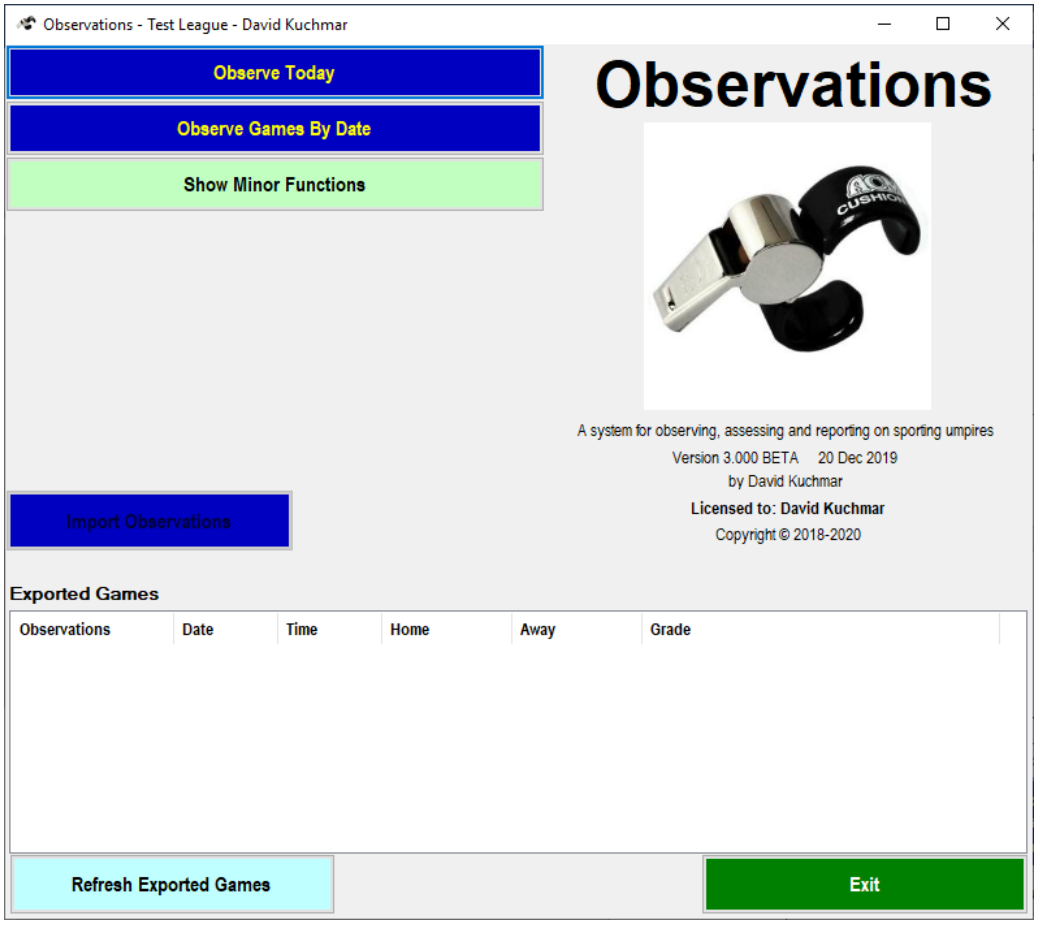
Before Observations is usable, you must set up the critical preferences for your instance of Observations. Although this is a one-off task, you may revisit it at any time in the future.

(a) Start Observations. Start, scroll through the list of programs, Observations, expand the directory to Observations (with the whistle icon). Click it to start Observations.

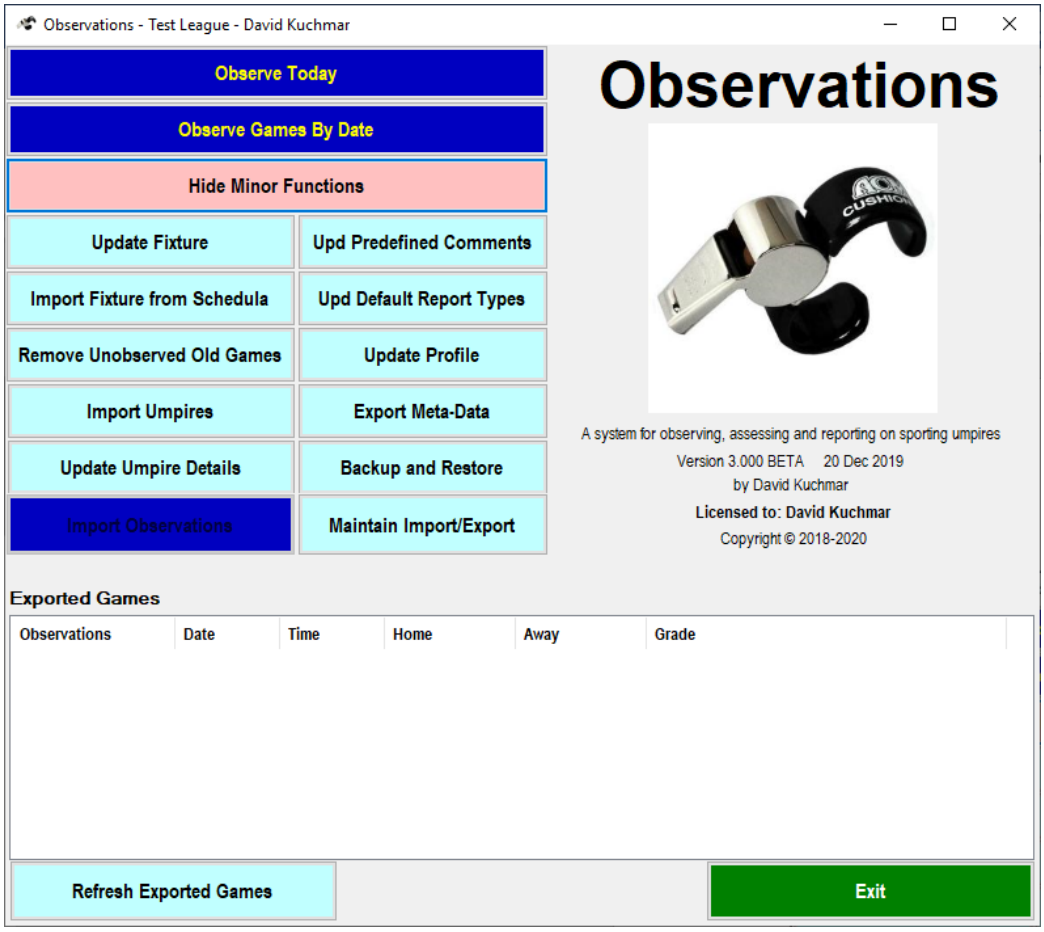
Tip: You might like to right click the Observations application in the program list and "Save to Task Bar". The whistle icon will appear in your task bar for easy restarting.

(b) Click on "Continue" to proceed or "Exit" to close. After 7 seconds, the program will proceed by default.

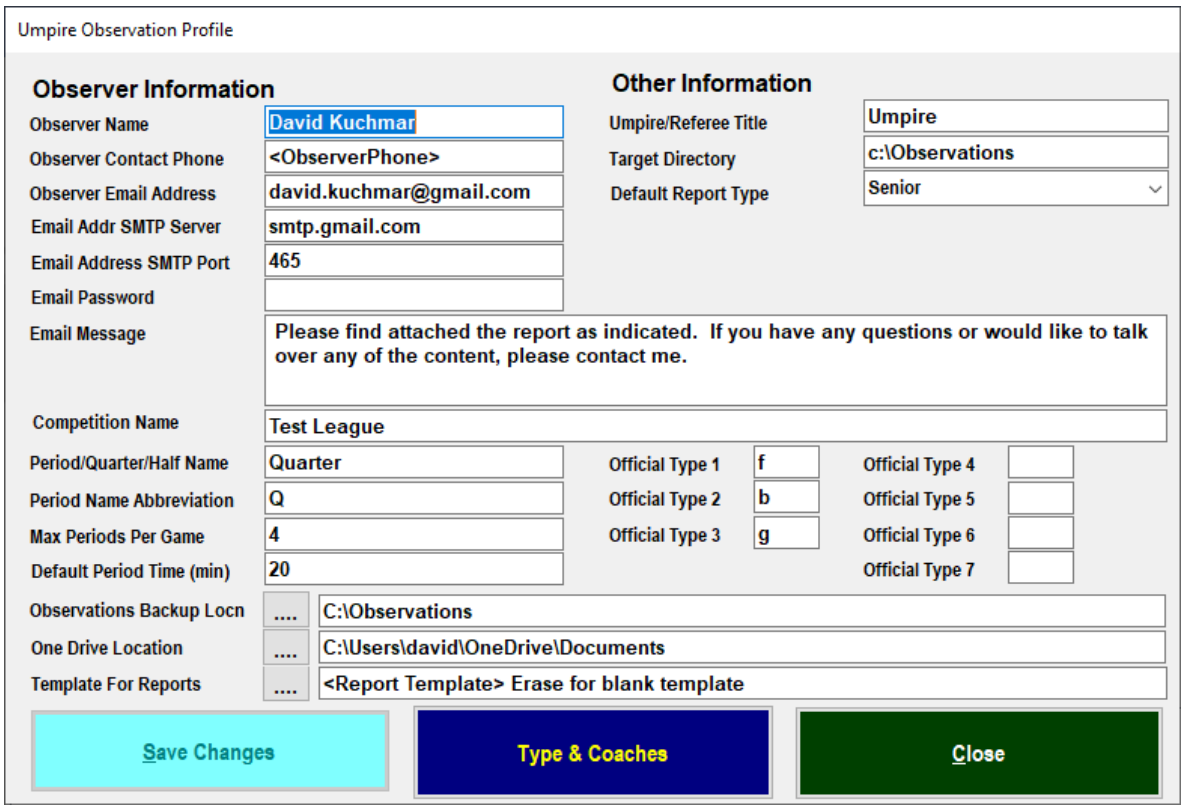
(c) You will be presented with the Observations home form.



(d) Click on “Show Minor Functions’



(e) Click on “Update Profile” and update fields as specified



- Observations needs to know some of your personal details
    - Check/update your name (observer name)

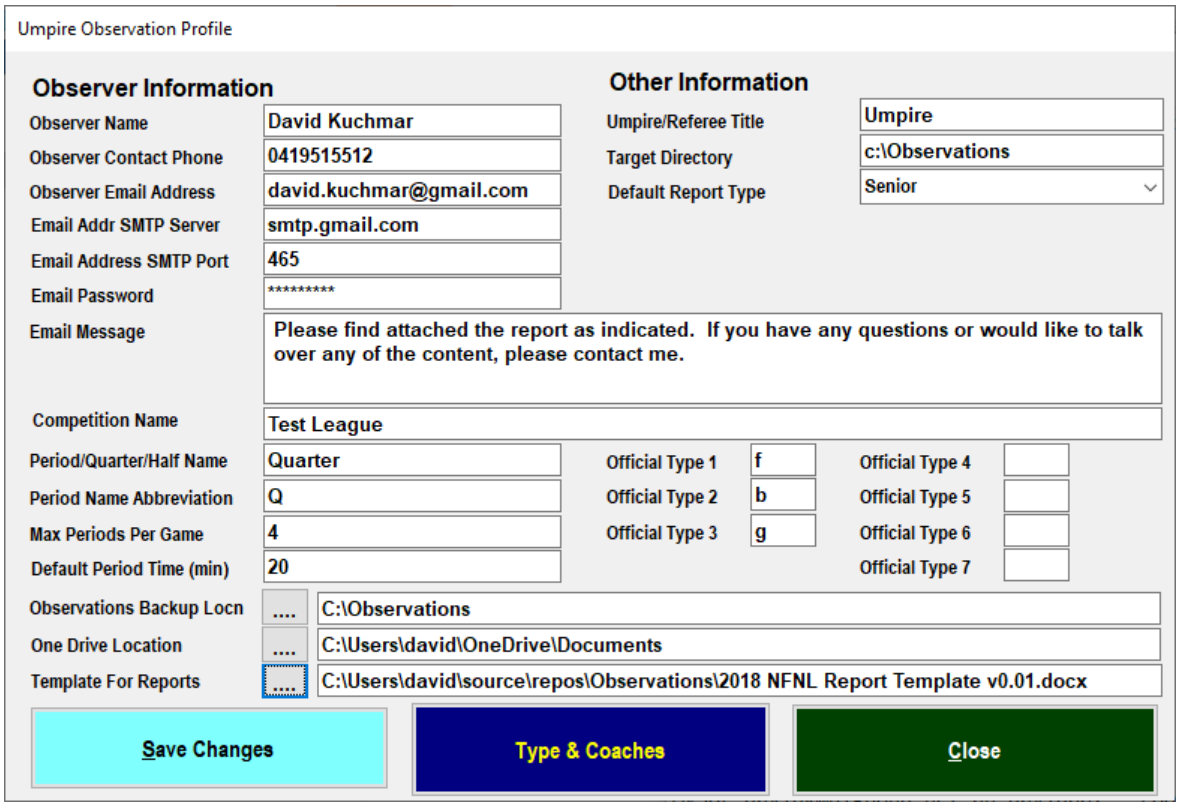
- Update your phone number (for email signatures and umpire reporting)
- Check/update your email address

- Observations sends emails on your behalf to umpires and umpire coaches. You need to provide detailed information about your email account. You might like to review Appendix 1 – Customising Observations – and Appendix 2 - More About Emailing Reports and Email Security (if using Gmail).
  - Specify your Email SMTP server and port number (already filled if using Gmail)
  - Add your email password. It will not be displayed and is encrypted in the database.

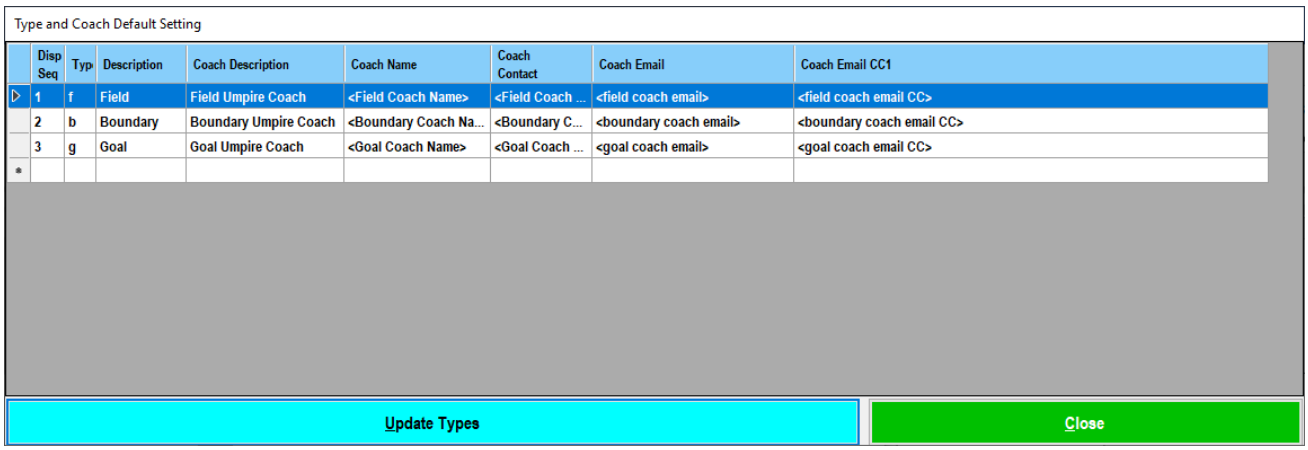
Tip: If you change your email password outside of Observations, you will need to update your password here in Observations – or sending of emails out of Observations will fail.

  - Verify/update the message to be provided in emails sent to umpires and coaches.
- Select your default Report Type from the drop-down list. If no report type is otherwise identified throughout the app, this is the default type will be used when adding appointed umpires.
- Check/update the competition name
- Check/update your OneDrive location on your hard drive. Generally, the value provided will be correct if you set up your OneDrive account with your Windows Login (which is the default).
- If you wish to use a report template (an empty form with letterhead/icon representing your league or umpiring group), point to your template for reports. Creating your own report template is covered in Appendix 1 – Other Observations Customisations.
- Verify you are interested in each of the Official Types listed. Should you not be interested in Emergency Umpires or Interchange Stewards, empty Official Type 4 and Official Type 5. (Emptying the field means highlighting the cell, then pressing the <DEL> key or <backspace> key to empty the field). We will remove those two umpire types for simplicity.
- **Click on "Save Changes"** or your changes will not be saved

You can always further update your profile at any time

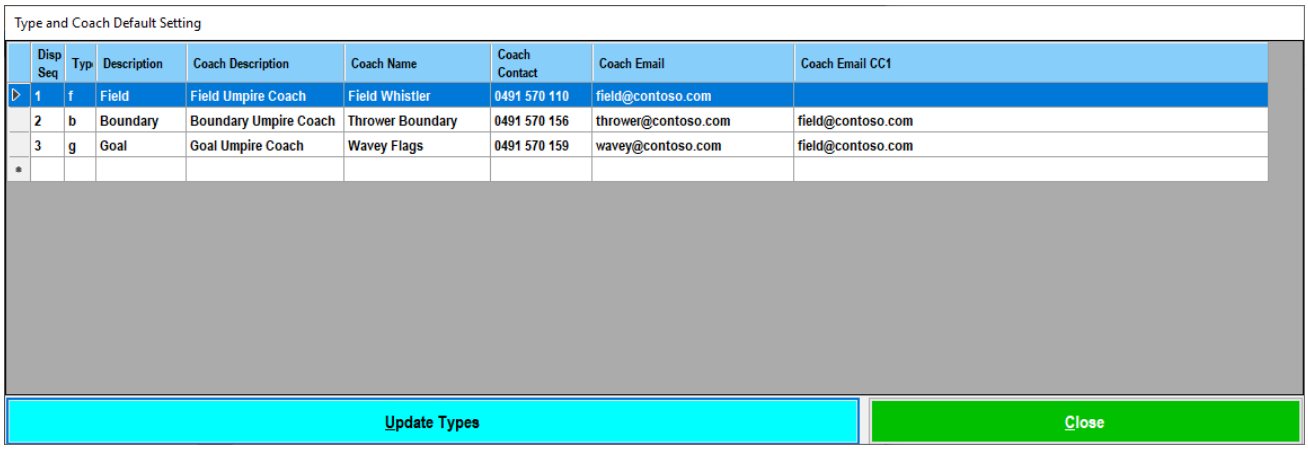


(f) Click on "Type & Coaches"



Next, for each of the type listed which is applicable to your league or umpiring group, please update:

- The coach's description – if different
- The coach's name
- The coach's phone number
- The coach's email address
- Any additional email addresses to cc when emailing a coach (e.g. Assistant coach, etc) separated by a semi-colon
  (e.g. "david.kuchmar@gmail.com; charlie.brown@contoso.com")
- To remove a redundant umpire type, highlight the row (select with mouse) and press the <DEL> key
- To add a new umpire type, type the details in the bottom row and click elsewhere on the form to confirm the new row.



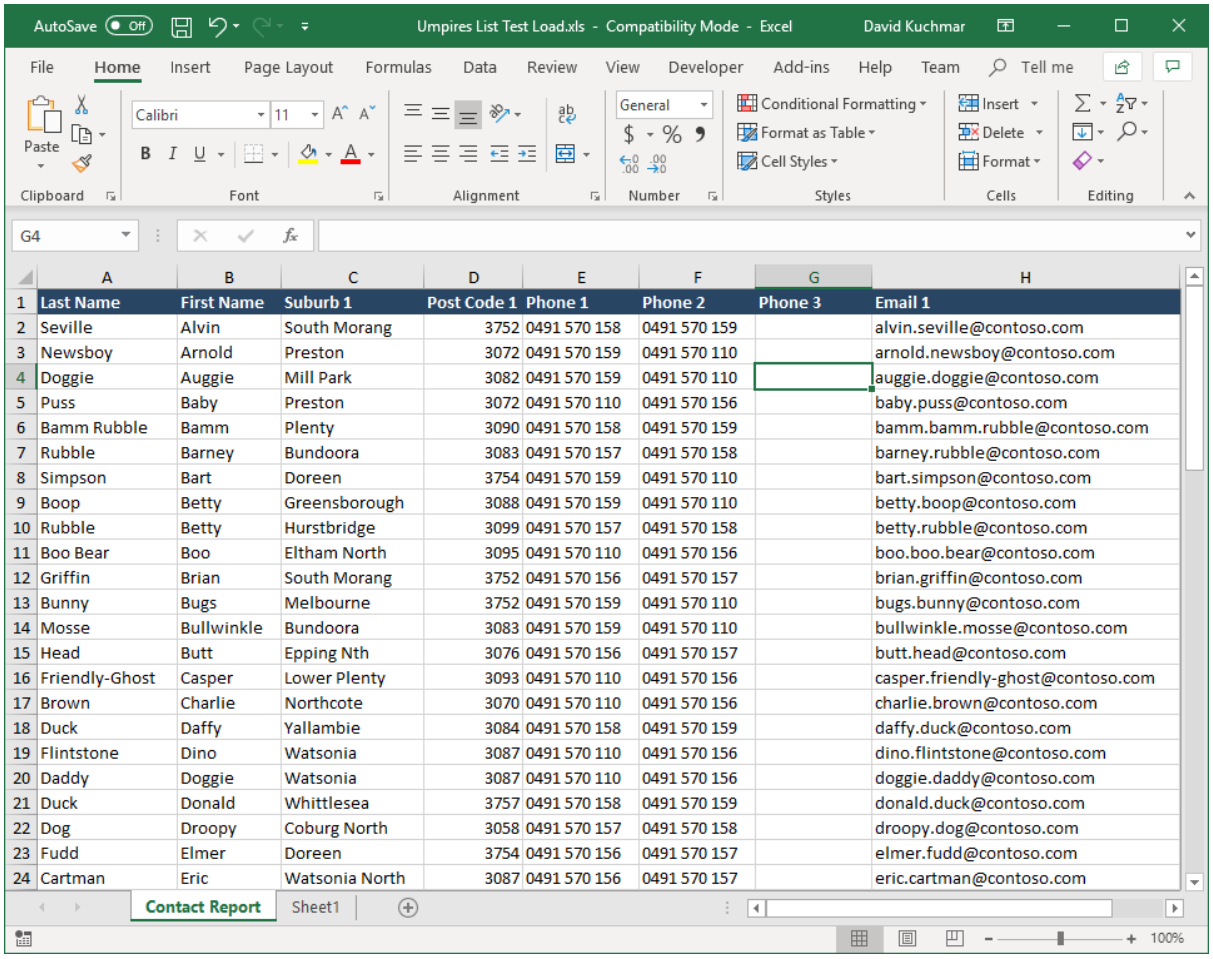
- If any changes have been applied, **click on "Update Types"** or your updates will not be saved.

6. Part 3 – Loading Umpires

Umpires can be loaded in bulk or individually

6.1. Loading Umpires in Bulk

(a) Start by creating an excel worksheet with the required information. Here is one which will be used in this sample. You would need to create your own extract of critical umpire information from your primary database. The excel worksheet could be created manually if absolutely required. It is always easier to add a lot of data in bulk instead one at a time into an application.



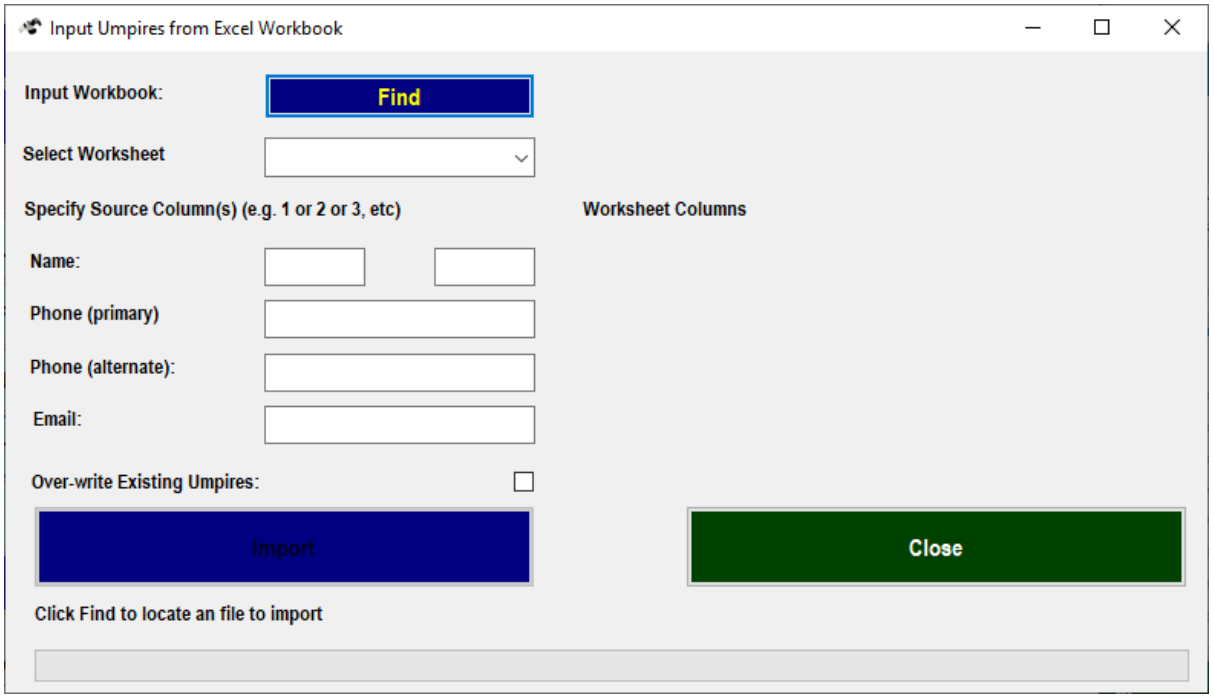
	A	B	C	D	E	F	G	H
1	Last Name	First Name	Suburb 1	Post Code 1	Phone 1	Phone 2	Phone 3	Email 1
2	Seville	Alvin	South Morang	3752	0491 570 158	0491 570 159		alvin.seville@contoso.com
3	Newsboy	Arnold	Preston	3072	0491 570 159	0491 570 110		arnold.newsboy@contoso.com
4	Doggie	Auggie	Mill Park	3082	0491 570 159	0491 570 110		auggie.doggie@contoso.com
5	Puss	Baby	Preston	3072	0491 570 110	0491 570 156		baby.puss@contoso.com
6	Bamm Rubble	Bamm	Plenty	3090	0491 570 158	0491 570 159		bamm.bamm.rubble@contoso.com
7	Rubble	Barney	Bundoora	3083	0491 570 157	0491 570 158		barney.rubble@contoso.com
8	Simpson	Bart	Doreen	3754	0491 570 159	0491 570 110		bart.simpson@contoso.com
9	Boop	Betty	Greensborough	3088	0491 570 159	0491 570 110		betty.boop@contoso.com
10	Rubble	Betty	Hurstbridge	3099	0491 570 157	0491 570 158		betty.rubble@contoso.com
11	Boo Bear	Boo	Eltham North	3095	0491 570 110	0491 570 156		boo.boo.bear@contoso.com
12	Griffin	Brian	South Morang	3752	0491 570 156	0491 570 157		brian.griffin@contoso.com
13	Bunny	Bugs	Melbourne	3752	0491 570 159	0491 570 110		bugs.bunny@contoso.com
14	Mosse	Bullwinkle	Bundoora	3083	0491 570 159	0491 570 110		bullwinkle.mosse@contoso.com
15	Head	Butt	Epping Nth	3076	0491 570 156	0491 570 157		butt.head@contoso.com
16	Friendly-Ghost	Casper	Lower Plenty	3093	0491 570 110	0491 570 156		casper.friendly-ghost@contoso.com
17	Brown	Charlie	Northcote	3070	0491 570 110	0491 570 156		charlie.brown@contoso.com
18	Duck	Daffy	Yallambie	3084	0491 570 158	0491 570 159		daffy.duck@contoso.com
19	Flintstone	Dino	Watsonia	3087	0491 570 110	0491 570 156		dino.flintstone@contoso.com
20	Daddy	Doggie	Watsonia	3087	0491 570 110	0491 570 156		doggie.daddy@contoso.com
21	Duck	Donald	Whittlesea	3757	0491 570 158	0491 570 159		donald.duck@contoso.com
22	Dog	Droopy	Coburg North	3058	0491 570 157	0491 570 158		droopy.dog@contoso.com
23	Fudd	Elmer	Doreen	3754	0491 570 156	0491 570 157		elmer.fudd@contoso.com
24	Cartman	Eric	Watsonia North	3087	0491 570 156	0491 570 157		eric.cartman@contoso.com

Tip: You do not have to use an Excel Workbook that looks exactly like this. You only need one with the following five key attributes as columns:

- **Umpire First Name**
- **Umpire Surname**
- **Umpire Primary phone number (for immediate contact phone number)**
- **Umpire Secondary phone number (optional alternative contact phone number)**
- **Umpire email address**

Tip: The sample used for this tutorial is available for download from the Observations Installation Page. You can use it as an example.

(b) Click on “Import Umpires”



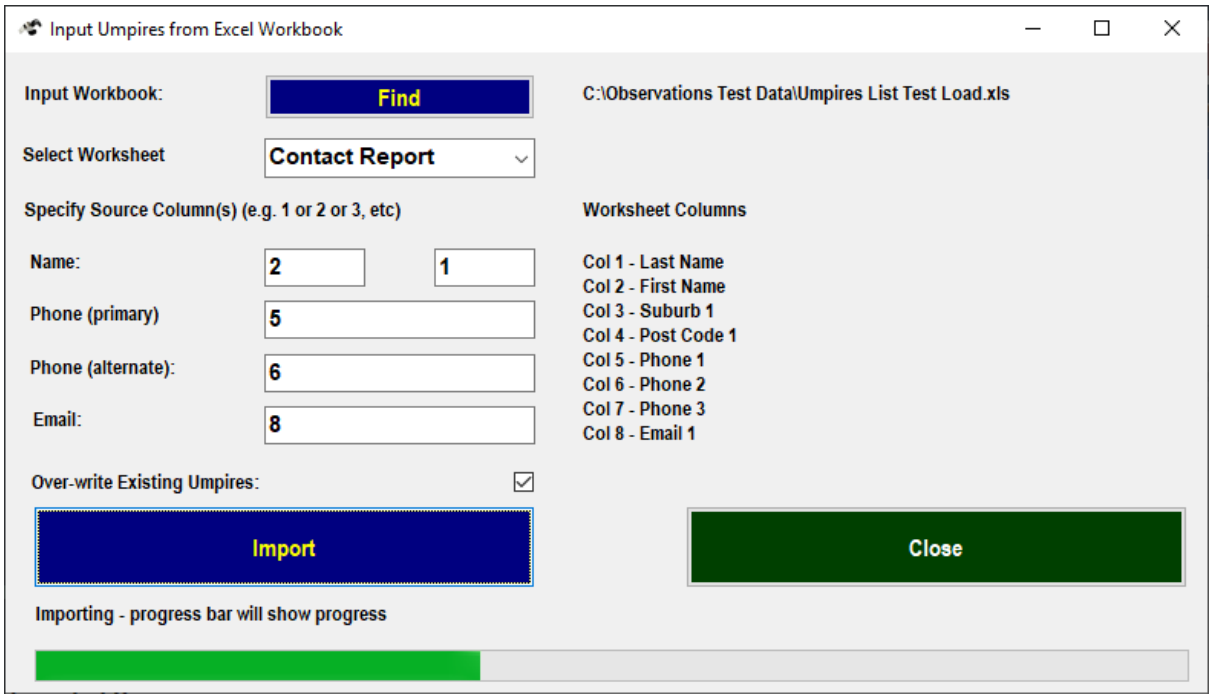
(c) Click on Find. Then, from the file dialogue displayed, select your umpire workbook to be imported.

(d) Once opened, you may need to alter the Worksheet (in Select Worksheet) if the excel workbook contains more than one worksheet.

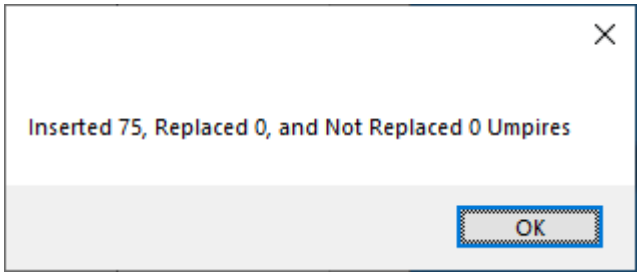
(e) When you have selected the workbook and worksheet to be imported, the system will let you know which columns have which headings. You then assign the column numbers for first name, last name, primary phone, secondary phone, and email address – as in the example below

(f) Leave “Over write Existing Umpires” unchecked. You would only check it if re-entering umpires a second or subsequent time.

(g) Click on Import

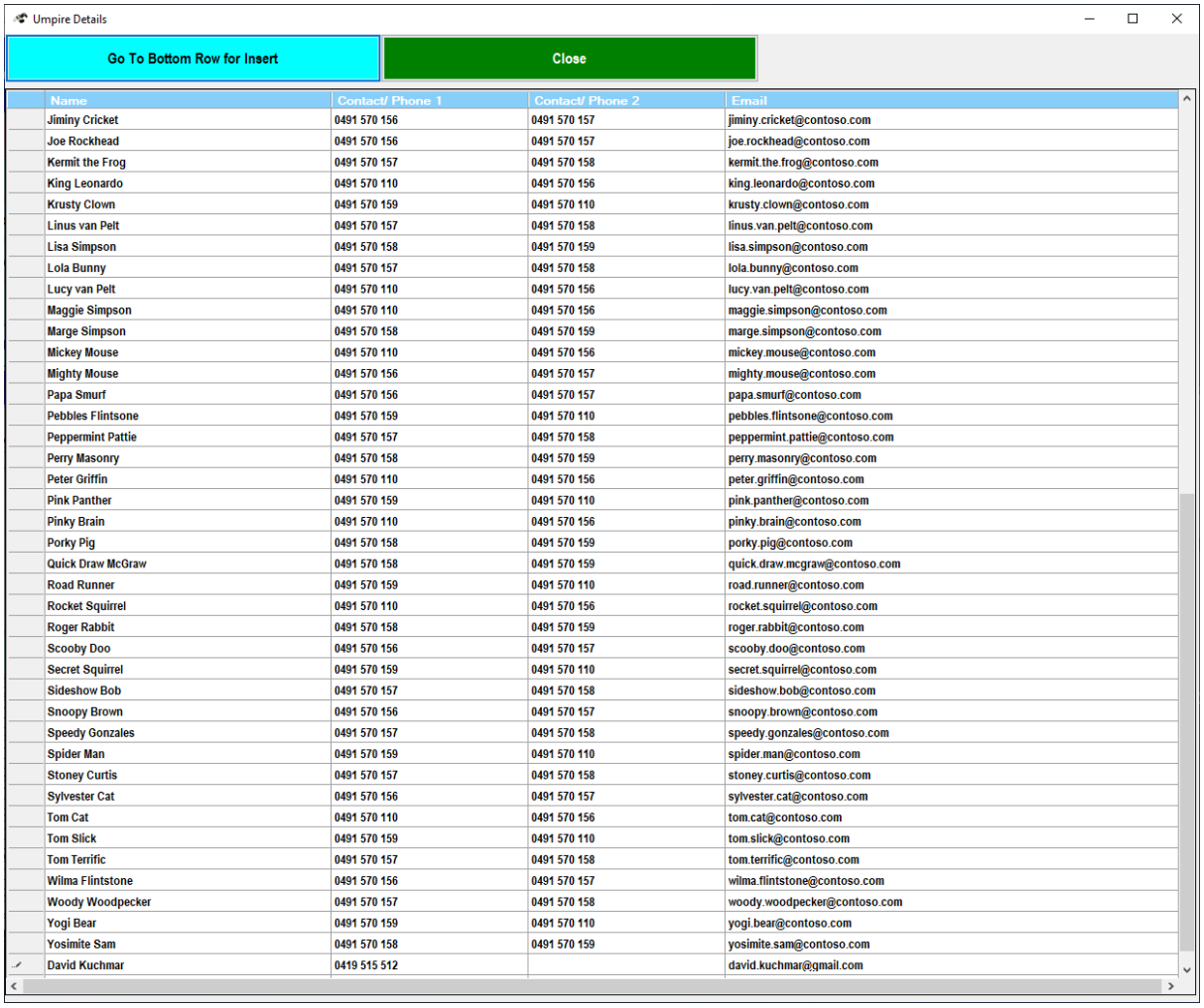


(h) When the import is completed, you will receive a summary message.



6.2. Loading Umpires Individually

To add ad hoc umpires, or to update some details just loaded, click on “Update Umpire Details”



Name	Contact/ Phone 1	Contact/ Phone 2	Email
Jiminy Cricket	0491 570 156	0491 570 157	jiminy.cricket@contoso.com
Joe Rockhead	0491 570 156	0491 570 157	joe.rockhead@contoso.com
Kermit the Frog	0491 570 157	0491 570 158	kermit.the.frog@contoso.com
King Leonardo	0491 570 110	0491 570 156	king.leonardo@contoso.com
Krusty Clown	0491 570 159	0491 570 110	krusty.clown@contoso.com
Linus van Pelt	0491 570 157	0491 570 158	linus.van.pelt@contoso.com
Lisa Simpson	0491 570 158	0491 570 159	lisa.simpson@contoso.com
Lola Bunny	0491 570 157	0491 570 158	lola.bunny@contoso.com
Lucy van Pelt	0491 570 110	0491 570 156	lucy.van.pelt@contoso.com
Maggie Simpson	0491 570 110	0491 570 156	maggie.simpson@contoso.com
Marge Simpson	0491 570 158	0491 570 159	marge.simpson@contoso.com
Mickey Mouse	0491 570 110	0491 570 156	mickey.mouse@contoso.com
Mighty Mouse	0491 570 156	0491 570 157	mighty.mouse@contoso.com
Papa Smurf	0491 570 156	0491 570 157	papa.smurf@contoso.com
Pebbles Flintsone	0491 570 159	0491 570 110	pebbles.flintsone@contoso.com
Peppermint Pattie	0491 570 157	0491 570 158	peppermint.pattie@contoso.com
Perry Masonry	0491 570 158	0491 570 159	perry.masonry@contoso.com
Peter Griffin	0491 570 110	0491 570 156	peter.griffin@contoso.com
Pink Panther	0491 570 159	0491 570 110	pink.panther@contoso.com
Pinky Brain	0491 570 110	0491 570 156	pinky.brain@contoso.com
Porky Pig	0491 570 158	0491 570 159	porky.pig@contoso.com
Quick Draw McGraw	0491 570 158	0491 570 159	quick.draw.mcgraw@contoso.com
Road Runner	0491 570 159	0491 570 110	road.runner@contoso.com
Rocket Squirrel	0491 570 110	0491 570 156	rocket.squirrel@contoso.com
Roger Rabbit	0491 570 158	0491 570 159	roger.rabbit@contoso.com
Scooby Doo	0491 570 156	0491 570 157	scooby.doo@contoso.com
Secret Squirrel	0491 570 159	0491 570 110	secret.squirrel@contoso.com
Sideshow Bob	0491 570 157	0491 570 158	sideshow.bob@contoso.com
Snoopy Brown	0491 570 156	0491 570 157	snoopy.brown@contoso.com
Speedy Gonzales	0491 570 157	0491 570 158	speedy.gonzales@contoso.com
Spider Man	0491 570 159	0491 570 110	spider.man@contoso.com
Stoney Curtis	0491 570 157	0491 570 158	stoney.curtis@contoso.com
Sylvester Cat	0491 570 156	0491 570 157	sylvester.cat@contoso.com
Tom Cat	0491 570 110	0491 570 156	tom.cat@contoso.com
Tom Slick	0491 570 159	0491 570 110	tom.slick@contoso.com
Tom Terrific	0491 570 157	0491 570 158	tom.terrific@contoso.com
Wilma Flintstone	0491 570 156	0491 570 157	wilma.flintstone@contoso.com
Woody Woodpecker	0491 570 157	0491 570 158	woody.woodpecker@contoso.com
Yogi Bear	0491 570 159	0491 570 110	yogi.bear@contoso.com
Yosimite Sam	0491 570 158	0491 570 159	yosimite.sam@contoso.com
David Kuchmar	0419 515 512		david.kuchmar@gmail.com

(a) To add a new umpire, simply scroll to the bottom of the list and add a new umpire.

(b) You can press the light blue button to move directly to the end of the list.

(c) Once entered, click on another part of the form for the umpire to be added.

(d) Should you wish to UPDATE an umpire’s details (phone number or email address), simply type over it and click elsewhere in the form to confirm the update

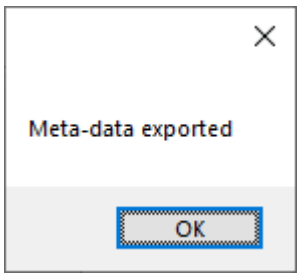
7. Part 4 – Exporting Metadata

If you are intending to use the Observations Companion for Android, following updating your profile, umpire types, and having entered all umpires (at this time), click on Export Metadata to export all this information ready for importing into the Observations Companion for Android.

This prepares the information including:

- Many Profile defaults
- All Umpire Types, Categories, Groups and Predefined Comments
- All Umpires and their key details

Tip: Should you further customise key defaults, umpire types, categories, groups, predefined comments and/or add/update umpires in the database, you should Export Metadata again. The Observations Companion for Android ALWAYS re-imports metadata with the transfer of games.



8. Part 5 – Observation Preparation

8.1. Clean up old games in fixture which were not observed

If using Schedula to enter all games, you may find you have loaded something like 200 games into the system for a weekend – where you may only view 3 or 4 of them. That leaves a lot of games without observations. After observations have been entered, this option allows you to remove all unobserved games. It also makes individual observed games easier to find.

It is a good practice to clean up previously unobserved games when preparing for the following week – or after you have observed and imported any observations from the Companion.

Click on "Show Minor Functions"

Click on "Remove Unobserved Old Games"

Tip: If you have only loaded the games you have observed, then there is no need to use this function.

8.2. Using Fixture to Add Games and Umpires to Games

There are three ways to add games to the fixture. They are:

1. Manually enter each game and appointed umpire(s) into Observations for Windows. (This section)
2. Bulk enter all games and appointed umpires for a weekend through an Excel Workbook. This is usually created directly from Schedula. Alternatively, you can manually prepare the Excel Workbook. (See Importing Games and Appointed Umpires from Schedula)
3. Enter each game and its appointed umpires into the Observations Companion for Android as needed. (Part C5 – Adding a New Game into the Companion)

To enter a game manually:

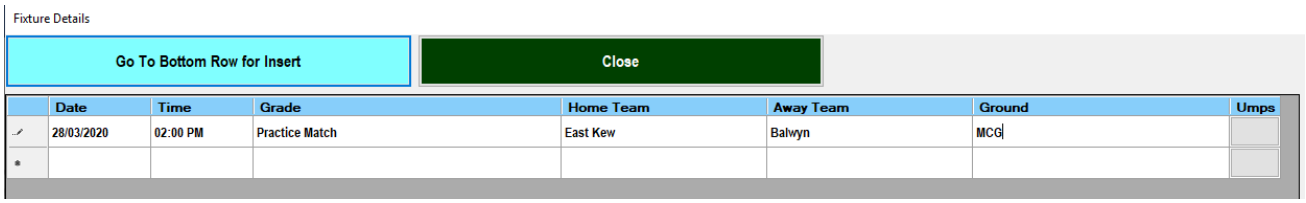
(a) Click on Show Minor Functions

(b) Click on Update Fixture

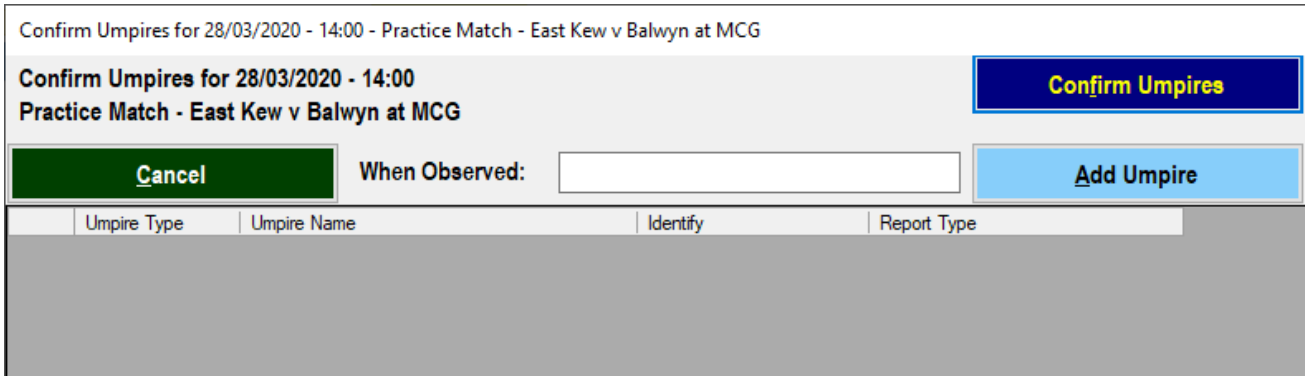
(c) Click on "Go to Bottom Row for Insert". In this case, we have not games entered yet – so the top row is also "the bottom row" to insert the new game.

(d) Type in the date, time (24 hour clock hh:mm or 12 hour clock hh:mm AM/PM), the grade of the match, the home team, the away team and the ground

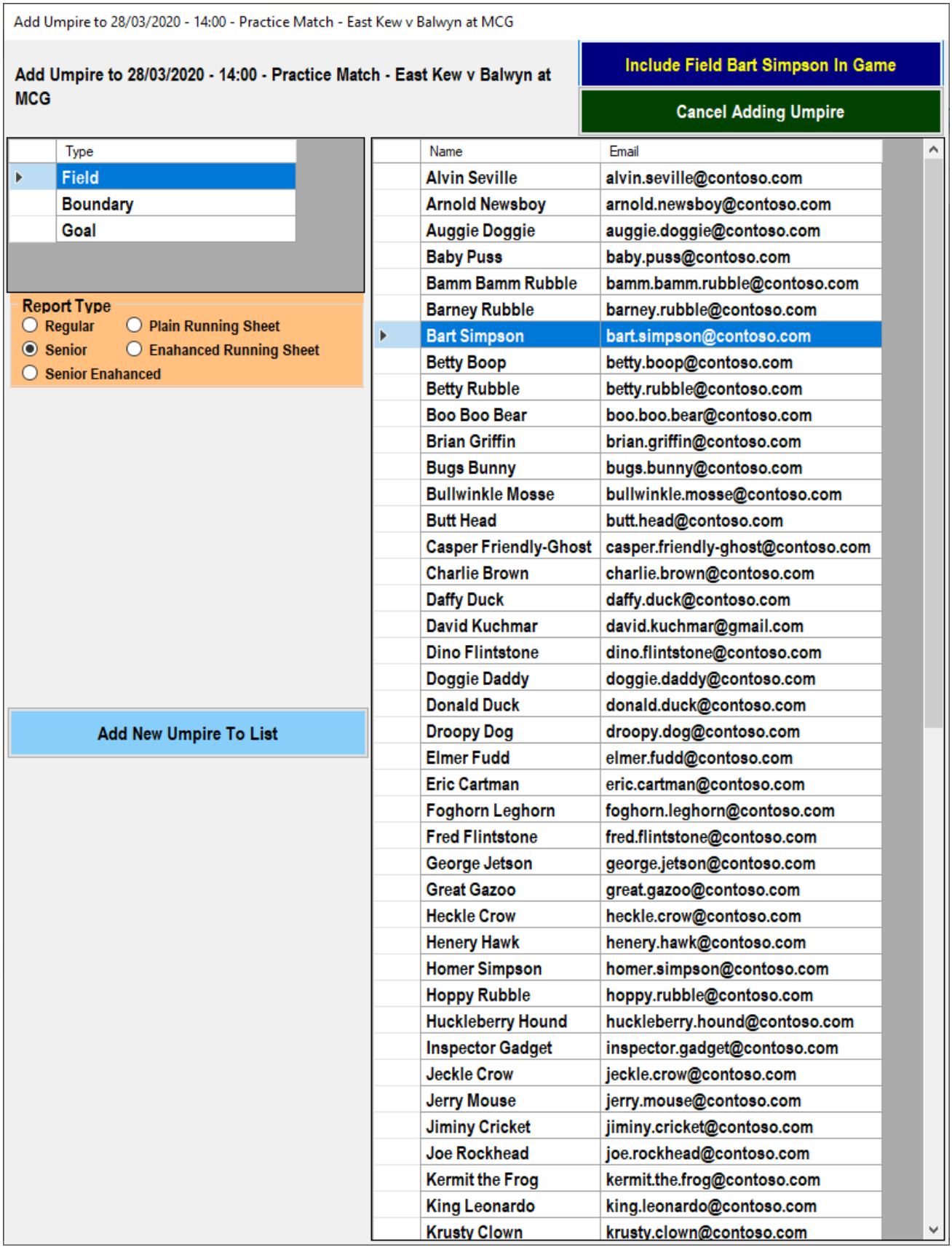
(e) Click elsewhere on the form to save the game

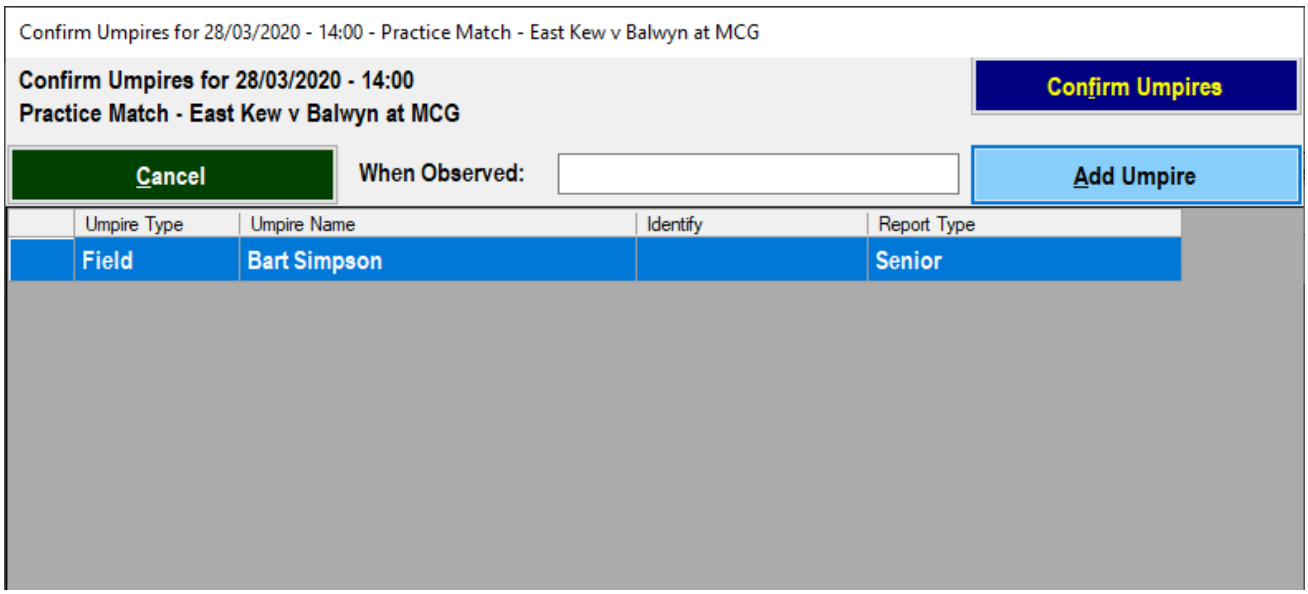


(f) When the game has been accepted, click on Upd on the right of the row. To show the appointed umpires to the game.

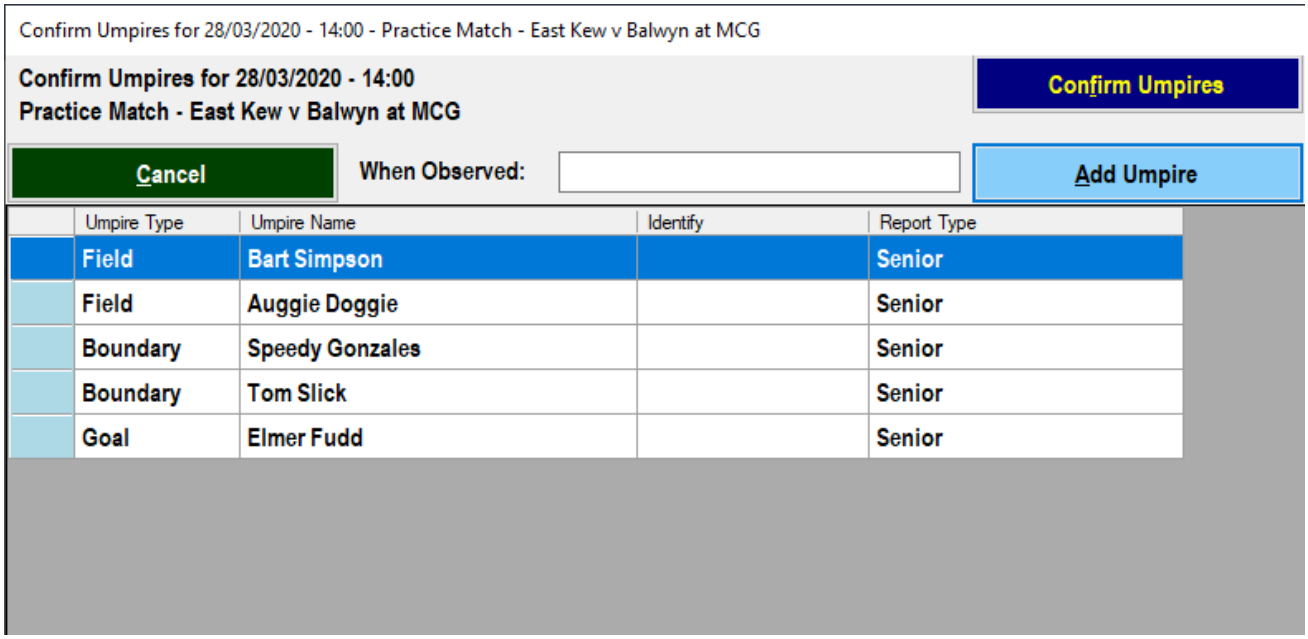


(g) Add the first umpire appointed to the game. In this case, click “Add Umpire”. On the Add Umpire form, click on “Field” umpire, the desired report type, and click on the umpire you want in the list. For example, Bart Simpson. Finally, click on “Include Field Bart Simpson In Game” to add him.

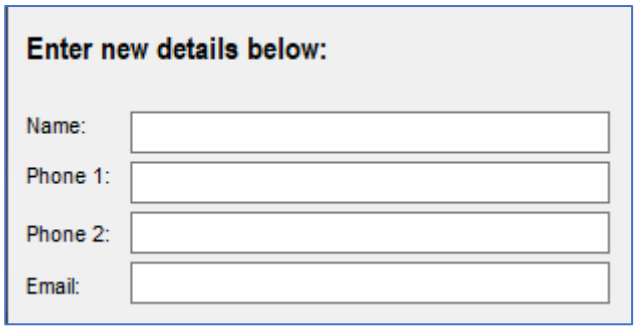




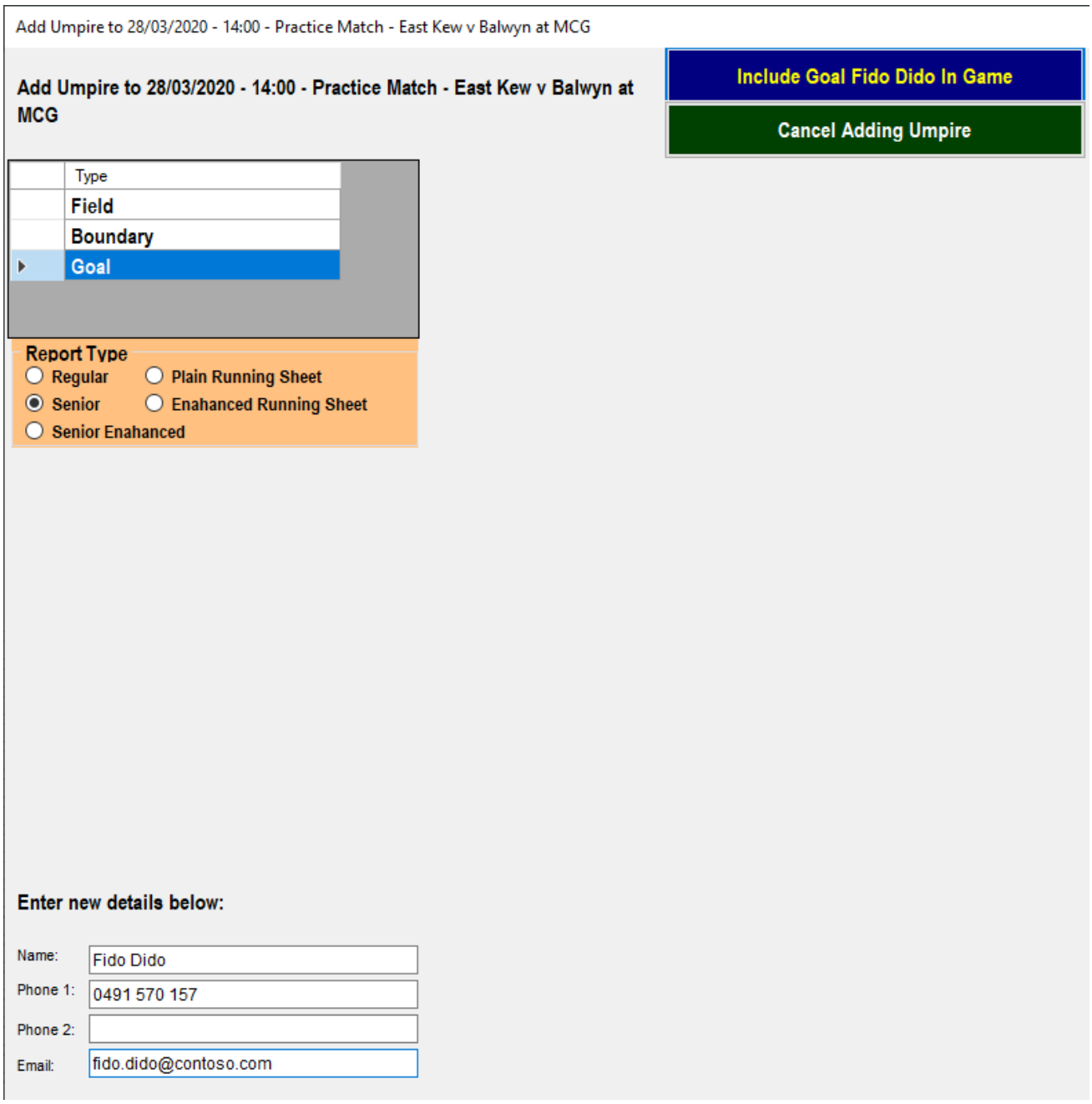
(h) Add each umpire appointed to the game until all appointed umpires have been entered. Here we have entered Auggie Doggie as a second field umpire, both Speedy Gonzales and Tom Slick as two boundary umpires, and Elmer Fudd as one of the goal umpires.



(i) Should one (or more of) the umpires you wish to add are not be in the current list, you can click on "Add New Umpire To List" and provide the details of the new umpire into the system directly whilst adding him/her into the game umpires. After clicking on "Add Umpire", click on "Add New Umpire To List". A template to provide the base umpire details is displayed.

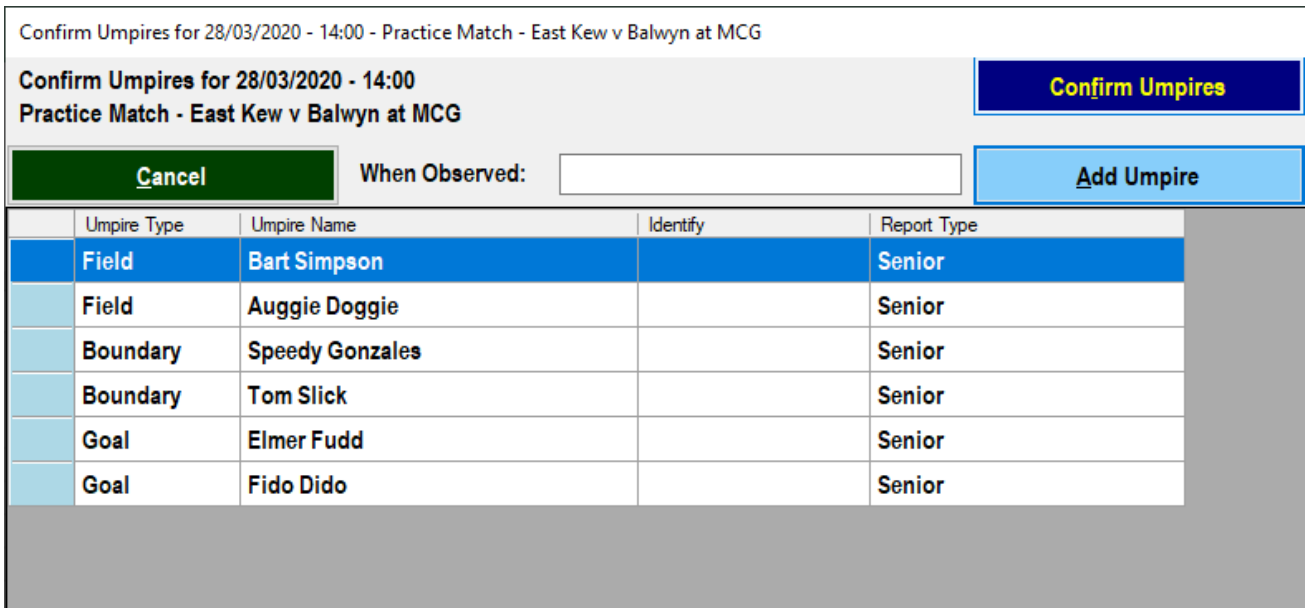


(j) Here we add the final goal umpire as a new umpire – not in our current umpires list – named Fido Dido.



(k) Click on “Include Goal Fido Dido into Game” to include him.

(l) Now all the appointed umpires are displayed in the list for the game.

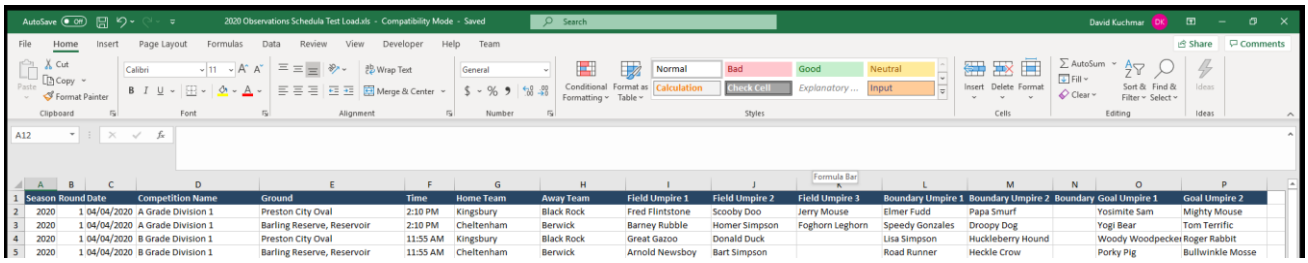


(m) Click on “Confirm Umpires” to finalise the umpires in the game.

8.3. Importing Games and Appointed Umpires from Schedula

To enter games in bulk, begin by generating an Excel version of the Umpires appointed to the round.

Should you not use Schedula, see the following section for how to create your own “Schedula lookalike” Excel document.



(a) Click on Show Minor Functions

(b) Click on Import Fixture from Schedula

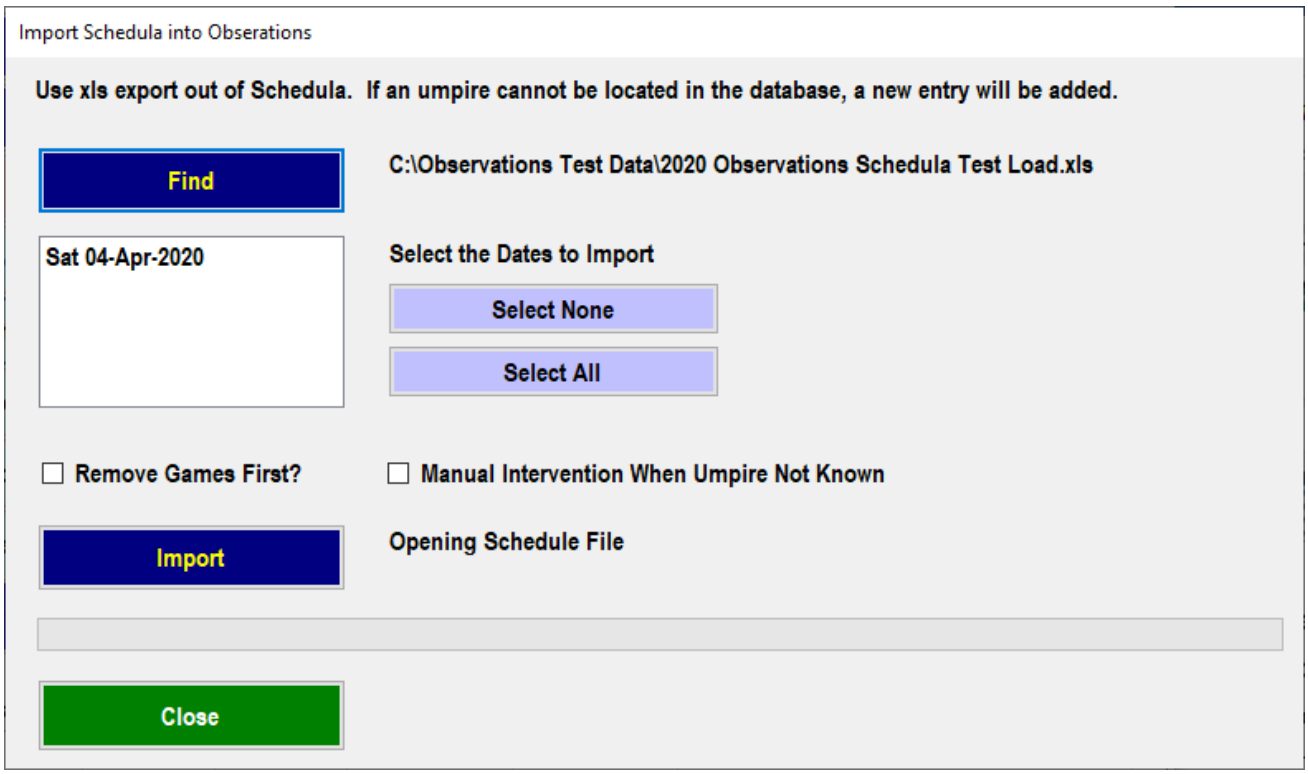
(c) Click on Find, then select the Excel Workbook to be used

(d) Displayed are the game dates included in the workbook. You can individually or selectively choose the dates of games to be loaded.

(e) Click on Remove Games First. This will remove the games and appointed umpires for these dates in case you are re-loading the games a second or subsequent time.

(f) Leave Manual Intervention when Umpire is Not Known

(g) Click on Import

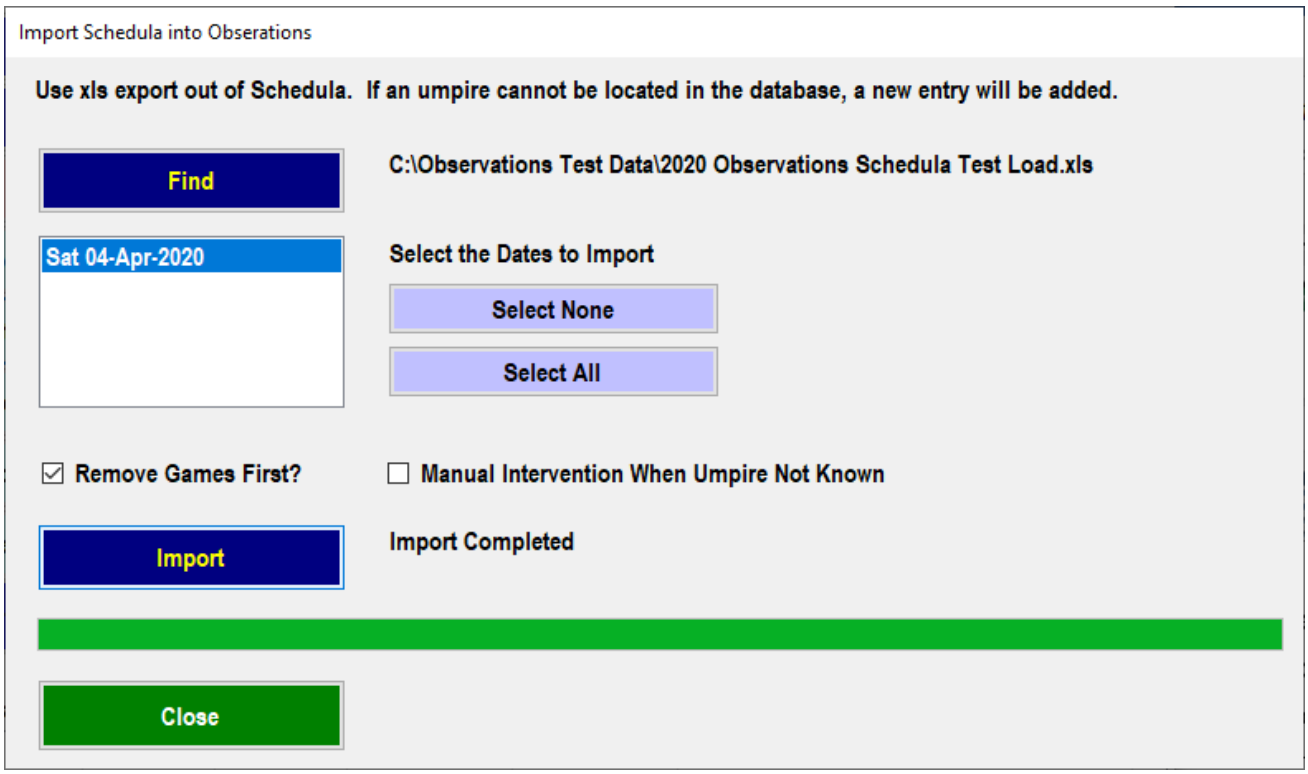


(h) The app will then load all the games and appointed umpires from the Excel Workbook. **This is not a fast process. Depending on how many games an umpires, it may take a minute or so.**

(i) Should an appointed umpire not be known in the umpires list, it will enter a new umpire entry into the umpire list (name only, no phone number or email address) in the database.

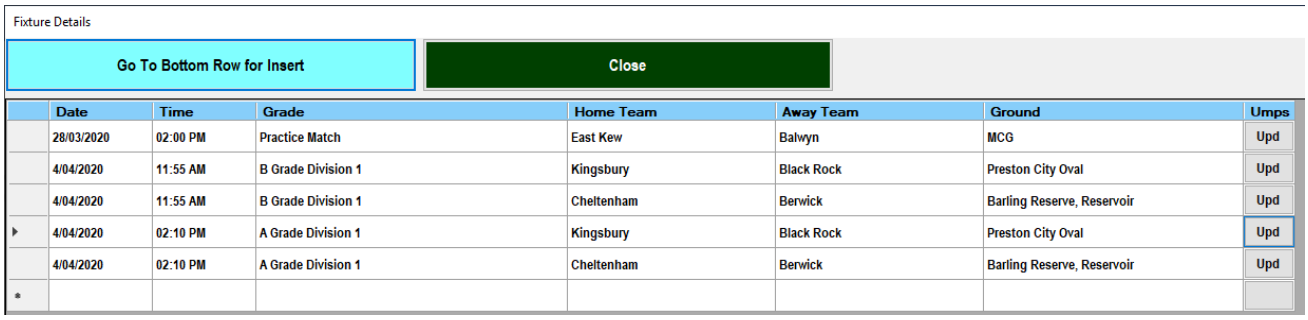
Tip: It is very important that the spelling and specification of each umpire name is EXACTLY as it appears in the Umpires List. Otherwise, it will not be a match and a "duplicate" umpire will be added.

(j) Should there be any additional umpire types in the Excel Workbook which are not known to Observations, he/she will not be included in the game.



(k) Click on Close

(l) By this time, the following matches would appear in the fixture.



	Date	Time	Grade	Home Team	Away Team	Ground	Umps
	28/03/2020	02:00 PM	Practice Match	East Kew	Balwyn	MCG	Upd
	4/04/2020	11:55 AM	B Grade Division 1	Kingsbury	Black Rock	Preston City Oval	Upd
	4/04/2020	11:55 AM	B Grade Division 1	Cheltenham	Berwick	Barling Reserve, Reservoir	Upd
▸	4/04/2020	02:10 PM	A Grade Division 1	Kingsbury	Black Rock	Preston City Oval	Upd
	4/04/2020	02:10 PM	A Grade Division 1	Cheltenham	Berwick	Barling Reserve, Reservoir	Upd
*							

8.3.1. Bulk Importing Games and Appointed Umpires Without Schedula

If you are not using Schedula but you require to import games and appointed umpires in bulk, you need to create a similar looking worksheet.

Keep in mind your Umpire Types in your profile. In our example, we have 3 specified whose descriptions are:

- Field
- Boundary
- Goal

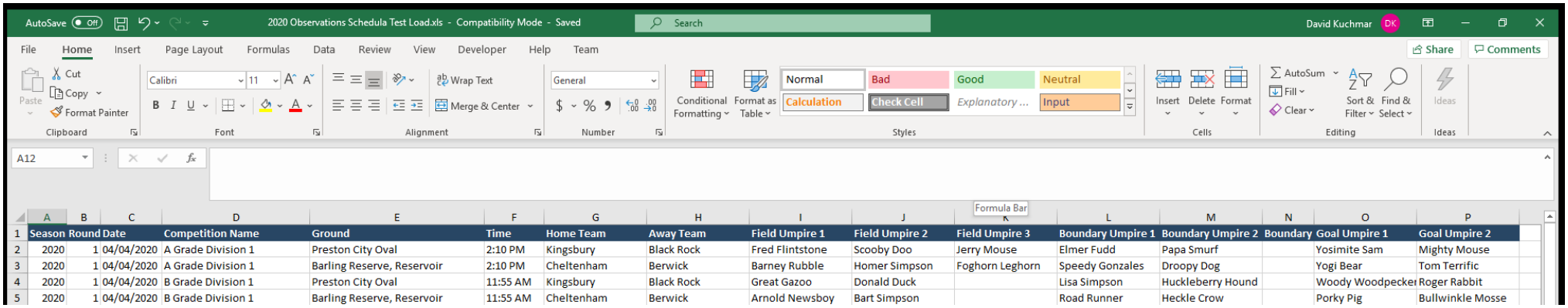
The exact spelling and capitalisation must be used your column headings with optional sequence number (e.g. 1, 2, 3). Not all headings are required.

Columns A-H should not change. There should be sufficient columns to cover the maximum number of field, boundary and goal umpires appointed per game.

Columns I+ are variable based on the number of umpires you may wish to load per type. Not all types need be specified. If a type is not provided, it is assumed no umpires of that type have been appointed (e,g. Possibly an Emergency Umpire during home and away games). Similarly, if there are umpires of a type not defined to Observations, they are ignored during the load process.

1. Create an Excel Worksheet
2. Row 1 is a heading row
3. The heading row requires the following columns:
    a. Season
    b. Round
    c. Date
    d. Competition Name
    e. Ground
    f. Time
    g. Home Team
    h. Away Team
    i. Field Umpire 1
    j. Field Umpire 2
    k. Field Umpire 3
    l. Boundary Umpire 1
    m. Boundary Umpire 2
    n. Boundary Umpire 3
    o. Goal Umpire 1
    p. Goal Umpire 2
4. Each following row represents a single game. Here a description of what you need for the game contents.
    a. Season – the year of year of the season (e.g. 2019 or 2018/19)
    b. Round – not used
    c. Date – the date of the game preferably in **dd/mm/yyyy** format. If date is not recognised, then prefix the date with a single quite (e.g. ‘23/05/2018).
    d. Competition Name – Grade of the game
    e. Ground – Ground Name
    f. Time – Time of the match in **hh:mm AM** or **hh:mm PM** format
    g. Home Team - Home Team Name
    h. Away Team – Away Team Name
    i. Field Umpire 1 – appointed Field Umpire
    j. Field Umpire 2 – optionally second appointed Field umpire – if none, leave empty
    k. Field Umpire 3 – optionally third appointed Field umpire – if none, leave empty
    l. Boundary Umpire 1 – appointed Boundary Umpire – if none, leave empty
    m. Boundary Umpire 2 – appointed second Boundary Umpire – if none, leave empty
    n. Boundary Umpire 3 – appointed third Boundary Umpire – if none, leave empty
    o. Goal Umpire 1 – appointed Goal Umpire – if none, leave empty
    p. Goal Umpire 2 – appointed second Goal Umpire – if none, leave empty

5. The system will load each game and its appointed umpires until there is an empty row when you import the games and appointed umpires using “Import Fixture Using Schedula”.



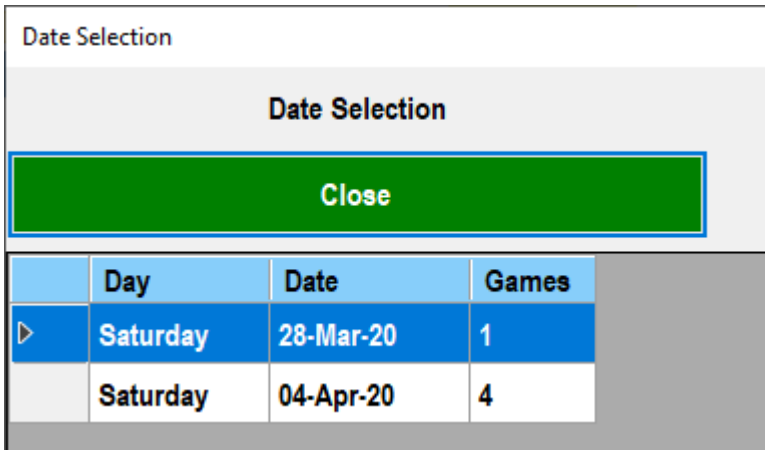
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Season	Round	Date	Competition Name	Ground	Time	Home Team	Away Team	Field Umpire 1	Field Umpire 2	Field Umpire 3	Boundary Umpire 1	Boundary Umpire 2	Boundary	Goal Umpire 1	Goal Umpire 2
2	2020	1	04/04/2020	A Grade Division 1	Preston City Oval	2:10 PM	Kingsbury	Black Rock	Fred Flintstone	Scooby Doo	Jerry Mouse	Elmer Fudd	Papa Smurf		Yosimite Sam	Mighty Mouse
3	2020	1	04/04/2020	A Grade Division 1	Barling Reserve, Reservoir	2:10 PM	Cheltenham	Berwick	Barney Rubble	Homer Simpson	Foghorn Leghorn	Speedy Gonzales	Droopy Dog		Yogi Bear	Tom Terrific
4	2020	1	04/04/2020	B Grade Division 1	Preston City Oval	11:55 AM	Kingsbury	Black Rock	Great Gazoo	Donald Duck		Lisa Simpson	Huckleberry Hound		Woody Woodpecker	Roger Rabbit
5	2020	1	04/04/2020	B Grade Division 1	Barling Reserve, Reservoir	11:55 AM	Cheltenham	Berwick	Arnold Newsboy	Bart Simpson		Road Runner	Heckle Crow		Porky Pig	Bullwinkle Mosse

9. Part 6 – Exporting Games to OneDrive

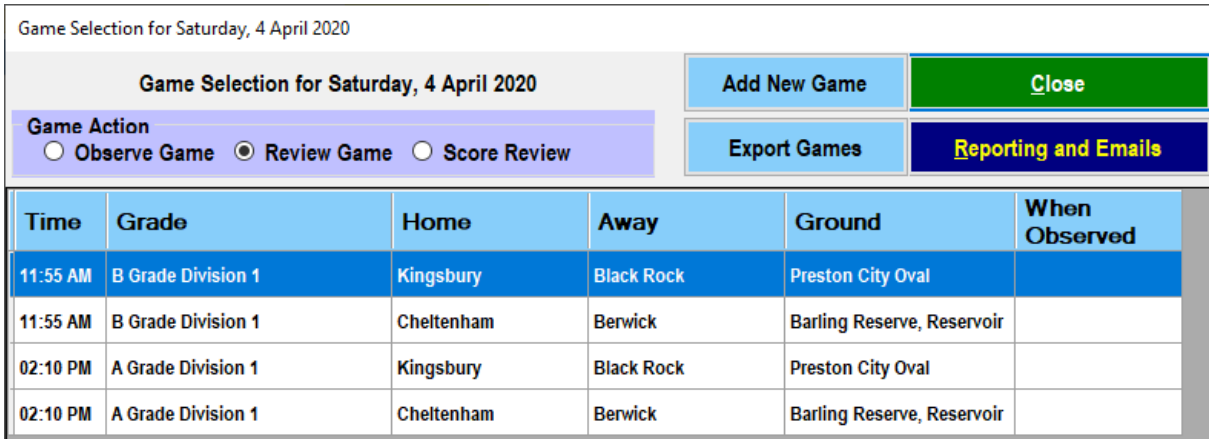
Should you need to export specific games to the Observations Companion for Android:

(a) Click on Observe Games by Date (or Observe Today if the same day)

(b) Click on the date on which to select games



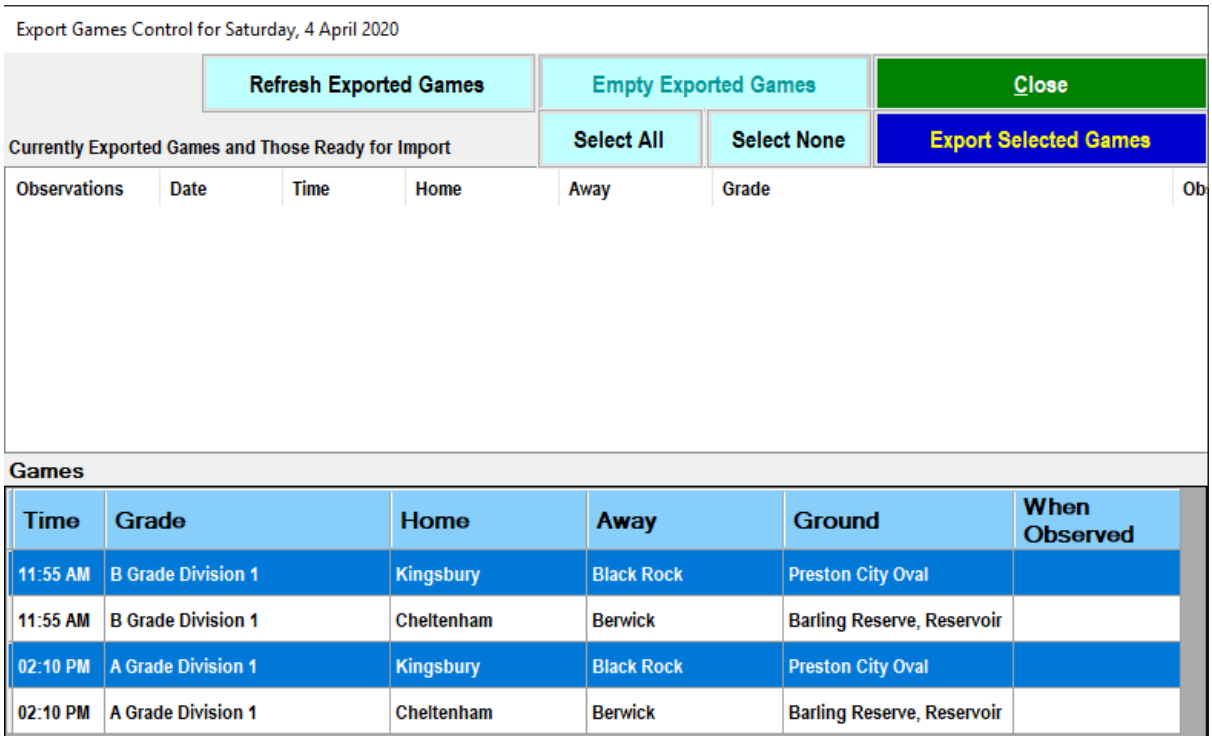
(c) Click on Export Games



(d) From the Export Games form, Select All, Select None or manually click on each game to be exported.

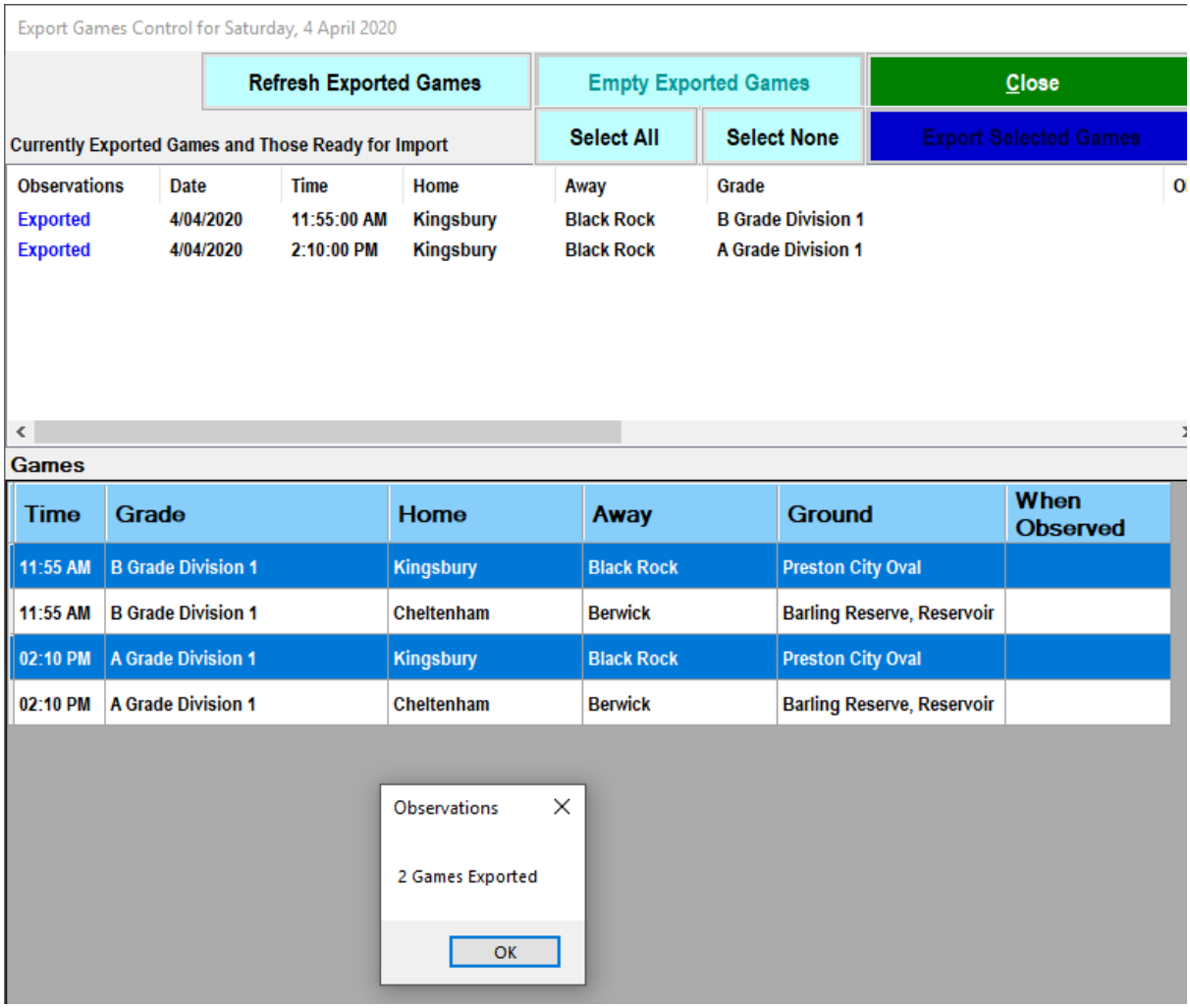
Tip: Using <CTRL>+click allows you to select multiple non-consecutive games from the list.

(e) We will select the two games at the Preston City Oval for observation.



(f) Click on Export Selected Games

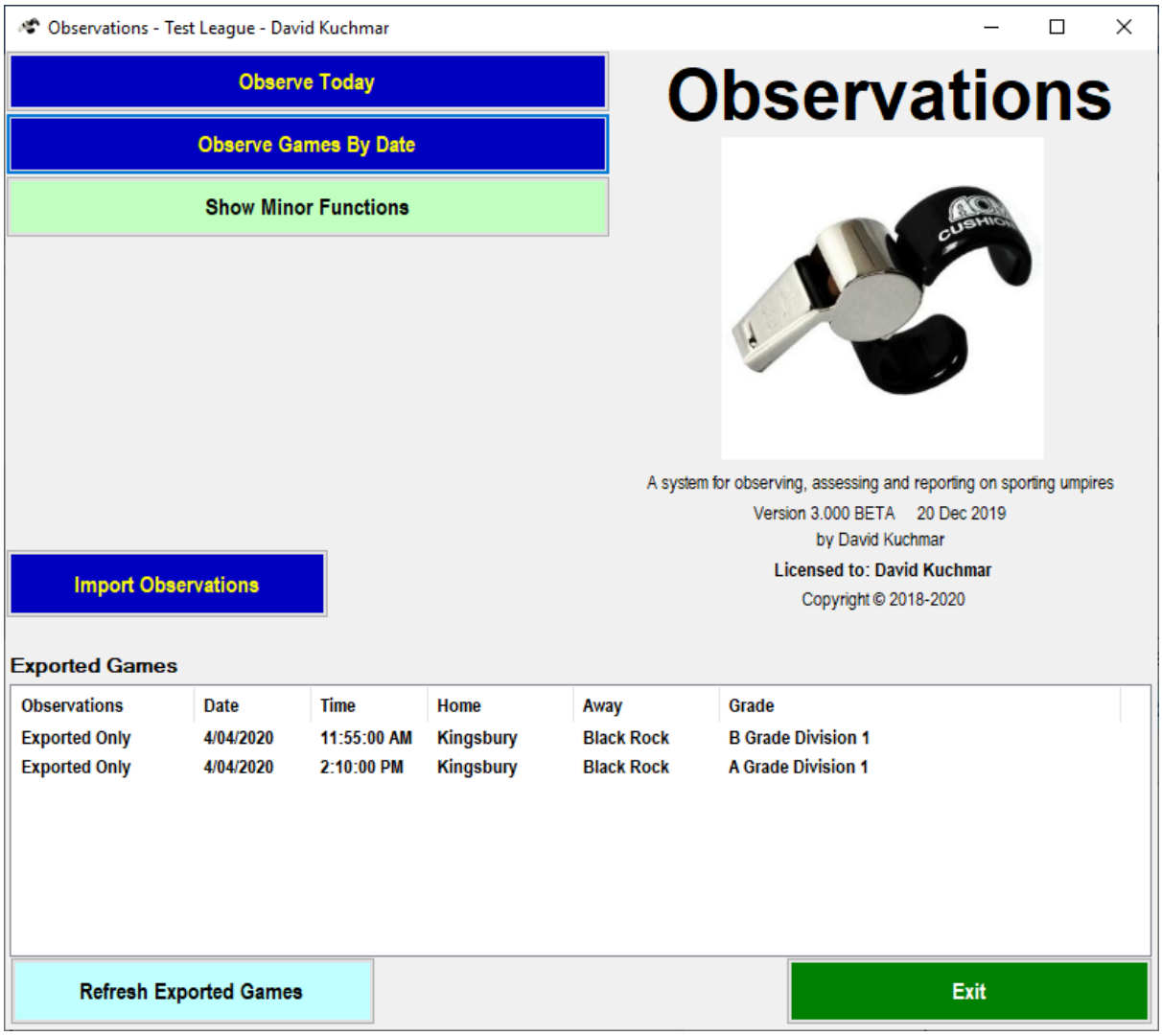
(g) Your games will be exported and are ready to import into the Observations Companion for Android.



Tip: OneDrive does not instantaneously resynchronise on all devices. Allow time for this to occur. Generally, it will take a few seconds – at most about a minute or so.

(h) Click on Close

(i) The exported games list is updated on the home page and is displayed as follows.



10. Part 7 – Observing Games in Observations for Windows

It is recommended you use the Observations Companion when observing games. However, the windows version fully supports most of the functions.

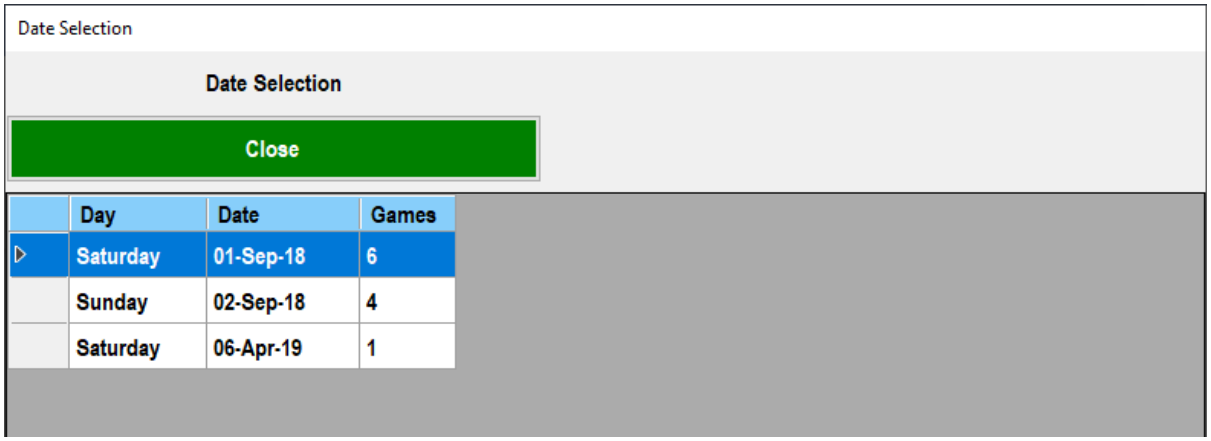
Note: This chapter has not been updated for Version 3. Nevertheless, it is functional and corresponds to Observations for Windows v3.

When you use Observations for Windows to observe games:

(a) Click on Observe Games by Date or Observe Today from the Observations home form.

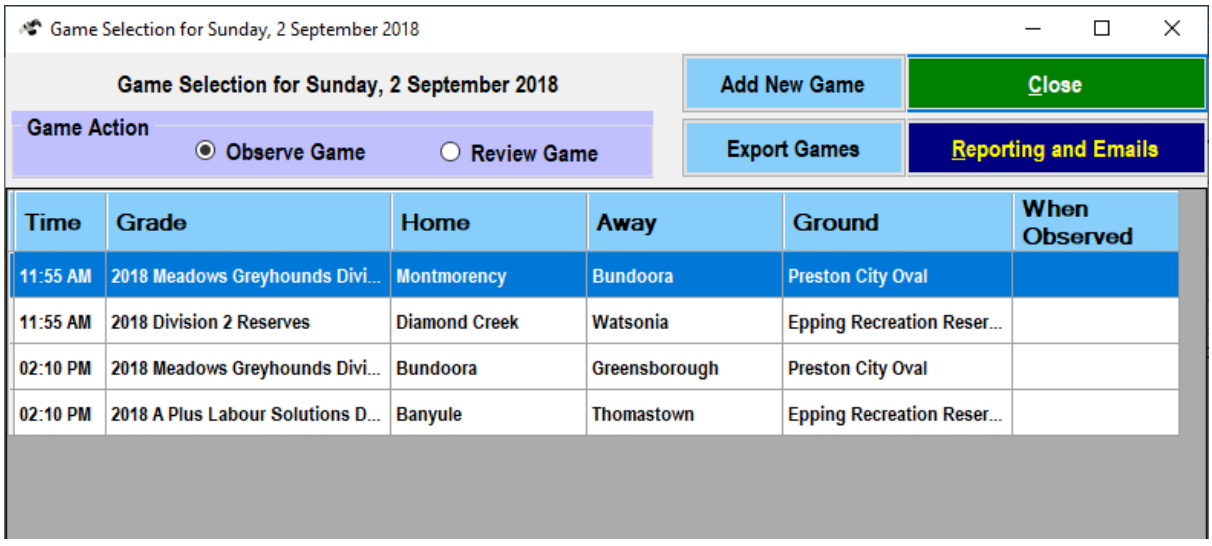
(b) If you clicked on Observe Today, you will go straight to the games list.

(c) If you clicked on Observe Games by Date, you will see the date list with numbers of games for each date.



We will click on Sunday 02-Sep-18.

The Game Selection List for that day is displayed.



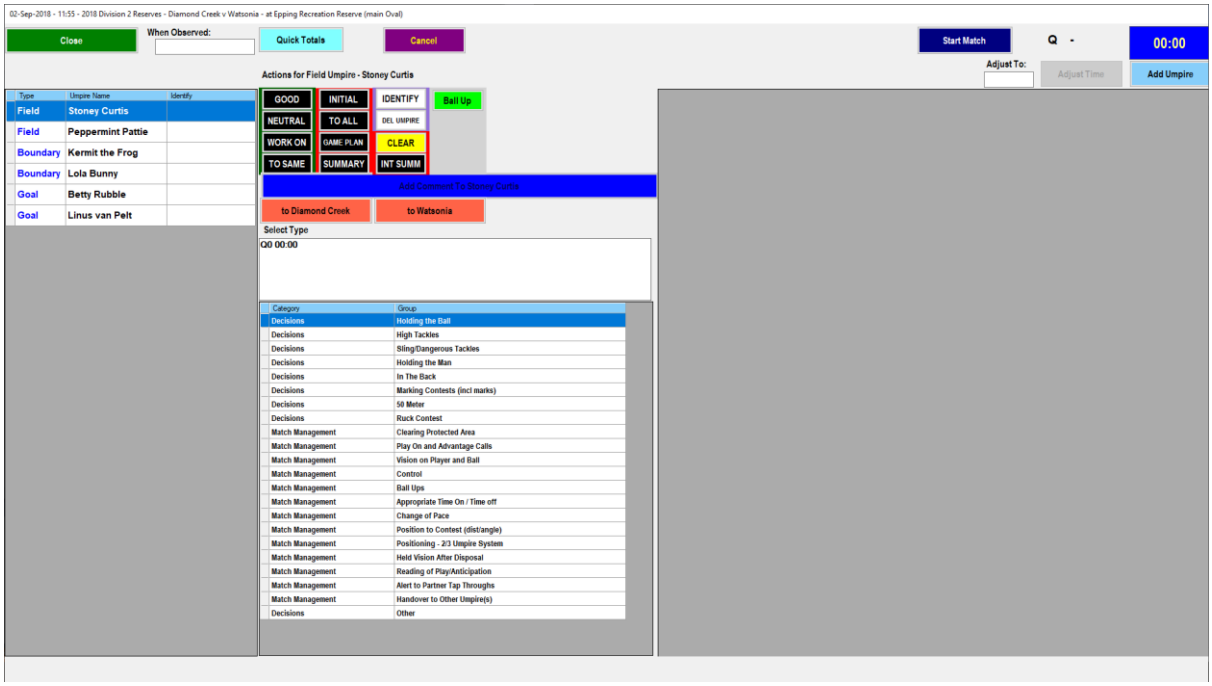
As we are going to Observe a game, ensure the Observe Game option button is selected under Game Action **BEFORE** you click on the game.

We will choose the second game down 11:55am 2018 Division 2 Reserves – Diamond Creek v Watsonia.

Displayed will be the Observe Game form.

Before anything else is done the form appears to have three areas. Header, Umpire List, Umpire Comments.

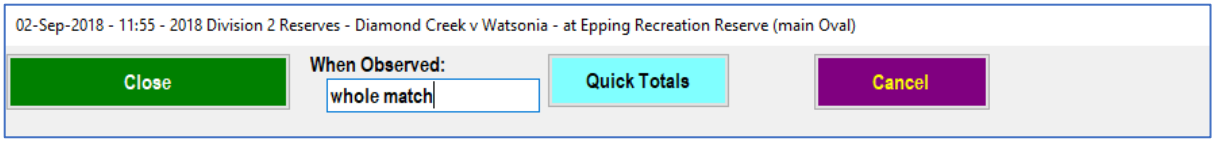
When an umpire has been selected (a simple mouse click on the umpire), a centre area is added. That is the comment specification area. The comment area is moved across while the comment specification area is displayed.



10.1. When Observed

To specify the observation period (e.g. first half, whole match), simply type it in to the text box on the top left of the in the heading area.

If required, you can update “When Observed” during the observation process or later during the review process.



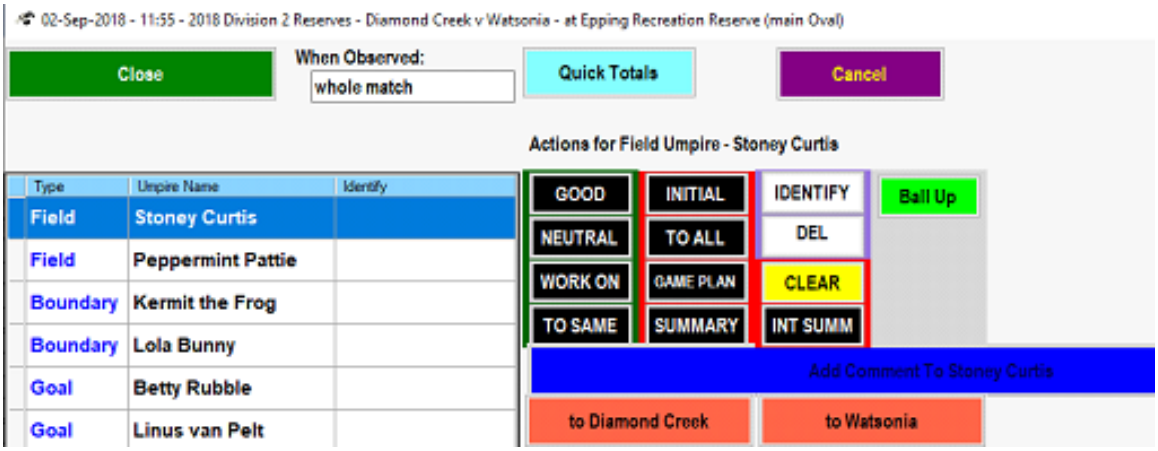
10.2. Identifying the Umpires in The Game

Umpires can be described in the app so that you can more easily recognise which umpire is to be noted in an observation.

There are two types of identification:

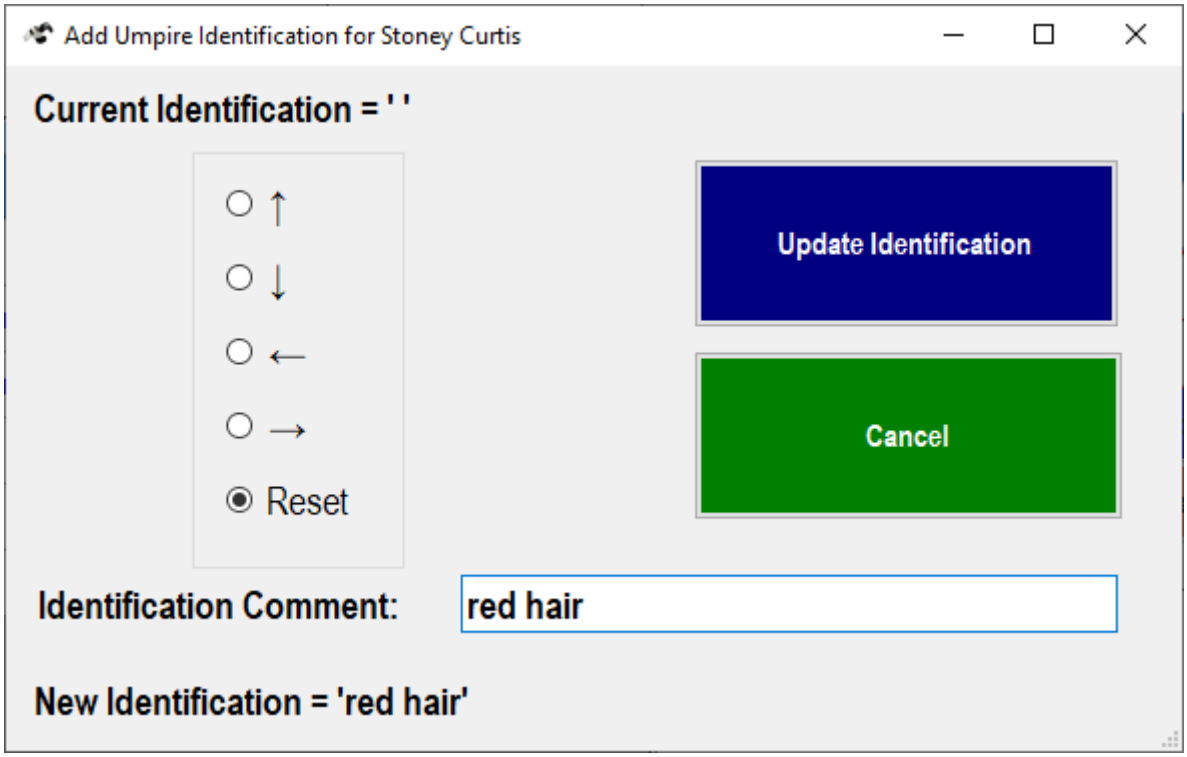
1. Arrow (up down left or right) to describe which end or side of the ground that umpire is starting. For example, if you are standing near the wing, a boundary umpire would be this side of the ground (down) or the other side of the ground (up), and a goal umpire would be either left or right. Assuming only two umpires of these types are appointed, you can quickly identify each umpire.
2. General description (to identify umpires generally). For example, red hair, faded socks, beard, white cap)

To identify an umpire, first click on the umpire. The comment specification section is opened for that umpire

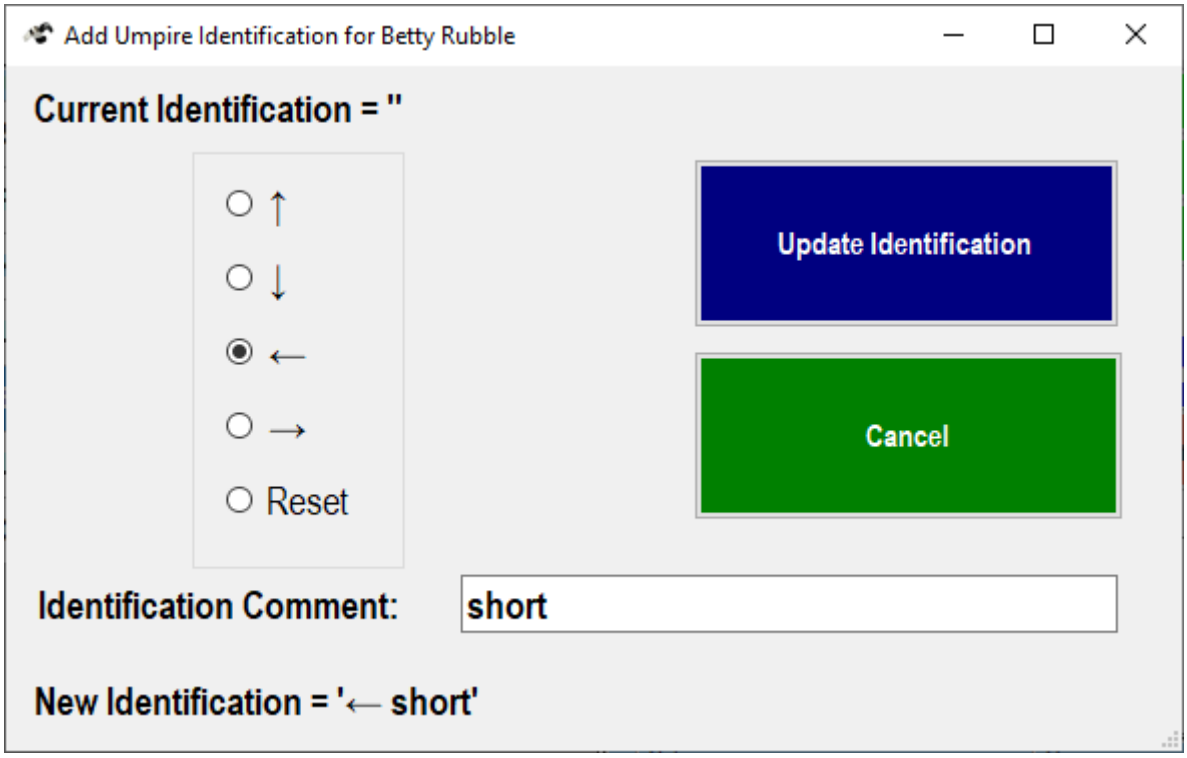


Click on the “Identify” button

Type in the field umpire identification comment – and click Update Identification. The umpire may be identified by having red hair



For boundary and goal umpires, you might only select an arrow for identification or both an arrow and textual comment. He or she may be identified as starting on the left goal from where you are standing – and is noticeably short.



Specify identification for as many umpires as required to simplify your task of recognition during the game.

Eventually, your umpire list may look like this…

Type	Umpire Name	Identify
Field	Stoney Curtis	red hair
Field	Peppermint Pattie	
Boundary	Kermit the Frog	↑ green shirt
Boundary	Lola Bunny	↓
Goal	Betty Rubble	← short
Goal	Linus van Pelt	→ blanket

Now as the game progresses, if you have trouble recognising at a distance, you can quick identify umpires by these descriptions.

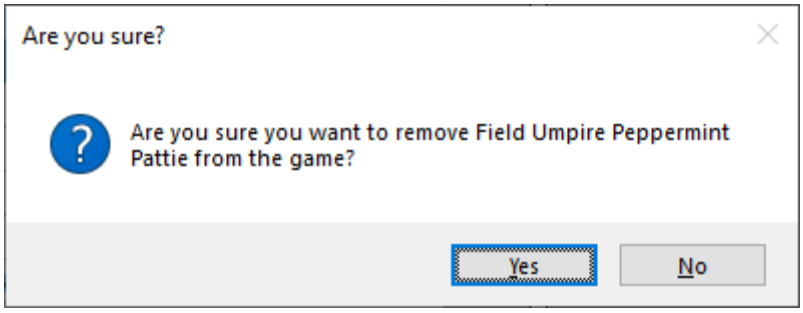
10.3. Removing an Umpire from the Game

Should you find that there have been changes to the umpires before the game, you can remove umpire(s) from the game.

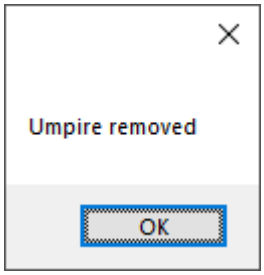
In this example, we will assume that Peppermint Pattie has been replaced. You can remove her from the game by:

(a) Clicking on that umpire in the Umpire List

(b) Clicking on “DEL UMPIRE” button in the observation specification section. Depending on the size of your screen, you may only see “DEL” in the button.



(c) Click on Yes to remove the umpire. Or No to cancel removing the umpire.



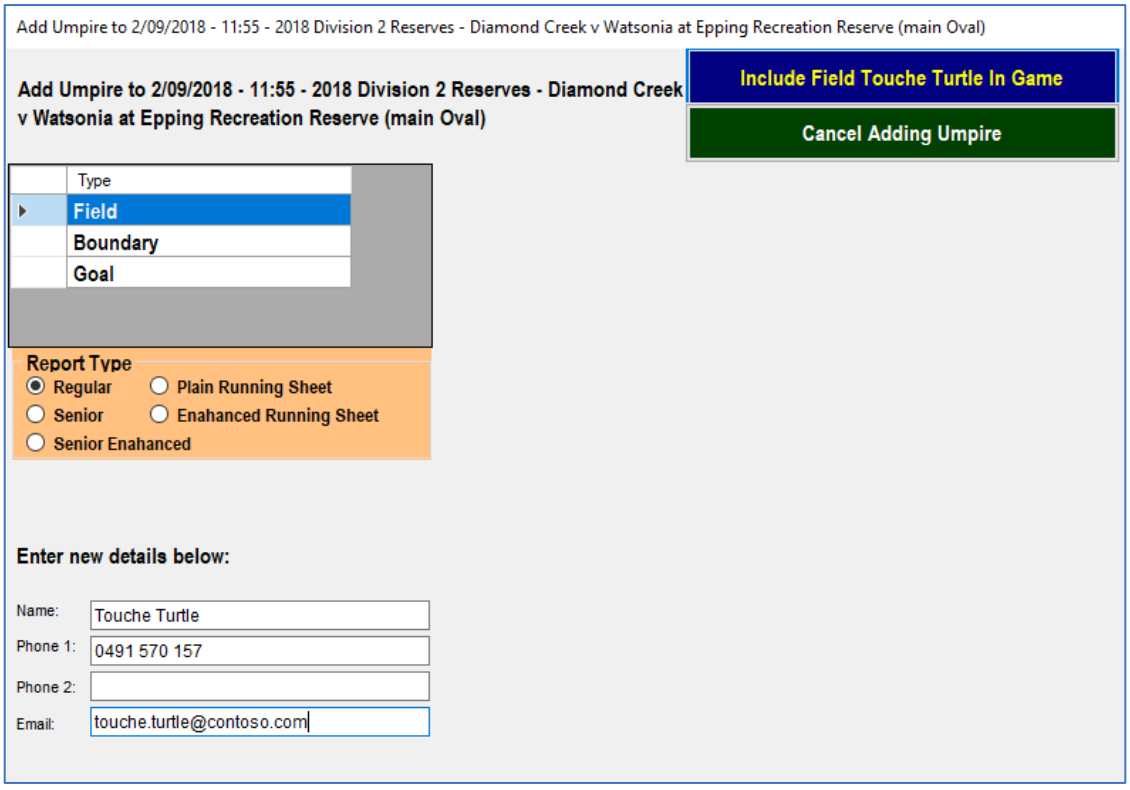
10.4. Adding an Umpire to The Game

This uses the same dialogue as when adding an umpire manually into the game.

(a) Click on Add Umpire on the top right of the Game Observation Form

(b) In this case you would typically click on Field, select the report type or Regular, click on the umpire in the list, and finally click on “Add Umpire to Game”

(c) However, the umpire we want to add is not in the list! We have just recruited Touche Turtle to be the field umpire. We can add him to the list by clicking on “Add New Umpire to List”



(d) Finally, we click on Include Field Touche Turtle in Game.

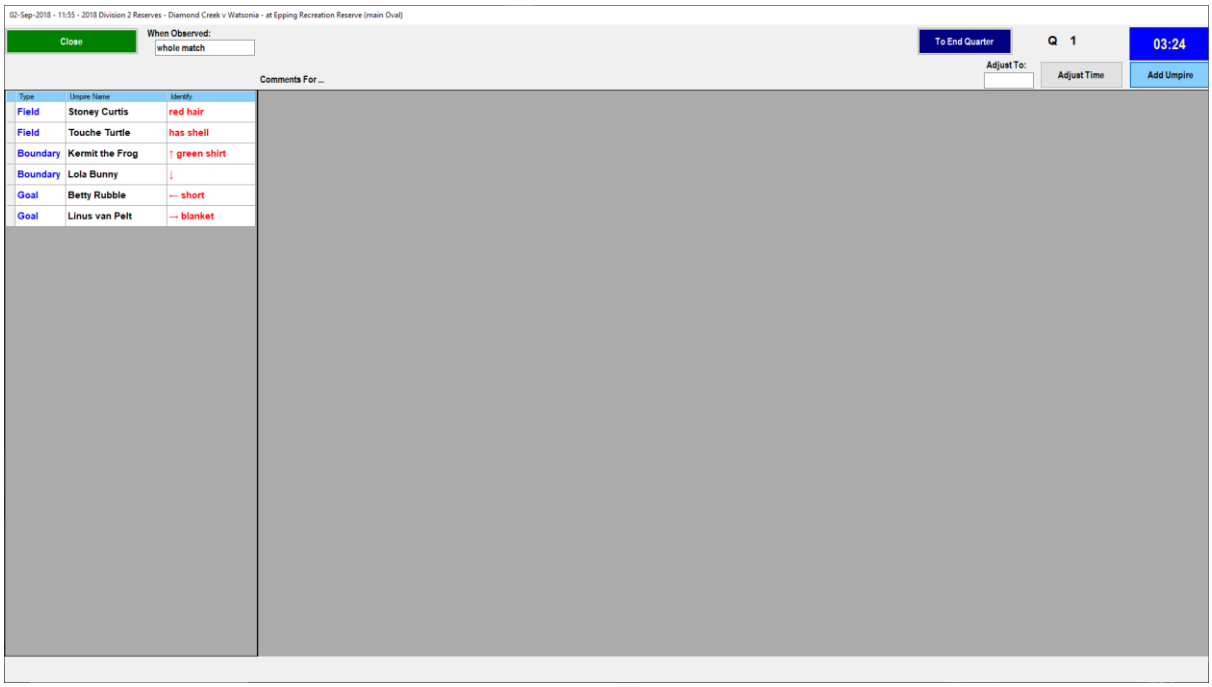
(e) Our umpires for the match are now set.

Type	Umpire Name	Identify
Field	Stoney Curtis	red hair
Field	Touche Turtle	has shell
Boundary	Kermit the Frog	↑ green shirt
Boundary	Lola Bunny	↓
Goal	Betty Rubble	← short
Goal	Linus van Pelt	→ blanket

10.5. Observing the Game

Once you have checked the umpires before the game, and described umpires for easy identification:

- Start the quarter by clicking on the Start Match button. The Quarter will be listed and the clock will start advancing.



Tip: Once the game has started, you should not remove umpires.

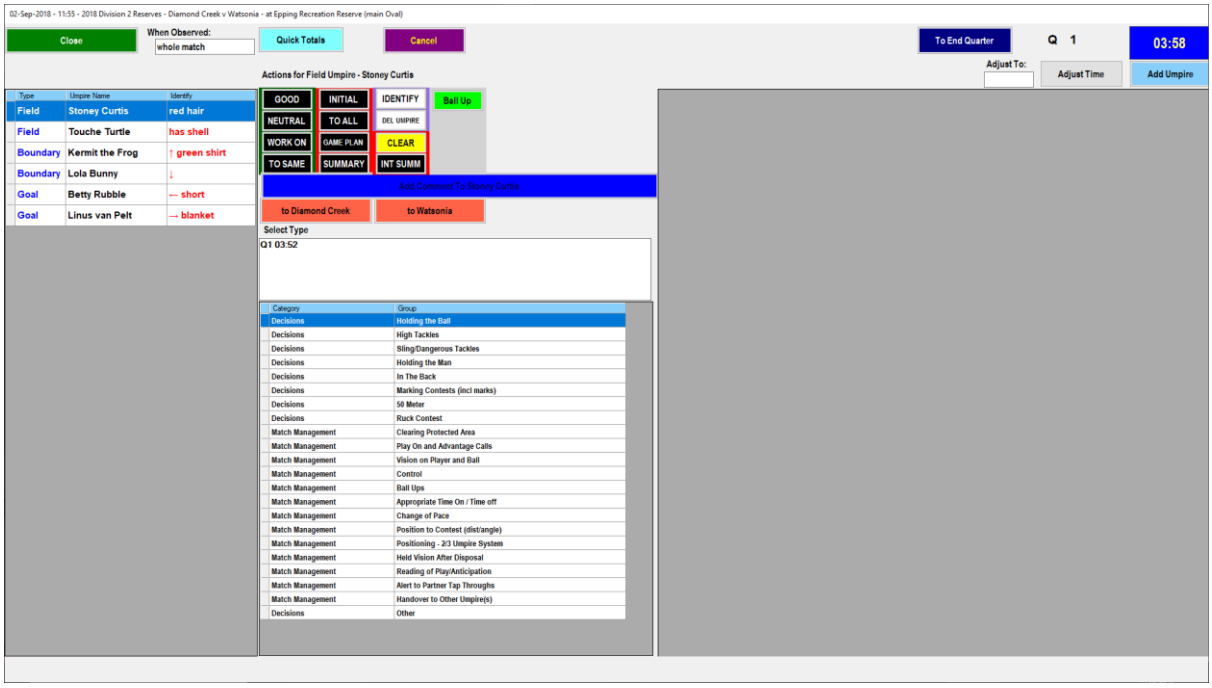
Tip: Should you be arriving for, say, the third quarter. Tap the Start Game button a few times till the third quarter starts.

- Should you need to estimate you are part way through the quarter, you can adjust the time of the quarter. For example, as the first quarter is progressing, and if you want to adjust the time to the 14 minute 35 second mark, type in 14:35 (14 colon 35) in the text box and tap “Adjust Time”. The current clock will immediately advance to 14:35 and keep advancing in normal time.
- To end a quarter, tap on “To End Quarter”
- To start the next quarter, tap on “For Start Next Quarter”
- This continues until the game concludes or you leave the game.

Tip: Do not despair if the program ends unexpectedly, or you close the game for any reason. When you re-open the game, the program will automatically remember when the game is up to and maintain an accurate clock.

10.6. Adding Observations

When you wish to add an observation or comment, click on the respective umpire in the Umpire List

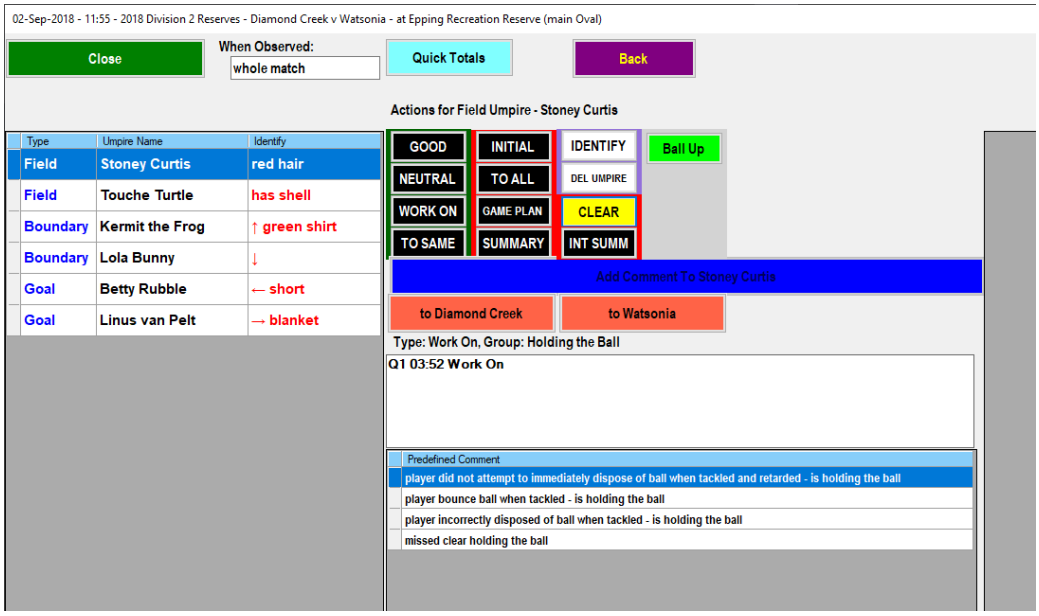


Concentrate on the Observation Specification section (the centre area)

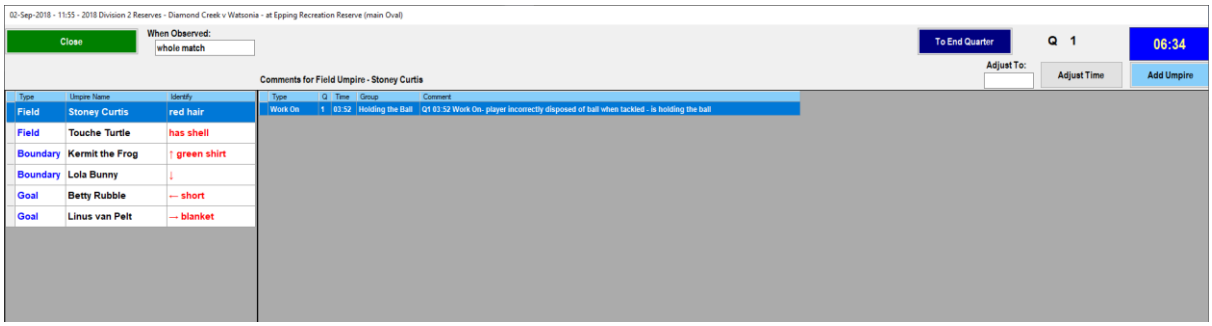
Click on Good, Neutral, Work On, or To Same as required

Adding a comment for a group in general:

- Alternatively, after clicking on Good, Neutral, Work On or To Same, click on the appropriate category. In this case, we will select Work On and Holding the Ball

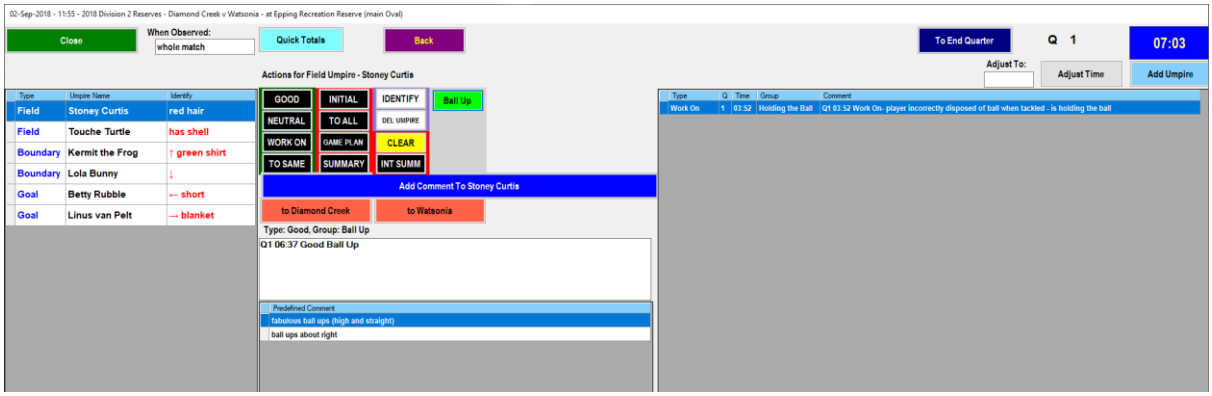


- The groups are replaced with the predefined comments. Click on the appropriate predefined comment to add it to the comment.
- If you selected the wrong group, click on the Back button (maroon) to restore the groups list.
- Alternatively type in your comment in the comment section.
- Next, you can optionally click the “to Home Team” or “to Away Team” buttons to simplify clarification of the observation.
- Finally, click on Add Comment to Umpire to add the comment
- The comment will now appear in the right comment area

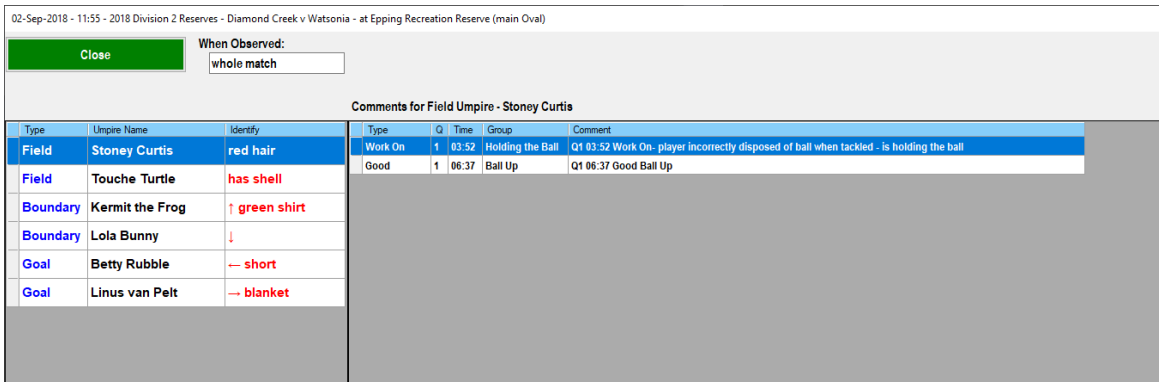


Alternatively, there is a quicker way to add a comment for a key group:

- Should you simply wish to record a good ball up, tap on Good, Ball Up and Add Observation to Umpire.



- The comment will now appear in the right comment area



Tip: "To Same" lets you add the same comment to all field umpires or all boundary umpires, etc. You can always edit for each umpire individual comment during the review part of the process – should you need to highlight the comment appropriately for different umpires.

If only one predefined comment is available for that category and type of umpire, then it will have been pre-selected. Should it not be appropriate, click on the Clear button to remove the predefined comment from the actual comment.

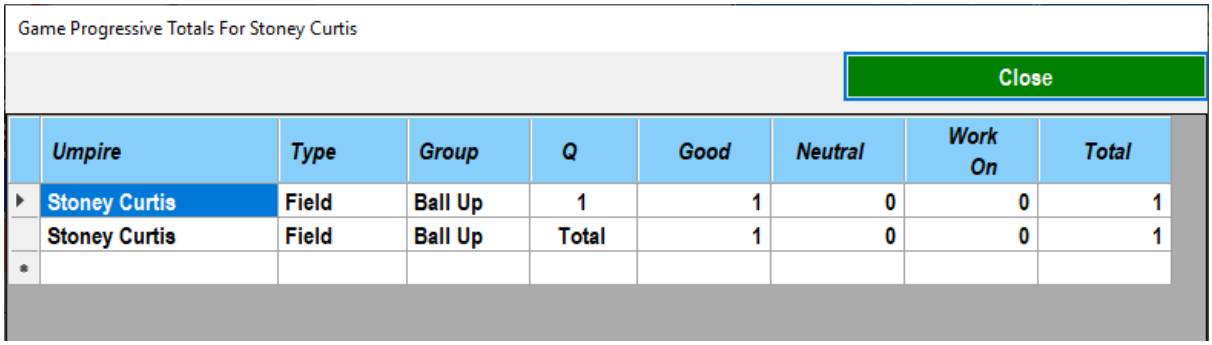
Here are all the comment dispositions available and their meaning:

Disposition	Meaning	Description
GOOD	Good observation	a compliment that the umpire/referee has done well
NEUTRAL	Neutral observation	something significant – but neither good nor bad
WORK ON	Work On observation	a "need to work on" observation
TO SAME.	To All Umpires of The Same Type observation (e.g. To all boundary umpires in the game)	Used to discuss items of 'team' nature you would like to share. You can update each umpire's comment and type (to possibly good, neutral or work on) during the review process.
INITIAL	Initial comment	a general comment the observer would like to memorialise to an umpire.
TO ALL	Common observations	comment to share with ALL umpires/referees in the team.
GAME PLAN	Game Plan (or Action Plan)	to provide the umpire with a future game plan or action plan (i.e. some key items to work on)
SUMMARY	Summary	A game summary sent to the umpire
INT SUMMARY	Internal Summary	A game summary sent only to the respective coach(es) and are not shared with the umpire.

10.7. Viewing Quick Totals

To see the current Quick Totals of key group, click on the Quick Totals button.

Displayed are all totals of quick groups – for good, neutral and work on observations.



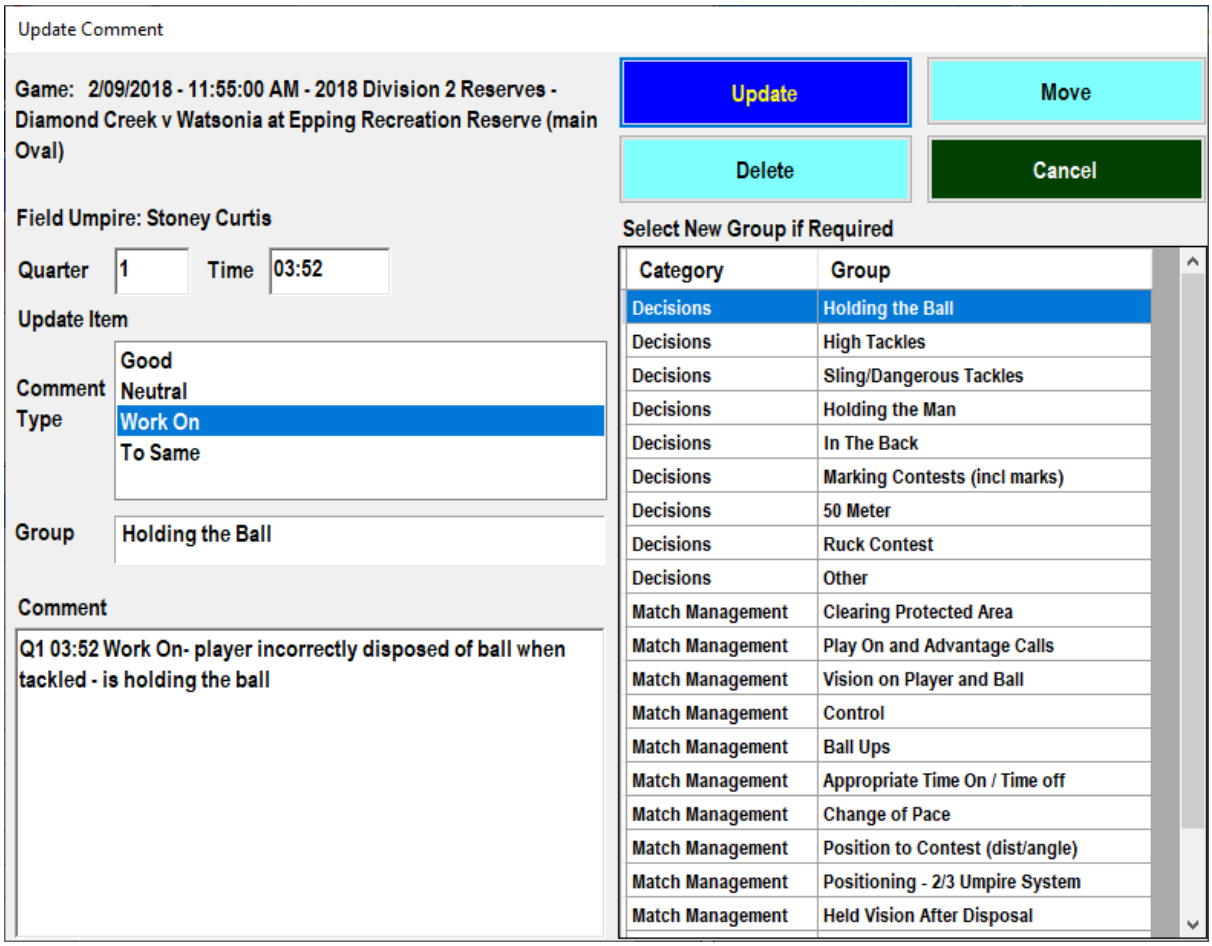
Umpire	Type	Group	Q	Good	Neutral	Work On	Total
Stoney Curtis	Field	Ball Up	1	1	0	0	1
Stoney Curtis	Field	Ball Up	Total	1	0	0	1

To look at all comments for a particular umpire, tap on the umpire to bring up the umpire comment form, then tap "View Comments"

10.8. Updating Comments

To modify any of the comments in any way, click on the comment you want to modify from the right comments area.

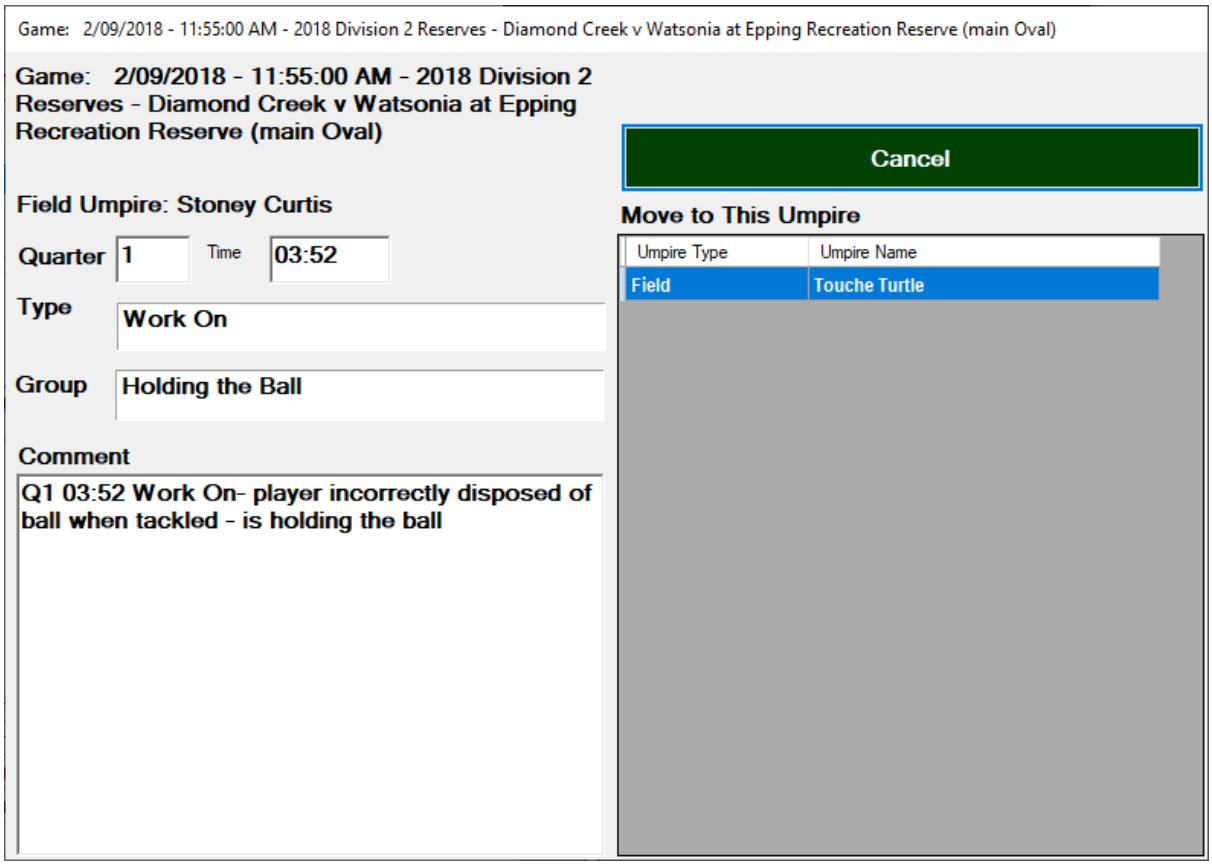
The Update Comment form is displayed.



From here, you can:

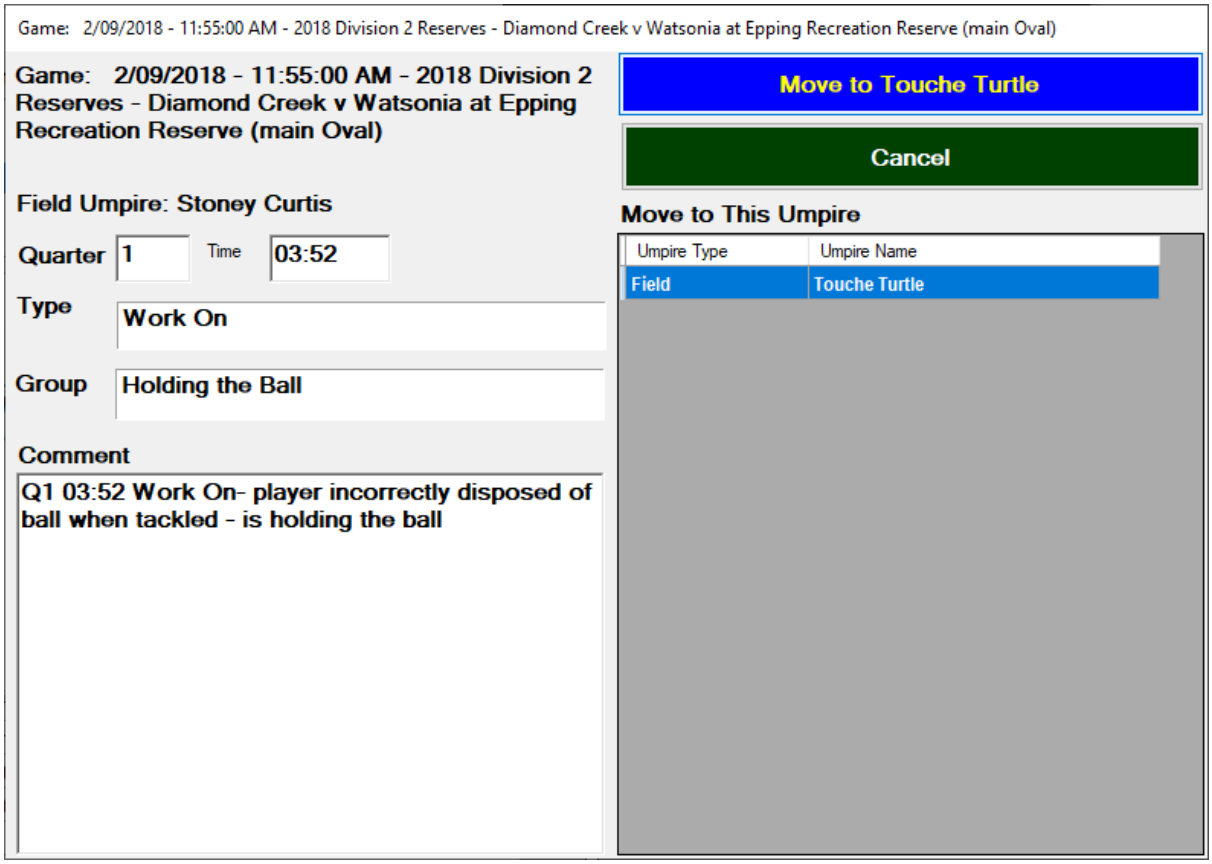
- Delete the comment, click on Delete
- Move the comment to another umpire, click on Move (sometimes you get the umpire wrong when you added the comment)
- Change the comment group – by clicking the new group in the right list, optionally modify the comment appropriately, and then click on “Update”
- Otherwise change the quarter, time or comment – by making the change and clicking “Update”
- Cancel closes the update form without any changes

If moving the comment to another umpire, click on Move



Click on the correct umpire in context for whom to move the comment – and click on the Move to Umpire button.

In our example, we decided we assigned the comment to the wrong field umpire and it should have been allocated to Touche Turtle. So we click on Touche Turtle.



And click on Move to Touche Turtle – and the comment has been moved.

Alternatively, click Cancel to NOT move the comment.

Tip: The system *should* be smart enough to not let you move a comment to another umpire of a different type unless the context of the comment allows it. (e.g. You cannot move a ball up comment from a field umpire to a goal umpire – but you can move and "Initial" comment from a field umpire to a goal umpire)

11. Part 8 – Importing Game Data

Should you be using the Observations Companion for Android to observe games, then you will have observed games using the Observations Companion for Android. You will then need to import data back into the Windows version after exporting from the Android.

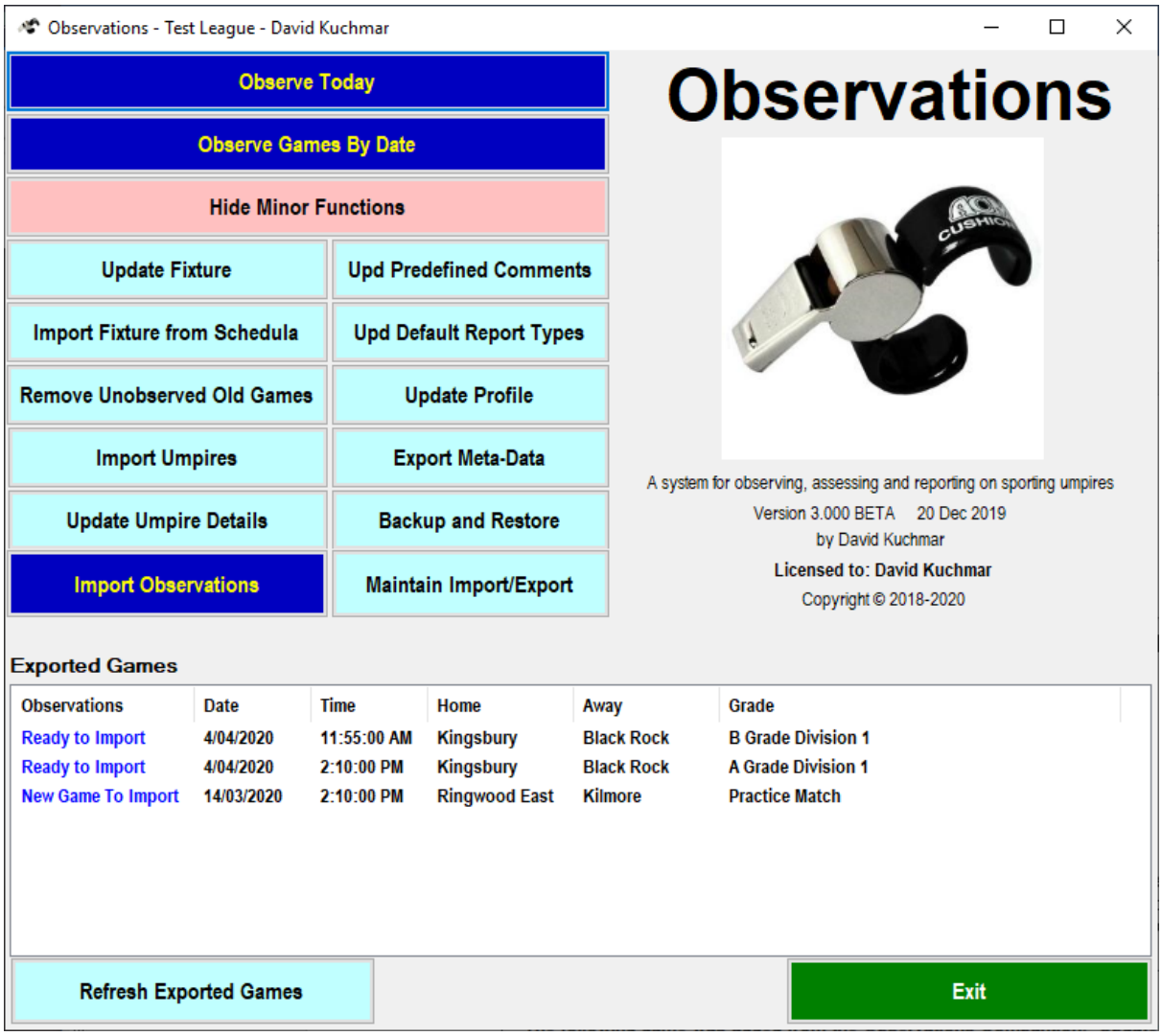
To import the data into Windows:

(a) Start from the home form of Observations for Windows

(b) Click on Refresh Exported Games to refresh the Exported Games list.

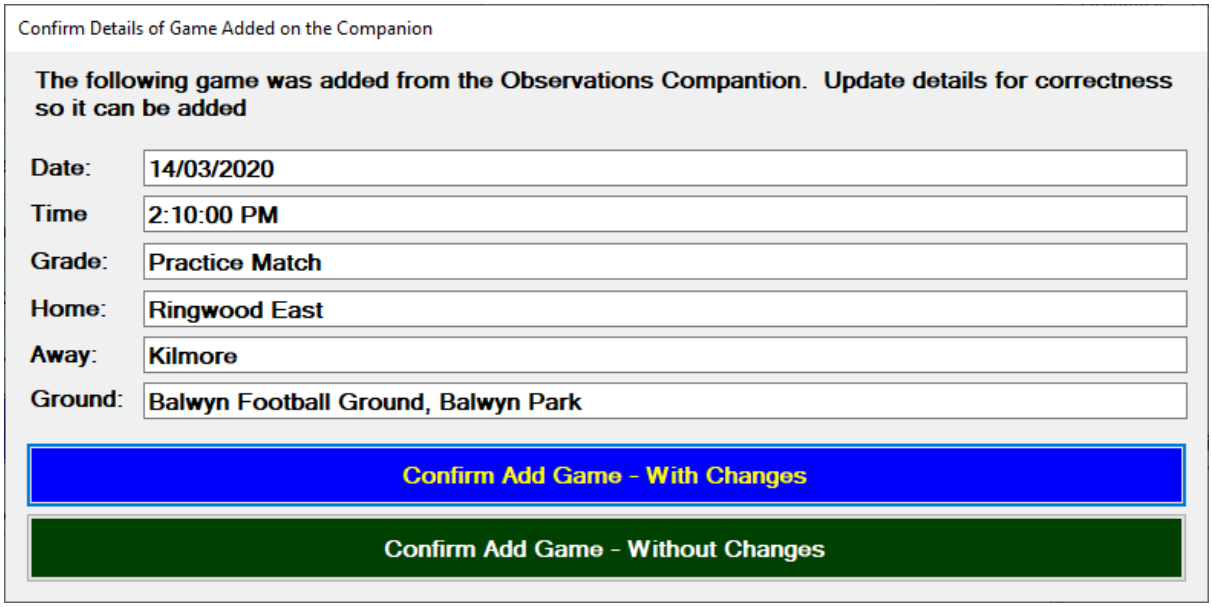
(c) Verify the games to import are what you anticipated

(d) Click on Import Observations

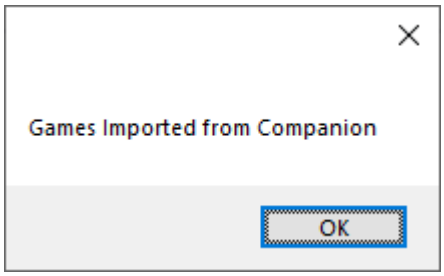


(e) All games waiting to be imported will be imported.

If you added a new game on the Observations Companion for Android, its details will be displayed for verification before being added to the database. The purpose of allowing you to update is to correct quickly entered grades, teams, dates, times or grounds for consistency on how you imported games originally.



As the buttons suggest, click on the BLUE button (Confirm Add Game – With Changes) – to accept the game with the changes made above, or the GREEN button (Confirm Add Game – Without Changes) to add the game as entered on the Windows Companion.



Remaining in the Exported games list was the unobserved game.

12. Part 9 – Review Games

After all games have been observed (and/or imported) for the date in question, the next step is that of REVIEWING the game observations and comments.

Here you correct comments which may be in error, typed wrong, or simply need to be adjusted. You also add Game Plans (or Action Plans), performance Summary and optional Internal Summary for each observed umpire.

If you have maintained the score in the Observations Companion, then you can also view the scores from here.

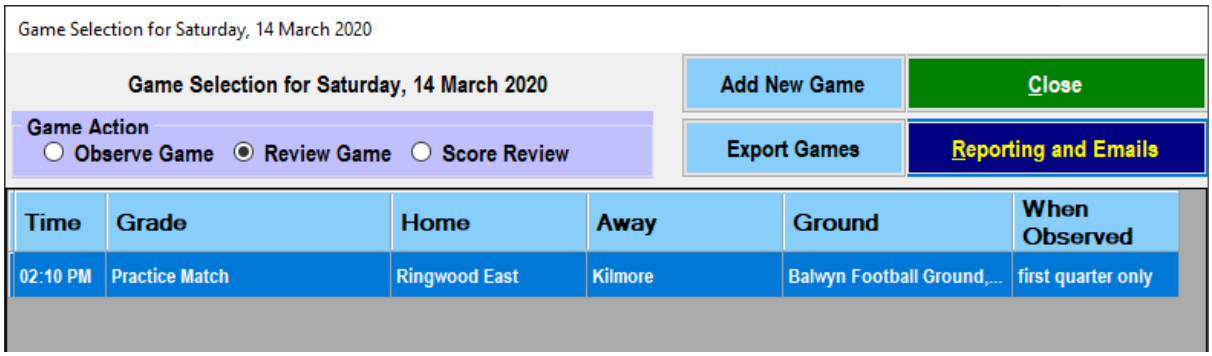
Note: At the time of going to print, you cannot update the score in either the Observations Companion or in Observations for Windows.

12.1. Find the game

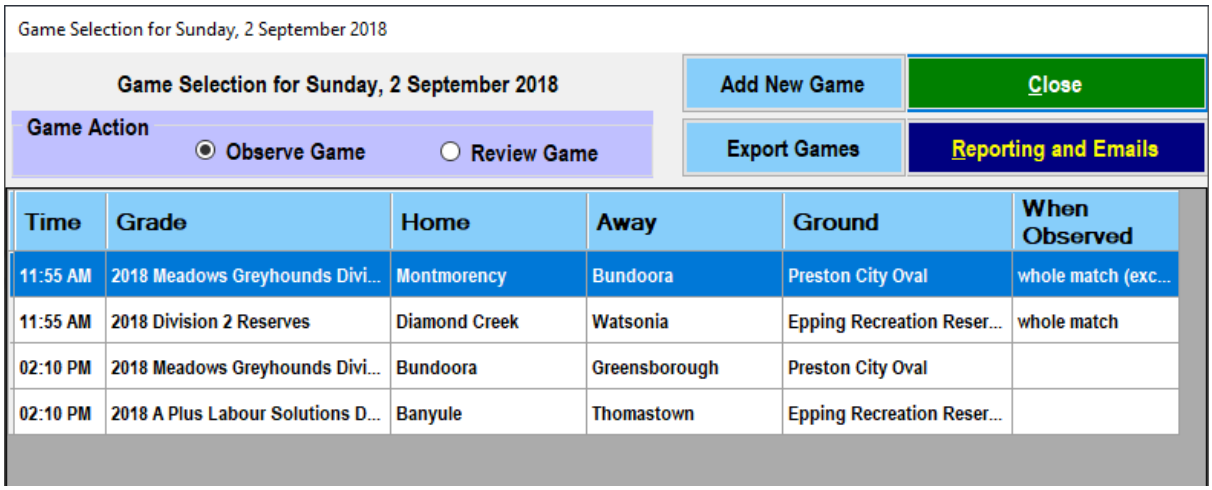
To review a game, first we need to locate the game

(a) Click on Observe Games by Date

(b) Click on the date we want to review (ie. 14-Sep-20)



(c) We are displayed the games list for that day



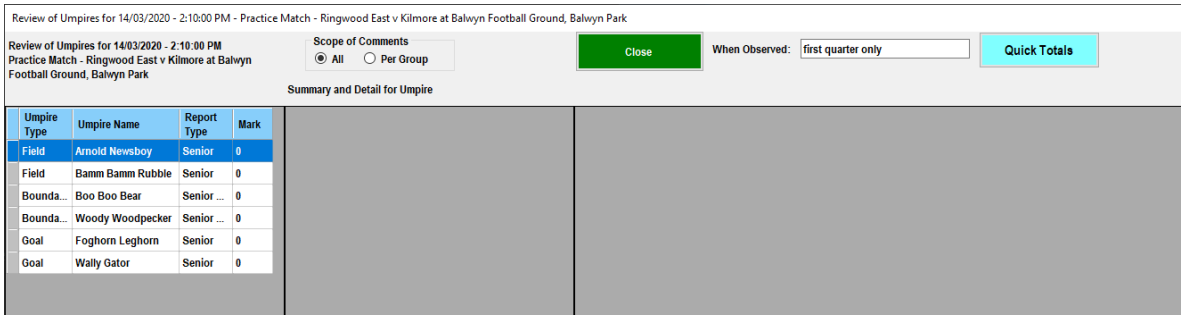
We want to review the top game which we will assume has been observed and imported.

(d) Click on Review Game option button from the Game Action panel **BEFORE** we click on the game. The default is Observe Game.

(e) Click on the second game down – Montmorency V Bundoora – Div 1 reserves at Preston

(f) The Game Review form is displayed

12.2. Review the game



The form has four sections.

(i) The heading area across the top

(ii) The umpire list on the left

(iii) The group categories in the middle

(iv) The observations on the right

In the heading area, there are several items of interest

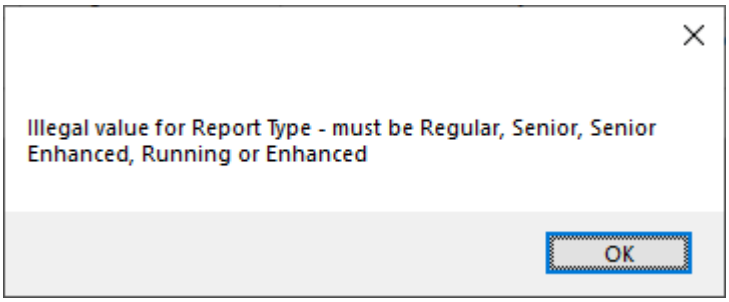
- Game identification
- Scope of comments – “All” means that the right hand section displays ALL comments for the selected umpire during the review. Alternatively, “Per Group” restricts the right hand section to display only comments relating to the category group selected in the middle section for the selected umpire.
  When the “Per Group” option is selected, an additional button is added to the heading area so that it is possible to show all initial and summary comments for the selected umpire in the right hand comment section – as they do not have an assigned group.
- When Observed. Re-iterates when the game was observed. It can be updated at any time.
- Quick Totals. Displays the quick totals of key categories for the selected umpire.

The Umpire List area

- Shows each umpire and their type
- Lists the current Report Type selected for that umpire when their observation report is requested.

> **Tip: If the Report Type is “Senior” or “Senior Enhanced”, you do not need to *clean up* all comments – but only add meaningful and accurate game plan and summary records.**

- If you alter the report type it must be one of the legal values



- Gives you provision to provide a quantitative assessment of each umpire (assumed out of 100). This is completely at the discretion of the observer. There is no attempt to automatically calculate a quantitative assessment.

  Note: Umpire quantitative assessments are displayed only on Coaches reports – and NOT on individual umpire reports.

  Tip: If the observer has a consistent approach to providing a quantitative assessment of each umpire observed, the History reports will provide a record of the best to the worst observed performances over the season.

The Group Category area:

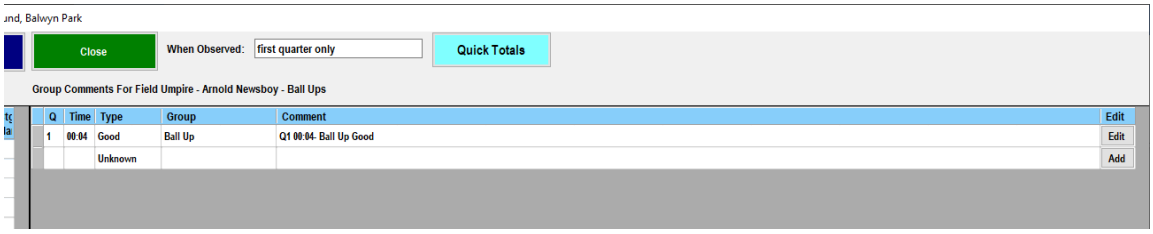
- Shows each group for the umpire selected. You need to click on an umpire to display the group categories for that umpire.
- Allows you to optionally check Needs Imp (Needs Improvement), At Std (At Standard for that game), or Abv Std (Above Standard)
  These assessments (Needs Imp, At Std, or Abv Std) are listed on Regular, Senior Enhanced and Running Enhanced umpire reports – but not on Senior and Running reports.

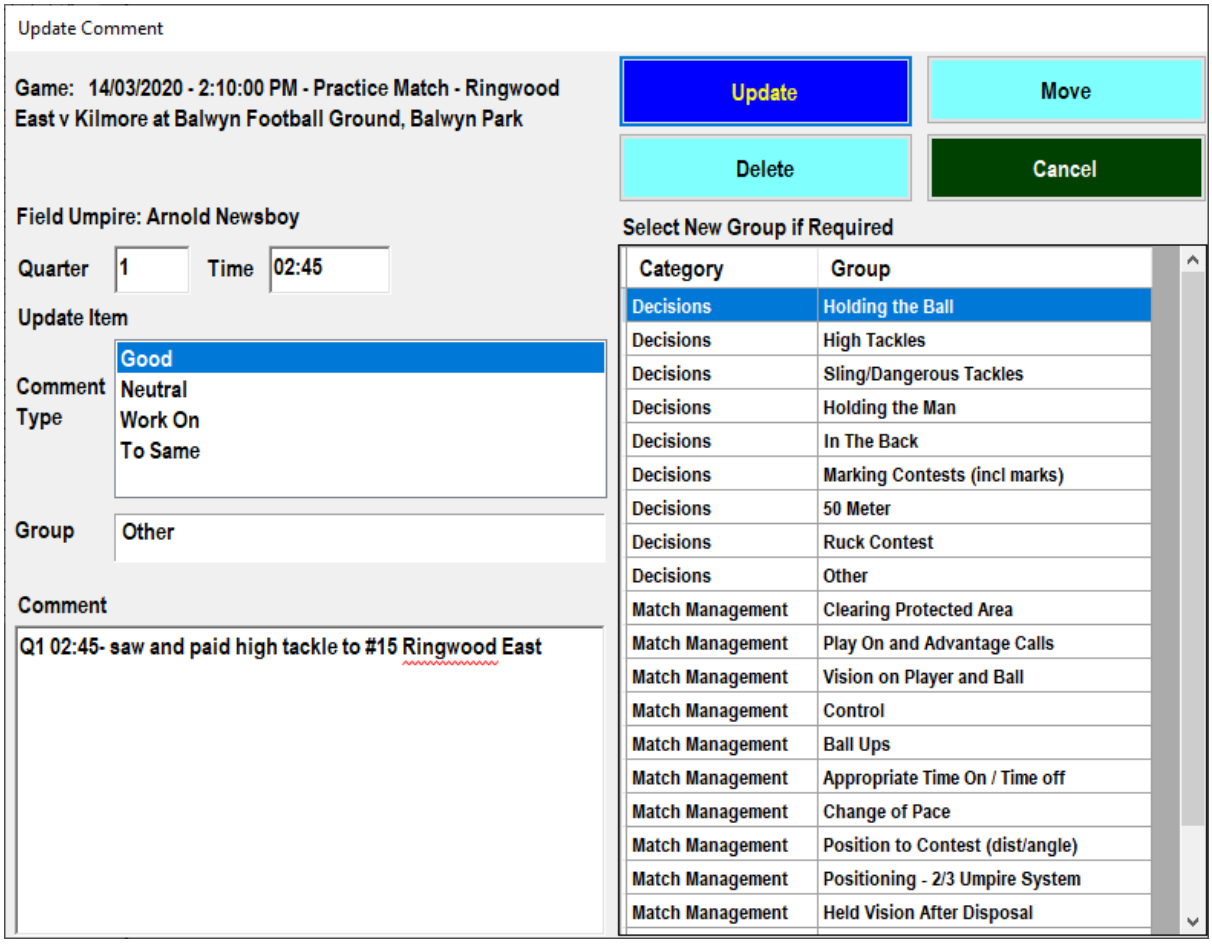
  Tip: If the umpire report for this umpire is Senior or Running – then there is no need to complete all of these group assessments for that umpire – as they are not reported.

- It also allows you to optionally quantitatively assess each category (assumed out of 100) for each category group. **However, this number neither currently used nor reported at present.**

The Comment Area:

- Shows the observations and comments including Quarter, Time, Type of comment, respective group category (if applicable), and the comment.
- Has a button on the right to edit the comment. To edit a comment, click on “Upd” at the right of the row or to “Add” a new row/comment.



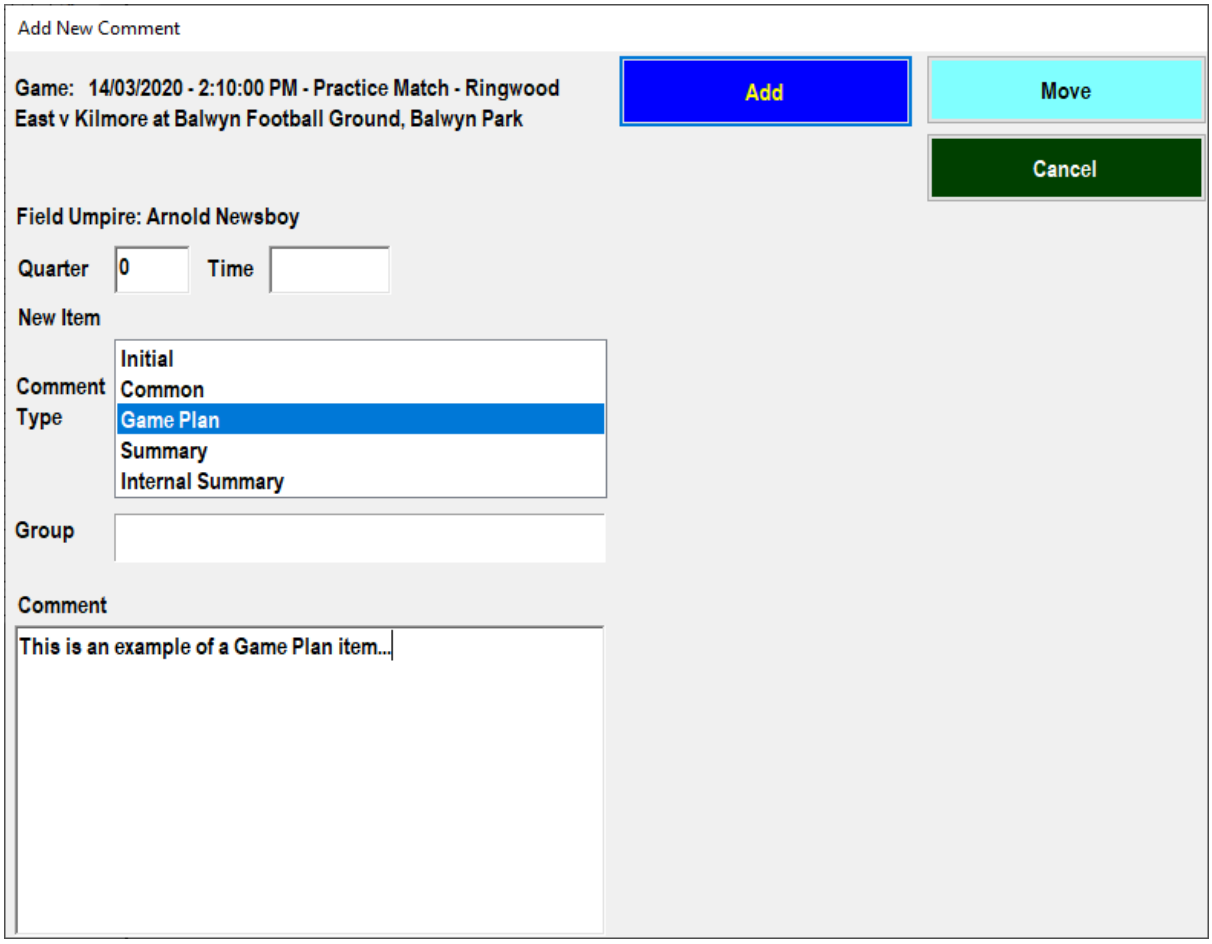


From the update comment form, you can update, the quarter, the time, the comment type (to a type with a similar context), and the Category Group (select from the list on the right of the form)

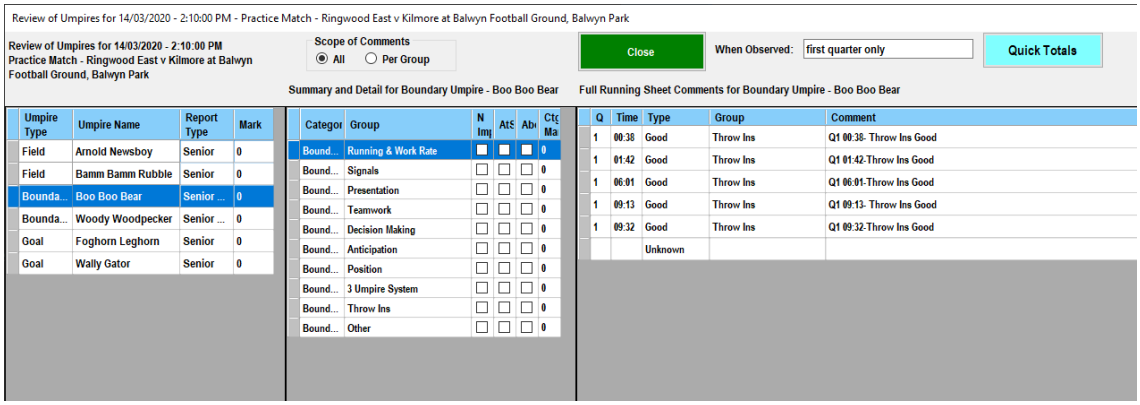
Actions from the Update Comment form are:

- To Update the comment – click on Update
- To Move the comment to another umpire (of the same type), click on Move and select the umpire to whom you wish to move the comment.
- To Delete the whole comment, click on Delete
- To Cancel any action on the comment, click on Cancel

Similarly, to add any new comment (e.g. A summary or game plan), click on “Add” on the right of the bottom row. This is generally how Game Plan, Summary and Internal Summary are added to the umpire’s list of comments.



To review another umpire, click on the umpire on the left of form.

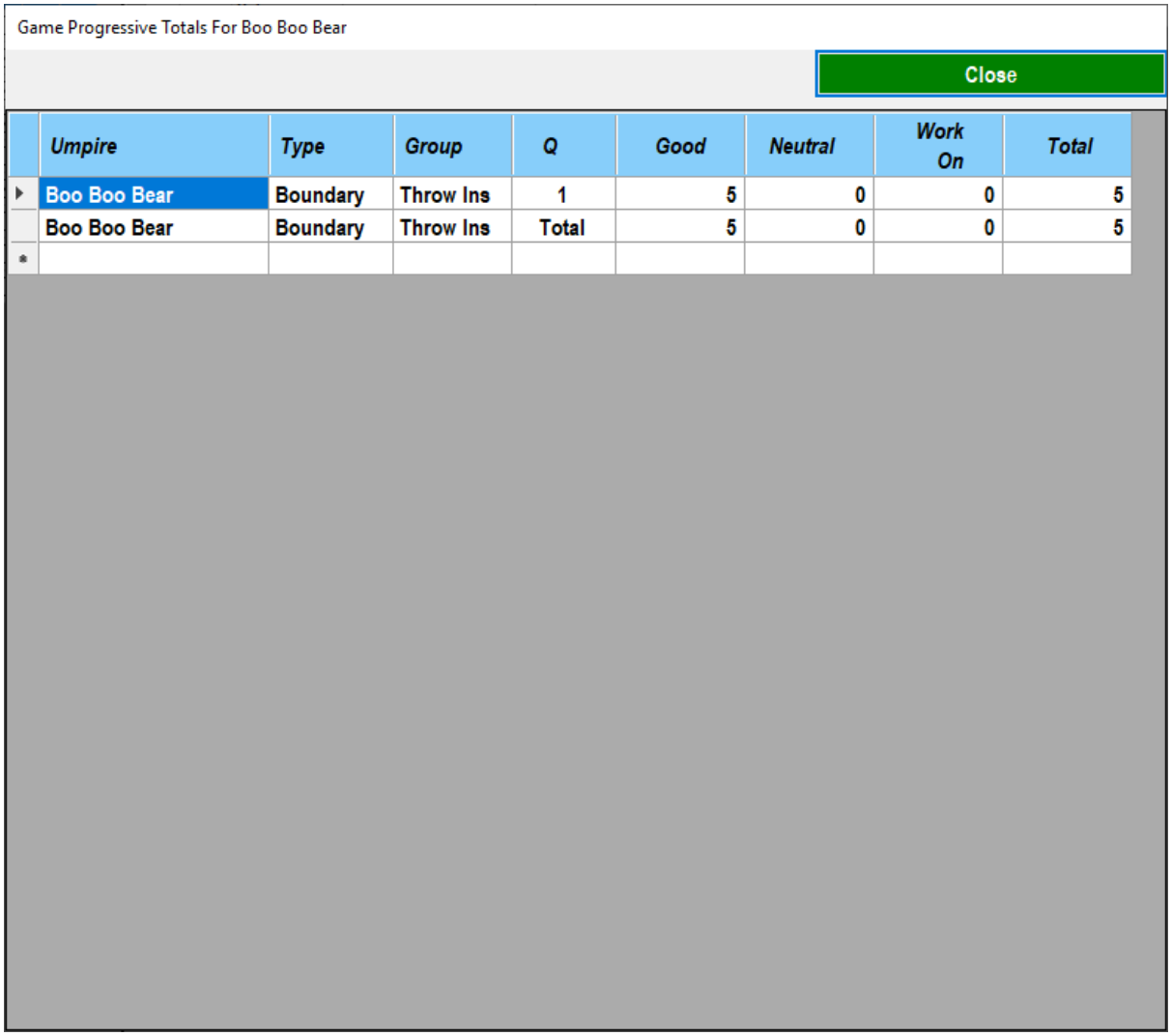


Repeat for each umpire for whom you are required to provide a report

Tip: You can only send a report to an umpire if that umpire has one or more observations or comments. Consequently, for each umpire who requires a report, you need have added AT LEAST a summary observation!

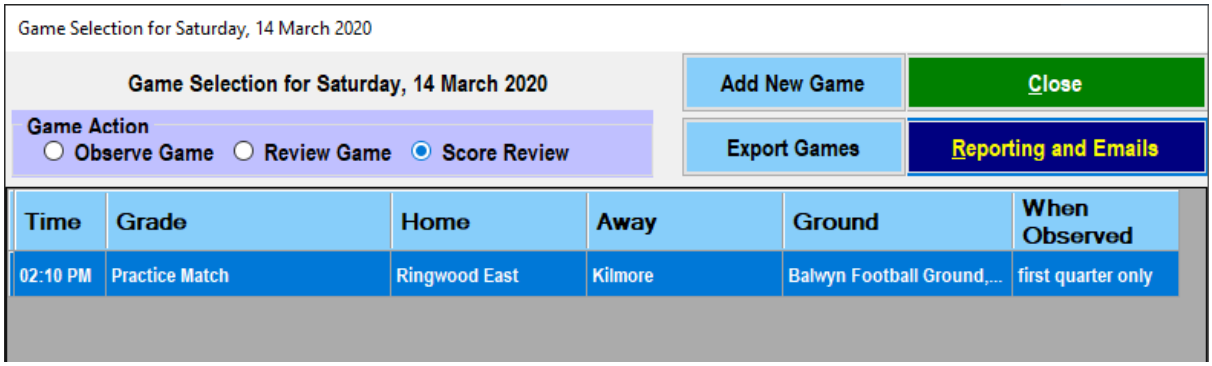
12.2.1.Viewing Quick Totals

By clicking the light blue “Quick Totals” button, you are displayed the quick totals for the current umpire by period and by good/neutral/work on – with all totals shown.



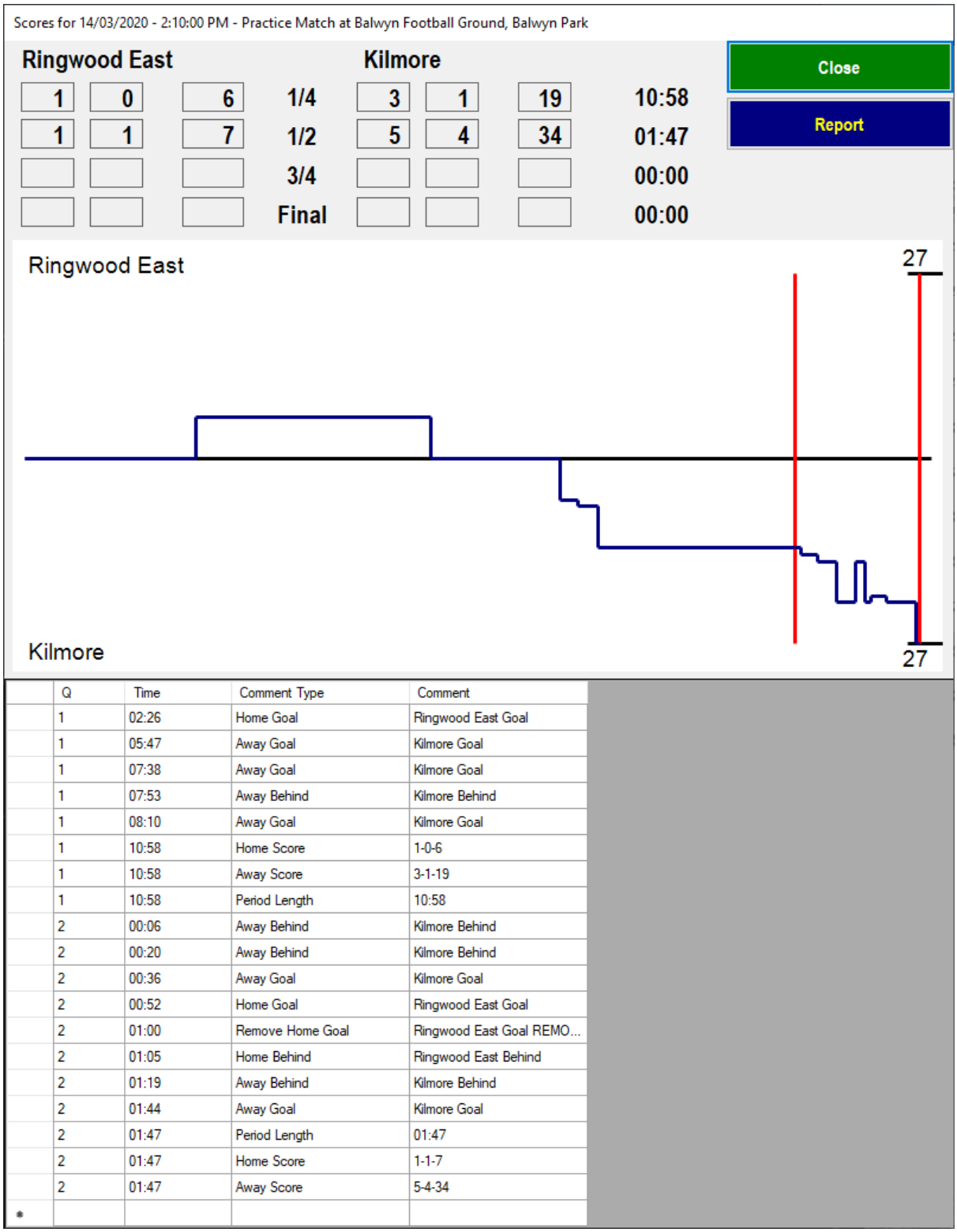
12.3. Reviewing the Score

From the game selection screen, click on the “Review Score” button to display the score.



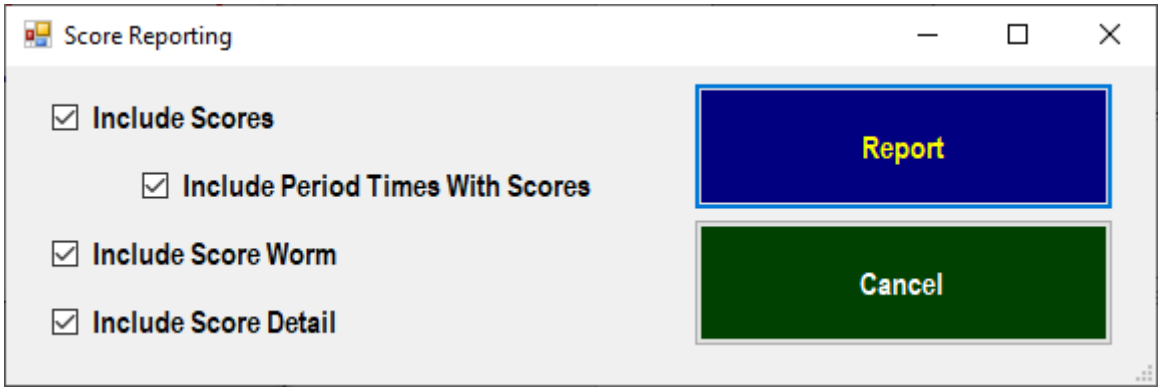
At this stage, the scores cannot be changed from Observations – but can only be viewed.

The Review Score form is then displayed.



	Q	Time	Comment Type	Comment
	1	02:26	Home Goal	Ringwood East Goal
	1	05:47	Away Goal	Kilmore Goal
	1	07:38	Away Goal	Kilmore Goal
	1	07:53	Away Behind	Kilmore Behind
	1	08:10	Away Goal	Kilmore Goal
	1	10:58	Home Score	1-0-6
	1	10:58	Away Score	3-1-19
	1	10:58	Period Length	10:58
	2	00:06	Away Behind	Kilmore Behind
	2	00:20	Away Behind	Kilmore Behind
	2	00:36	Away Goal	Kilmore Goal
	2	00:52	Home Goal	Ringwood East Goal
	2	01:00	Remove Home Goal	Ringwood East Goal REMO...
	2	01:05	Home Behind	Ringwood East Behind
	2	01:19	Away Behind	Kilmore Behind
	2	01:44	Away Goal	Kilmore Goal
	2	01:47	Period Length	01:47
	2	01:47	Home Score	1-1-7
	2	01:47	Away Score	5-4-34
*				

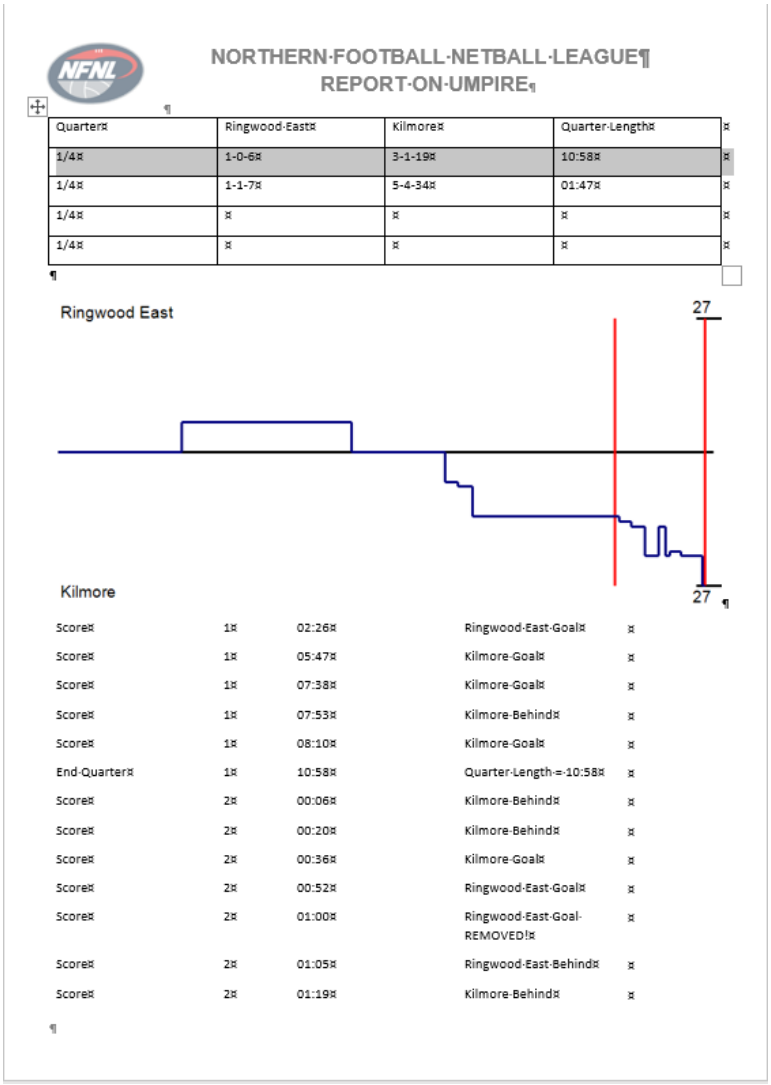
Should you wish to produce a report of the display, click on “Report” and a Score Reporting options form will be shown.



You choose what to include in the report:

- Scores – check to include quarter by quarter scores
- If scores is checked, you can optionally include the observed quarter lengths
- Score Worm – check to include it
- Score Detail – check to include a list of each score and when it was recorded.

When you click on “Report”, the report is produced.



NORTHERN·FOOTBALL·NETBALL·LEAGUE¶
REPORT·ON·UMPIRE¶

Quarter¤	Ringwood·East¤	Kilmore¤	Quarter·Length¤
1/4¤	1-0-6¤	3-1-19¤	10:58¤
1/4¤	1-1-7¤	5-4-34¤	01:47¤
1/4¤	¤	¤	¤
1/4¤	¤	¤	¤

Ringwood East

27

Kilmore

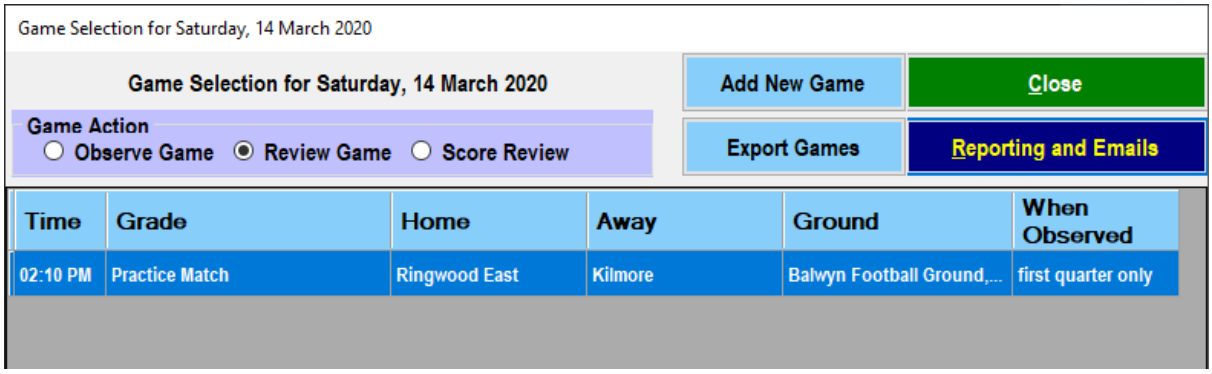
27

Score¤	1¤	02:26¤	Ringwood·East·Goal¤	¤
Score¤	1¤	05:47¤	Kilmore·Goal¤	¤
Score¤	1¤	07:38¤	Kilmore·Goal¤	¤
Score¤	1¤	07:53¤	Kilmore·Behind¤	¤
Score¤	1¤	08:10¤	Kilmore·Goal¤	¤
End·Quarter¤	1¤	10:58¤	Quarter·Length·=·10:58¤	¤
Score¤	2¤	00:06¤	Kilmore·Behind¤	¤
Score¤	2¤	00:20¤	Kilmore·Behind¤	¤
Score¤	2¤	00:36¤	Kilmore·Goal¤	¤
Score¤	2¤	00:52¤	Ringwood·East·Goal¤	¤
Score¤	2¤	01:00¤	Ringwood·East·Goal·REMOVED!¤	¤
Score¤	2¤	01:05¤	Ringwood·East·Behind¤	¤
Score¤	2¤	01:19¤	Kilmore·Behind¤	¤

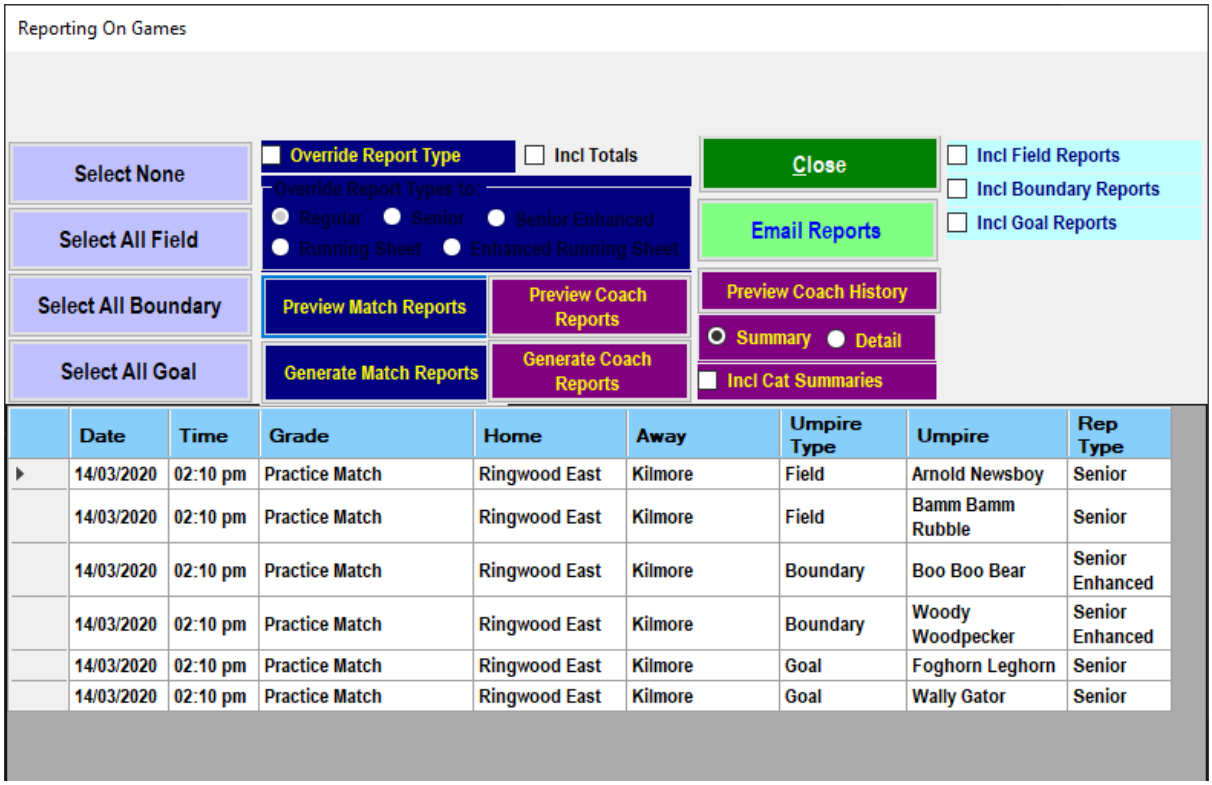
13. Part 10 – Reports and their Communication

This section describes how to create draft reports, create final reports and how to email them to umpires and coaches respectfully.

Usually, during the review and reporting process, you will cycle between previewing the reports and correcting further errors in Review – or other tweaks you want to fix BEFORE creating the final reports – and then sending out the reports to umpires and coaches.



From the Game List form (all known games for a given date), click on Reporting and Emails



Displayed is each umpire for which any observations and/or comments have been recorded on that day.

Reports cannot be created for appointed umpires without any observations or comments recorded. However, coach's reports will have a place holder for each appointed umpire in their report – even though there may not be any observations/comments.

13.1. Creating Umpire Reports

This is where you create all reports. The functions discussed here are:

1. Preview Match Reports
2. Generate Match Reports
3. Preview Coach Reports
4. Generate Coach Reports
5. Preview Coach History

13.1.1. Preview Match Reports

The purpose of this function is to create one cumulative Word draft document to preview and possibly review all match reports prior to creating the final versions (Generate)

1. First you need to select WHICH umpires you want to create reports.

   Options to do this include

   - <CTRL> + click on each row you want to select (this is the only way to select umpires which are not Field, Boundary or Goal), or
   - Select all Field, or
   - Select all Boundary, or
   - Select all Goal

   These are cumulative in selection

   Selecting “None” cancels all that have been selected.

2. Optionally override the report type if required (which will apply to all reports created in this generation/preview). To override the report type, first check the Override Report Type box. This enables the report types for you to select one.
3. Should you wish to override different umpires to create different report types, perform the function multiple times, once for each report type.
4. Optionally check Incl Totals box to include counts of key Category/Groups for each umpire (which will apply to all reports created in this preview). These totals only make sense in reports when the observer has diligently included all ball ups, throw ins, goals, behinds, etc as applicable. In our sample reports in the next subsection, boundary umpires have had throw ins counted and assessed.
5. Create the report by clicking Preview Match Reports. Reports will be created based on the report type indicated per umpire. Should you find errors, you need to swap back to review mode to update accordingly and re-preview. The word document remains open, is not saved and is disposable.

13.1.2. Generate Match Reports

The purpose of this function is to create the final version of each Match Report. One Word document and one PDF document are created for each selected umpire ready to be printed or emailed. All created Word and PDF documents are saved and closed. They appear in the location identified in the Target Directory in your profile settings.

1. First you need to select WHICH umpires you want to create reports.

   Options to do this include

   - <CTRL> + click on each row you want to select (this is the only way to select umpires which are not Field, Boundary or Goal), or
   - Select all Field, or

- Select all Boundary, or
- Select all Goal

These are cumulative in selection

Selecting “None” cancels all that have been selected.

2. Optionally override the report type if required (which will apply to all reports created in this generation/preview). To override the report type, first check the Override Report Type box. This enables the report types for you to select one.
3. Should you wish to override different umpires to create different report types, perform the function multiple times, once for each report type.
4. Optionally check Incl Totals box to include counts of key Category/Groups for each umpire (which will apply to all reports created in this preview). These totals only make sense in reports when the observer has diligently included all ball ups, throw ins, goals, behinds, etc as applicable. In our sample reports in the next subsection, boundary umpires have had throw ins counted and assessed.
5. Create the report by clicking Generate Match Reports. This creates all final umpire match reports.

13.1.3. Preview Coaching Reports

The purpose of this function is to create one cumulative Word draft document to preview and possibly review all coach reports prior to creating the final versions (Generate)

1. First you need to select WHICH coach reports you want to create. The different umpire types are listed on the top righthand side of the “Reporting on Games” form. Check each report type you require.
2. Optionally check Incl Totals box to include counts of key Category/Groups for each umpire (which will apply to all reports created in this preview). These totals only make sense in reports when the observer has diligently included all ball ups, throw ins, goals, behinds, etc as applicable. In our sample reports in the next subsection, boundary umpires have had throw ins counted and assessed.
3. Choose whether you require a Summary report or a Detailed report.
    a. A summary report includes only Initial, Game Plan, Summary and Internal Summary text per umpire
    b. A detailed report adds all comments in a running sheet style to the summary report.
4. Optionally check the Incl Cat Summaries box if you want to include the Needs Improvement, At Standard, Above Standard group summaries in the coach report. These are shown in the boundary umpire sample reports in the next section.
5. Create the report by clicking Preview Coach Reports. Reports will be created based on the report type indicated per umpire. Should you find errors, you need to swap back to review mode to update accordingly and re-preview. The word document remains open, is not saved and is disposable.

13.1.4. Generate Coach Reports

The purpose of this function is to create the final version of each Coach Report. One Word document and one PDF document are created for each selected umpire type ready to be printed or emailed. All created Word and PDF documents are saved and closed. They appear in the location identified in the Target Directory in your profile settings.

1. First you need to select WHICH coach reports you want to create. The different umpire types are listed on the top righthand side of the “Reporting on Games” form. Check each report type you require.

2. Optionally check Incl Totals box to include counts of key Category/Groups for each umpire (which will apply to all reports created in this preview). These totals only make sense in reports when the observer has diligently included all ball ups, throw ins, goals, behinds, etc as applicable. In our sample reports in the next subsection, boundary umpires have had throw ins counted and assessed.
3. Choose whether you require a Summary report or a Detailed report.
    a. A summary report includes only Initial, Game Plan, Summary and Internal Summary text per umpire
    b. A detailed report adds all comments in a running sheet style to the summary report.
4. Optionally check the Incl Cat Summaries box if you want to include the Needs Improvement, At Standard, Above Standard group summaries in the coach report. These are shown in the boundary umpire sample reports in the next section.
5. Create the report by clicking Generate Coach Reports. This creates all final coach reports.

13.1.5. Preview Coach History

Finally, there are Coach History Reports which can be produced if required. They contain a list of all umpires and their quantitative assessment over the season so far. They are created in an Excel Worksheet and the rows are sorted in highest to lowest assessment.

You can use this as guide to overall performances over the season of those umpires observed.

13.2. Umpire Report Examples

Below are examples of the different types of reports.

Each of the Match Reports can optionally include Totals of key category/groups. Boundary umpire examples show these.

Each of the Coach Reports can also optionally include Totals of key category/groups.

Coach reports can also optionally include Category/Group summary assessments (needs improvement, at standard, above standard).

13.2.1.Regular report

First report is a **Regular** report. This is usually the report to provide an umpire who requires a lot of feedback in a structured manner. A regular report for an umpire contains:

- Match, umpire and observer information
- Categories and groups which feature an assessment per group as well as the observations made related that group
- Game plan providing one or more focus items for the umpire to work on
- Any initial, common and summary items allocated to the umpire

Field Umpire Regular report example:

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

REPORT ON FIELD UMPIRE

Grade:	2018 Meadows Greyhounds Division 1 Reserves	Date:	02-Sep-2018	Observer:	David Kuchmar
Match:	Montmorency	Versus	Bundoora	At	Preston City Oval
Umpire:	Arnold Newsboy			Period Obs	whole match (except first 5 min of Q4)

Decisions	Needs Imprv	At Std	Above Std	Comments
Holding the Ball				
High Tackles				
Sling/Dangerous Tackles				
Holding the Man				Q4 06:53- good holding the man - ball not in possession to Montmorency
In The Back				
Marking Contests (incl marks)				Q4 06:08- good to see a push out well before the marking contest to Bundoora
50 Meter				
Ruck Contest				
Other				

Match Management	Needs Imprv	At Std	Above Std	Comments
Clearing Protected Area				
Play On and Advantage Calls				
Vision on Player and Ball				Q2 00:21- followed players toward boundary line instead or striving to get better angle and view of the contest
Control				
Ball Ups				
Appropriate Time On / Time off				
Change of Pace				
Position to Contest (dist/angle)				Q3 17:33- generally good position moves well around the ground
Positioning - 2/3 Umpire System				
Held Vision After Disposal				
Reading of Play/Anticipation				Q2 12:02- whilst the acceleration is there doesn't start till a fraction too late need to start a fraction earlier
Alert to Partner Tap Throughs				
Handover to Other Umpire(s)				Q3 09:31- to Montmorency

Game Plan

Anticipation. Something needed in higher grades. You do put on the change of pace when required. This is good. However, you delay starting till AFTER the act of play instead of during the act of play or even better, just before it. Though sometimes it may not work, it is 'reading the play' and acting just ahead of it - or with it - to make getting there easier.
At Q1 1:09, you paid a mark to Bundoora at about the 50m line. You got there and you waited at the mark. The exact same thing happened at Q4 9:00. You need to instantly decide to either tap partner through - or give it and go. You need to try and make this automatic.
Though your positioning was quite ok in general, there are times when the ball heads directly toward the boundary line and you are on the major axis. Your reaction is to follow the ball and move closer to the play. However, you need to head out on an angle so you strive to see through play and not behind it.

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

Comments

Arnold, another good game. Some very good free kicks. Maybe one i disagreed with - which is fairly trivial. But it is all about position and automatic reactions which you need to keep working on. Keep on working! Still very well done.

Observer: David Kuchmar 0419515512

Boundary Umpire Regular report example with totals added

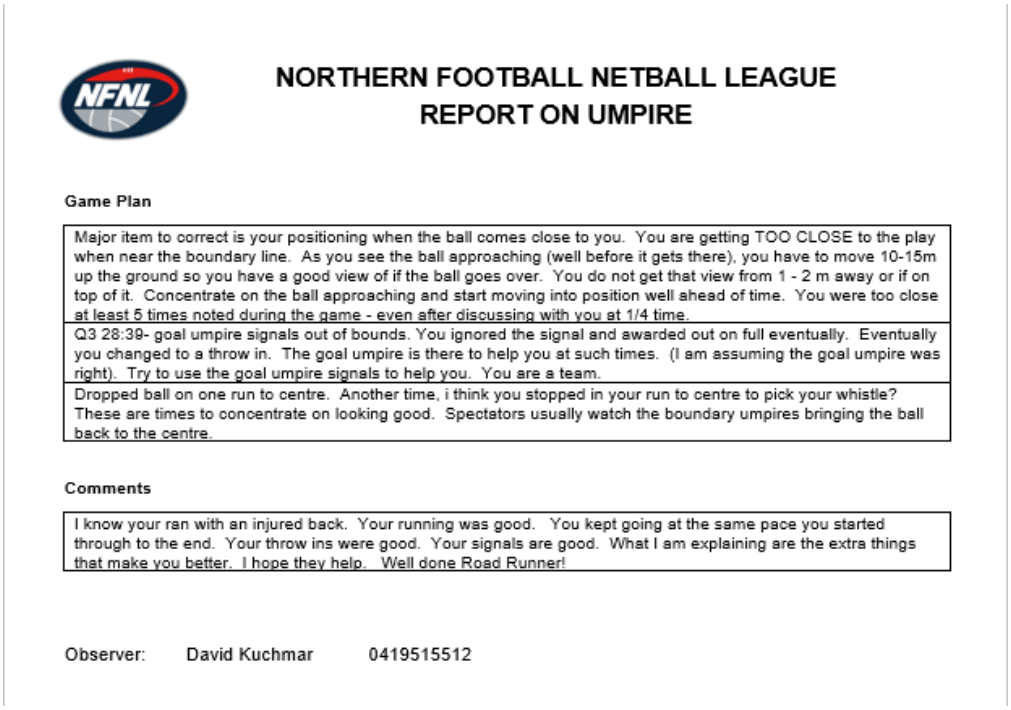
NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

REPORT ON BOUNDARY UMPIRE

Grade:	2018 Meadows Greyhounds Division 1 Reserves	Date:	02-Sep-2018	Observer:	David Kuchmar
Match:	Montmorency	Versus	Bundoora	At	Preston City Oval
Umpire:	Road Runner			Period Obs	whole match (except first 5 min of Q4)

Boundary	Needs Imprv	At Std	Above Std	Comments
Running & Work Rate		X		Q3 18:49- gave out on the full from too close needs to be a bit further away Q3 24:06- too close to play to find out if it will be out of out of bounds or not Q4 12:31- player goes for mark near boundary - one tap - two taps - then finally marks the ball over the boundary line. You have to decide if it is a mark or not. If a mark (before it went over the line), put hands behind your back and run in that direction. If not a mark (not held sufficiently before crossing the line), you need to indicate touched out of bounds. If in doubt, blow your whistle and talk to field umpire. You did none of the above and allowed the mark. You cannot do nothing in such a situation. It is your job to indicate what happened to people on the other side of the ground.
Presentation		X		
Teamwork	X			
Decision Making		X		Q2 01:53- to get to throw in next to behind post after it went down the ground quickly
Anticipation		X		
3 Umpire System				Q1 04:16- Throw Ins Good Q1 14:45- Throw Ins Good Q2 01:27- Throw Ins Good Q2 02:10- Throw Ins Good Q2 04:58- Throw Ins Good Q2 15:31- Throw Ins Good Q3 03:00- Throw Ins Good Q3 12:59- Throw Ins Good Q3 16:51- Throw Ins Good Q3 24:24- Throw Ins Good Q3 24:47- Throw Ins Good Q3 26:25- Throw Ins Good Q3 27:00- Throw Ins Good Q3 28:59- Throw Ins Good Q4 10:33- Throw Ins Good Q4 13:55- Throw Ins Good Q4 27:58- Throw Ins Neutral
Throw Ins		X		
Other				

Group	Q	Good	Neutral	Work On	Total
Throw Ins	1	2	0	0	2
Throw Ins	2	4	0	0	4
Throw Ins	3	8	0	0	8
Throw Ins	4	2	1	0	3
Throw Ins	Total	16	1	0	17



NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

Game Plan

Major item to correct is your positioning when the ball comes close to you. You are getting TOO CLOSE to the play when near the boundary line. As you see the ball approaching (well before it gets there), you have to move 10-15m up the ground so you have a good view of if the ball goes over. You do not get that view from 1 - 2 m away or if on top of it. Concentrate on the ball approaching and start moving into position well ahead of time. You were too close at least 5 times noted during the game - even after discussing with you at 1/4 time.
Q3 28:39- goal umpire signals out of bounds. You ignored the signal and awarded out on full eventually. Eventually you changed to a throw in. The goal umpire is there to help you at such times. (I am assuming the goal umpire was right). Try to use the goal umpire signals to help you. You are a team.
Dropped ball on one run to centre. Another time, i think you stopped in your run to centre to pick your whistle? These are times to concentrate on looking good. Spectators usually watch the boundary umpires bringing the ball back to the centre.

Comments

I know your ran with an injured back. Your running was good. You kept going at the same pace you started through to the end. Your throw ins were good. Your signals are good. What I am explaining are the extra things that make you better. I hope they help. Well done Road Runner!

Observer: David Kuchmar 0419515512

13.2.2.Senior report

A **Senior** report is designed for more senior umpires who do not require a lot of detailed feedback. A senior report for an umpire contains:

- Match, umpire and observer information
- Categories and groups which feature a high level assessment per group – needs improvement, at standard, and above standard
- Game plan providing one or more focus items for the umpire to work on
- Any initial, common and summary items allocated to the umpire

This is the same as a Regular report – but without any detailed observations or group assessments.

Field Umpire Senior report

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

REPORT ON FIELD UMPIRE

Grade:	2018 Meadows Greyhounds Division 1 Reserves	Date:	02-Sep-2018	Observer:	David Kuchmar
Match:	Montmorency	Versus	Bundoora	At	Preston City Oval
Umpire:	Arnold Newsboy			Period Obs	whole match (except first 5 min of Q4)

Game Plan

Anticipation. Something needed in higher grades. You do put on the change of pace when required. This is good. However, you delay starting till AFTER the act of play instead of during the act of play or even better, just before it. Though sometimes it may not work, it is 'reading the play' and acting just ahead of it - or with it - to make getting there easier.
At Q1 1:09, you paid a mark to Bundoora at about the 50m line. You got there and you waited at the mark. The exact same thing happened at Q4 9:00. You need to instantly decide to either tap partner through - or give it and go. You need to try and make this automatic.
Though your positioning was quite ok in general, there are times when the ball heads directly toward the boundary line and you are on the major axis. Your reaction is to follow the ball and move closer to the play. However, you need to head out on an angle so you strive to see through play and not behind it.

Comments

Arnold, another good game. Some very good free kicks. Maybe one i disagreed with - which is fairly trivial. But it is all about position and automatic reactions which you need to keep working on. Keep on working! Still very well done.

Observer: David Kuchmar 0419515512

Boundary Umpire Senior Report example with totals.

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

REPORT ON BOUNDARY UMPIRE

Grade:	2018 Meadows Greyhounds Division 1 Reserves	**Date:**	02-Sep-2018	**Observer:**	David Kuchmar
Match:	Montmorency	**Versus**	Bundoora	**At**	Preston City Oval
Umpire:	Road Runner			**Period Obs**	whole match (except first 5 min of Q4)

Group	Q	Good	Neutral	Work On	Total
Throw Ins	1	2	0	0	2
Throw Ins	2	4	0	0	4
Throw Ins	3	8	0	0	8
Throw Ins	4	2	1	0	3
Throw Ins	**Total**	**16**	**1**	**0**	**17**

Game Plan

Major item to correct is your positioning when the ball comes close to you. You are getting TOO CLOSE to the play when near the boundary line. As you see the ball approaching (well before it gets there), you have to move 10-15m up the ground so you have a good view of if the ball goes over. You do not get that view from 1 - 2 m away or if on top of it. Concentrate on the ball approaching and start moving into position well ahead of time. You were too close at least 5 times noted during the game - even after discussing with you at 1/4 time.
Q3 28:39- goal umpire signals out of bounds. You ignored the signal and awarded out on full eventually. Eventually you changed to a throw in. The goal umpire is there to help you at such times. (I am assuming the goal umpire was right). Try to use the goal umpire signals to help you. You are a team.
Dropped ball on one run to centre. Another time, i think you stopped in your run to centre to pick your whistle? These are times to concentrate on looking good. Spectators usually watch the boundary umpires bringing the ball back to the centre.

Comments

I know your ran with an injured back. Your running was good. You kept going at the same pace you started through to the end. Your throw ins were good. Your signals are good. What I am explaining are the extra things that make you better. I hope they help. Well done Road Runner!

Observer: David Kuchmar 0419515512

13.2.3.Enhanced Senior report

An **Enhanced Senior** report is designed for umpires would additionally require a quick summary by category in addition to the Senior report. An enhanced senior report for an umpire contains:

- Match, umpire and observer information
- Categories and groups which feature a high level assessment per group – needs improvement, at standard, and above standard
- Game plan providing one or more focus items for the umpire to work on
- Any initial, common and summary items allocated to the umpire

This is the same as a Regular report – but without any detailed observations or group assessments.

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

REPORT ON FIELD UMPIRE

Grade:	2018 Meadows Greyhounds Division 1 Reserves	Date:	02-Sep-2018	Observer:	David Kuchmar
Match:	Montmorency	Versus	Bundoora	At	Preston City Oval
Umpire:	Arnold Newsboy			Period Obs	whole match (except first 5 min of Q4)

Decisions	Needs Imprv	At Std	Above Std
Holding the Ball			
High Tackles			
Sling/Dangerous Tackles			
Holding the Man			
In The Back			
Marking Contests (incl marks)			
50 Meter			
Ruck Contest			
Other			

Match Management	Needs Imprv	At Std	Above Std
Clearing Protected Area			
Play On and Advantage Calls			
Vision on Player and Ball			
Control			
Ball Ups			
Appropriate Time On / Time off			
Change of Pace			
Position to Contest (dist/angle)			
Positioning - 2/3 Umpire System			
Held Vision After Disposal			
Reading of Play/Anticipation			
Alert to Partner Tap Throughs			
Handover to Other Umpire(s)			

Game Plan

Anticipation. Something needed in higher grades. You do put on the change of pace when required. This is good. However, you delay starting till AFTER the act of play instead of during the act of play or even better, just before it. Though sometimes it may not work, it is 'reading the play' and acting just ahead of it - or with it - to make getting there easier.
At Q1 1:09, you paid a mark to Bundoora at about the 50m line. You got there and you waited at the mark. The exact same thing happened at Q4 9:00. You need to instantly decide to either tap partner through - or give it and go. You need to try and make this automatic.
Though your positioning was quite ok in general, there are times when the ball heads directly toward the boundary line and you are on the major axis. Your reaction is to follow the ball and move closer to the play. However, you need to head out on an angle so you strive to see through play and not behind it.

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

Comments

Arnold, another good game. Some very good free kicks. Maybe one i disagreed with - which is fairly trivial. But it is all about position and automatic reactions which you need to keep working on. Keep on working! Still very well done.

Observer: David Kuchmar 0419515512

Boundary Umpire Senior Enhanced report with totals

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

REPORT ON BOUNDARY UMPIRE

Grade:	2018 Meadows Greyhounds Division 1 Reserves	Date:	02-Sep-2018	Observer:	David Kuchmar
Match:	Montmorency	Versus	Bundoora	At	Preston City Oval
Umpire:	Road Runner			Period Obs	whole match (except first 5 min of Q4)

Boundary	Needs Imprv	At Std	Above Std
Running & Work Rate		X	
Presentation		X	
Teamwork	X		
Decision Making		X	
Anticipation		X	
3 Umpire System			
Throw Ins		X	
Other			

Group	Q	Good	Neutral	Work On	Total
Throw Ins	1	2	0	0	2
Throw Ins	2	4	0	0	4
Throw Ins	3	8	0	0	8
Throw Ins	4	2	1	0	3
Throw Ins	**Total**	**16**	**1**	**0**	**17**

Game Plan

Major item to correct is your positioning when the ball comes close to you. You are getting TOO CLOSE to the play when near the boundary line. As you see the ball approaching (well before it gets there), you have to move 10-15m up the ground so you have a good view of if the ball goes over. You do not get that view from 1 - 2 m away or if on top of it. Concentrate on the ball approaching and start moving into position well ahead of time. You were too close at least 5 times noted during the game - even after discussing with you at 1/4 time.

Q3 28:39- goal umpire signals out of bounds. You ignored the signal and awarded out on full eventually. Eventually you changed to a throw in. The goal umpire is there to help you at such times. (I am assuming the goal umpire was right). Try to use the goal umpire signals to help you. You are a team.

Dropped ball on one run to centre. Another time, i think you stopped in your run to centre to pick your whistle? These are times to concentrate on looking good. Spectators usually watch the boundary umpires bringing the ball back to the centre.

Comments

I know your ran with an injured back. Your running was good. You kept going at the same pace you started through to the end. Your throw ins were good. Your signals are good. What I am explaining are the extra things that make you better. I hope they help. Well done Road Runner!

Observer: David Kuchmar 0419515512

13.2.4.Running Sheet report

A **Running Sheet** report is provided for sporting bodies that do not wish to provide comments grouped by categories/groups. Alternatively, this may be the best way to walk through a match with an umpire either during or immediately after a match before it has been reviewed and summarised. A running sheet report for an umpire contains:

- Match, umpire and observer information
- All observations in Quarter, Time of Quarter sequence of recording
- Any initial, common, game plan, and summary items allocated to the umpire

Field Umpire Running sheet example

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

RUNNING SHEET FOR FIELD UMPIRE

Umpire Name: Arnold Newsboy

Date/Time: 02-Sep-2018 11:55 am

Grade: 2018 Meadows Greyhounds Division 1 Reserves

Match: Montmorency V Bundoora at Preston City Oval

Quarter	Time	Group	Comment
1	01:09	2 Umpire	Q1 01:09- - give it and go - or tap partner through to Bundoora
2	00:21	Vision on Player and Ball	Q2 00:21- followed players toward boundary line instead or striving to get better angle and view of the contest
2	12:02	Reading of Play/Anticipation	Q2 12:02- whilst the acceleration is there doesn't start till a fraction too late need to start a fraction earlier
3	09:31	Holding the Ball	Q3 09:31- to Montmorency
3	17:33	Position	Q3 17:33- generally good position moves well around the ground
4	06:08	Marking Contests (incl marks)	Q4 06:08- good to see a push out well before the marking contest to Bundoora
4	06:53	Holding the Man	Q4 06:53- good holding the man - ball not in possession to Montmorency
4	09:00	2 Umpire	Q4 09:00- when you pay a mark just on the outside of the 50m arc, you have to immediately decide to tap your partner through or to give it and go. You can't just stand there. Needs a fast decision.
4	19:00	In The Back	Q4 19:00- to Montmorency it really looked like it was completely in the side to me
0		Game Plan	Anticipation. Something needed in higher grades. You do put on the change of pace when required. This is good. However, you delay starting till AFTER the act of play instead of during the act of play or even better, just before it. Though sometimes it may not work, it is 'reading the play' and acting just ahead of it - or with it - to make getting there easier.
0		Game Plan	Though your positioning was quite ok in general, there are times when the ball heads directly toward the boundary line and you are on the major axis. Your reaction is to follow the ball and move closer to the play. However, you need to head out on an angle so you strive to see through play and not behind it.
0		Game Plan	At Q1 1:09, you paid a mark to Bundoora at about the 50m line. You got there and you waited at the mark. The exact same thing happened at Q4 9:00. You need to instantly decide to either tap partner through - or give it and go. You need to try and make this automatic.
0		Summary	Arnold, another good game. Some very good free kicks. Maybe one i disagreed with - which is fairly trivial. But it is all about position and automatic reactions which you need to keep working on. Keep on working! Still very well done.

Observer: David Kuchmar 0419515512

Boundary Umpire Running Sheet with totals

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

RUNNING SHEET FOR BOUNDARY UMPIRE

Umpire Name: Road Runner

Date/Time: 02-Sep-2018 11:55 am

Grade: 2018 Meadows Greyhounds Division 1 Reserves

Match: Montmorency V Bundoora at Preston City Oval

Group	Q	Good	Neutral	Work On	Total
Throw Ins	1	2	0	0	2
Throw Ins	2	4	0	0	4
Throw Ins	3	8	0	0	8
Throw Ins	4	2	1	0	3
Throw Ins	**Total**	**16**	**1**	**0**	**17**

Quarter	Time	Group	Comment
1	04:16	Throw Ins	Q1 04:16- Throw Ins Good
1	14:45	Throw Ins	Q1 14:45- Throw Ins Good
2	01:27	Throw Ins	Q2 01:27- Throw Ins Good
2	01:53	Running	Q2 01:53- to get to throw in next to behind post after it went down the ground quickly
2	02:10	Throw Ins	Q2 02:10- Throw Ins Good
2	04:58	Throw Ins	Q2 04:58- Throw Ins Good
2	14:08	Other	Q2 14:08- dropped ball on run back to centre
2	15:31	Throw Ins	Q2 15:31- Throw Ins Good
3	03:00	Throw Ins	Q3 03:00- Throw Ins Good
3	12:59	Throw Ins	Q3 12:59- Throw Ins Good
3	16:51	Throw Ins	Q3 16:51- Throw Ins Good
3	18:49	Decision Making	Q3 18:49- gave out on the full from too close needs to be a bit further away
3	24:06	Decision Making	Q3 24:06- too close to play to find out if it will be out of out of bounds or not
3	24:24	Throw Ins	Q3 24:24- Throw Ins Good
3	24:47	Throw Ins	Q3 24:47- Throw Ins Good
3	26:25	Throw Ins	Q3 26:25- Throw Ins Good
3	27:00	Throw Ins	Q3 27:00- Throw Ins Good
3	28:39	Teamwork	Q3 28:39- goal umpire signals out of bounds. You ignored and paid out on full. Eventually you all decided on a throw in.
3	28:59	Throw Ins	Q3 28:59- Throw Ins Good
4	10:33	Throw Ins	Q4 10:33- Throw Ins Good
4	12:31	Decision Making	Q4 12:31- player goes for mark near boundary - one tap - two taps - then finally marks the ball over the boundary line. You have to decide if it is a mark or not. If a mark (before it went over the line), put hands behind your back and run in that direction. If not a mark (not held sufficiently before crossing the line), you need to indicate touched out of bounds. If in doubt, blow your whistle and talk to field umpire. You did none of the above and allowed the mark. You cannot do nothing in such a situation. It is your job to indicate what happened to people on the other side of the ground.

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

4	13:38	Other	Q4 13:38- player manipulating ball only one meter from you on the boundary line you've got to get at least 10m away
4	13:55	Throw Ins	Q4 13:55- Throw Ins Good
4	20:15	Teamwork	Q4 20:15- during one run back to the centre you had the short run and you waited way too far off the ground almost into the centre square
4	27:58	Throw Ins	Q4 27:58- Throw Ins Neutral
0		Game Plan	Dropped ball on one run to centre. Another time, i think you stopped in your run to centre to pick your whistle? These are times to concentrate on looking good. Spectators usually watch the boundary umpires bringing the ball back to the centre.
0		Game Plan	Q3 28:39- goal umpire signals out of bounds. You ignored the signal and awarded out on full eventually. Eventually you changed to a throw in. The goal umpire is there to help you at such times. (I am assuming the goal umpire was right). Try to use the goal umpire signals to help you. You are a team.
0		Game Plan	Major item to correct is your positioning when the ball comes close to you. You are getting TOO CLOSE to the play when near the boundary line. As you see the ball approaching (well before it gets there), you have to move 10-15m up the ground so you have a good view of if the ball goes over. You do not get that view from 1 - 2 m away or if on top of it. Concentrate on the ball approaching and start moving into position well ahead of time. You were too close at least 5 times noted during the game - even after discussing with you at 1/4 time.
0		Summary	I know your ran with an injured back. Your running was good. You kept going at the same pace you started through to the end. Your throw ins were good. Your signals are good. What I am explaining are the extra things that make you better. I hope they help. Well done Road Runner!

Observer: David Kuchmar 0419515512

13.2.5.Enhanced Running Sheet report

The final report is an **Enhanced Running Sheet** report. These are the same as a running sheet report – but additionally includes an overview assessment of the umpire by category. An enhanced running sheet report for an umpire contains:

- Match, umpire and observer information
- Categories and groups which feature a high level assessment per group – but without associated observations. Such observations are included below.
- All observations in Quarter, Time of Quarter sequence of recording
- Any initial, common, game plan and summary items allocated to the umpire

This is the same as a Running Sheet report – but adding a summary by categories.

Field Umpire Enhanced Running Sheet report

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

RUNNING SHEET FOR FIELD UMPIRE

Umpire Name: Arnold Newsboy

Date/Time: 02-Sep-2018 11:55 am

Grade: 2018 Meadows Greyhounds Division 1 Reserves

Match: Montmorency V Bundoora at Preston City Oval

Decisions	Needs Imprv	At Std	Above Std
Holding the Ball			
High Tackles			
Sling/Dangerous Tackles			
Holding the Man			
In The Back			
Marking Contests (incl marks)			
50 Meter			
Ruck Contest			
Other			

Match Management	Needs Imprv	At Std	Above Std
Clearing Protected Area			
Play On and Advantage Calls			
Vision on Player and Ball			
Control			
Ball Ups			
Appropriate Time On / Time off			
Change of Pace			
Position to Contest (dist/angle)			
Positioning - 2/3 Umpire System			
Held Vision After Disposal			
Reading of Play/Anticipation			
Alert to Partner Tap Throughs			
Handover to Other Umpire(s)			

Quarter	Time	Group	Comment
1	01:09	2 Umpire	Q1 01:09- - give it and go - or tap partner through to Bundoora
2	00:21	Vision on Player and Ball	Q2 00:21- followed players toward boundary line instead or striving to get better angle and view of the contest
2	12:02	Reading of Play/Anticipation	Q2 12:02- whilst the acceleration is there doesn't start till a fraction too late need to start a fraction earlier
3	09:31	Holding the Ball	Q3 09:31- to Montmorency
3	17:33	Position	Q3 17:33- generally good position moves well around the ground
4	06:08	Marking Contests (incl marks)	Q4 06:08- good to see a push out well before the marking contest to Bundoora
4	06:53	Holding the Man	Q4 06:53- good holding the man - ball not in possession to Montmorency
4	09:00	2 Umpire	Q4 09:00- when you pay a mark just on the outside of the 50m arc, you have to immediately decide to tap your partner through

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

			or to give it and go. You can't just stand there. Needs a fast decision.
4	19:00	In The Back	Q4 19:00- to Montmorency it really looked like it was completely in the side to me
0		Game Plan	Anticipation. Something needed in higher grades. You do put on the change of pace when required. This is good. However, you delay starting till AFTER the act of play instead of during the act of play or even better, just before it. Though sometimes it may not work, it is 'reading the play' and acting just ahead of it - or with it - to make getting there easier.
0		Game Plan	Though your positioning was quite ok in general, there are times when the ball heads directly toward the boundary line and you are on the major axis. Your reaction is to follow the ball and move closer to the play. However, you need to head out on an angle so you strive to see through play and not behind it.
0		Game Plan	At Q1 1:09, you paid a mark to Bundoora at about the 50m line. You got there and you waited at the mark. The exact same thing happened at Q4 9:00. You need to instantly decide to either tap partner through - or give it and go. You need to try and make this automatic.
0		Summary	Arnold, another good game. Some very good free kicks. Maybe one i disagreed with - which is fairly trivial. But it is all about position and automatic reactions which you need to keep working on. Keep on working! Still very well done.

Observer: David Kuchmar 0419515512

Boundary Umpire Enhanced Running Sheet report with totals

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

RUNNING SHEET FOR BOUNDARY UMPIRE

Umpire Name: Road Runner

Date/Time: 02-Sep-2018 11:55 am

Grade: 2018 Meadows Greyhounds Division 1 Reserves

Match: Montmorency V Bundoora at Preston City Oval

Boundary	Needs Imprv	At Std	Above Std
Running & Work Rate		X	
Presentation		X	
Teamwork	X		
Decision Making		X	
Anticipation		X	
3 Umpire System			
Throw Ins		X	
Other			

Group	Q	Good	Neutral	Work On	Total
Throw Ins	1	2	0	0	2
Throw Ins	2	4	0	0	4
Throw Ins	3	8	0	0	8
Throw Ins	4	2	1	0	3
Throw Ins	**Total**	**16**	**1**	**0**	**17**

Quarter	Time	Group	Comment
1	04:16	Throw Ins	Q1 04:16- Throw Ins Good
1	14:45	Throw Ins	Q1 14:45- Throw Ins Good
2	01:27	Throw Ins	Q2 01:27- Throw Ins Good
2	01:53	Running	Q2 01:53- to get to throw in next to behind post after it went down the ground quickly
2	02:10	Throw Ins	Q2 02:10- Throw Ins Good
2	04:58	Throw Ins	Q2 04:58- Throw Ins Good
2	14:08	Other	Q2 14:08- dropped ball on run back to centre
2	15:31	Throw Ins	Q2 15:31- Throw Ins Good
3	03:00	Throw Ins	Q3 03:00- Throw Ins Good
3	12:59	Throw Ins	Q3 12:59- Throw Ins Good
3	16:51	Throw Ins	Q3 16:51- Throw Ins Good
3	18:49	Decision Making	Q3 18:49- gave out on the full from too close needs to be a bit further away
3	24:06	Decision Making	Q3 24:06- too close to play to find out if it will be out of out of bounds or not
3	24:24	Throw Ins	Q3 24:24- Throw Ins Good
3	24:47	Throw Ins	Q3 24:47- Throw Ins Good
3	26:25	Throw Ins	Q3 26:25- Throw Ins Good
3	27:00	Throw Ins	Q3 27:00- Throw Ins Good
3	28:39	Teamwork	Q3 28:39- goal umpire signals out of bounds. You ignored and paid out on full. Eventually you all decided on a throw in.

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

3	28:59	Throw Ins	Q3 28:59- Throw Ins Good
4	10:33	Throw Ins	Q4 10:33- Throw Ins Good
4	12:31	Decision Making	Q4 12:31- player goes for mark near boundary - one tap - two taps - then finally marks the ball over the boundary line. You have to decide if it is a mark or not. If a mark (before it went over the line), put hands behind your back and run in that direction. If not a mark (not held sufficiently before crossing the line), you need to indicate touched out of bounds. If in doubt, blow your whistle and talk to field umpire. You did none of the above and allowed the mark. You cannot do nothing in such a situation. It is your job to indicate what happened to people on the other side of the ground.
4	13:38	Other	Q4 13:38- player manipulating ball only one meter from you on the boundary line you've got to get at least 10m away
4	13:55	Throw Ins	Q4 13:55- Throw Ins Good
4	20:15	Teamwork	Q4 20:15- during one run back to the centre you had the short run and you waited way too far off the ground almost into the centre square
4	27:58	Throw Ins	Q4 27:58- Throw Ins Neutral
0		Game Plan	Dropped ball on one run to centre. Another time, i think you stopped in your run to centre to pick your whistle? These are times to concentrate on looking good. Spectators usually watch the boundary umpires bringing the ball back to the centre.
0		Game Plan	Q3 28:39- goal umpire signals out of bounds. You ignored the signal and awarded out on full eventually. Eventually you changed to a throw in. The goal umpire is there to help you at such times. (I am assuming the goal umpire was right). Try to use the goal umpire signals to help you. You are a team.
0		Game Plan	Major item to correct is your positioning when the ball comes close to you. You are getting TOO CLOSE to the play when near the boundary line. As you see the ball approaching (well before it gets there), you have to move 10-15m up the ground so you have a good view of if the ball goes over. You do not get that view from 1 - 2 m away or if on top of it. Concentrate on the ball approaching and start moving into position well ahead of time. You were too close at least 5 times noted during the game - even after discussing with you at 1/4 time.
0		Summary	I know your ran with an injured back. Your running was good. You kept going at the same pace you started through to the end. Your throw ins were good. Your signals are good. What I am explaining are the extra things that make you better. I hope they help. Well done Road Runner!

Observer: David Kuchmar 0419515512

13.2.6.Coach Summary reports

The coach summary report is created for each type of umpire for all games observed in the period. It features a summary account of each umpire in a single document. It covers

- Match, umpire and observer information
- Categories and groups which feature a high level assessment per group – needs improvement, at standard, and above standard. (This is a report time option)
- Quick totals of key category groups. (This is a report time option)
- Any initial, common, game plan and summary items allocated to the umpire.

Field Umpire Coach Summary report example

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

SUMMARY FIELD COACH REPORT FOR 2/09/2018

2018 Division 2 Reserves - Diamond Creek V Watsonia - at Epping Recreation Reserve (main Oval)

Field Umpire: Stoney Curtis

2018 Division 2 Reserves - Diamond Creek V Watsonia - at Epping Recreation Reserve (main Oval)

Field Umpire: Touche Turtle

2018 Meadows Greyhounds Division 1 Reserves - Montmorency V Bundoora - at Preston City Oval

Field Umpire: Arnold Newsboy (81)

Q	Time	Comm Type	Group	Comment
0		Game Plan		Anticipation. Something needed in higher grades. You do put on the change of pace when required. This is good. However, you delay starting till AFTER the act of play instead of during the act of play or even better, just before it. Though sometimes it may not work, it is 'reading the play' and acting just ahead of it - or with it - to make getting there easier.
0		Game Plan		Though your positioning was quite ok in general, there are times when the ball heads directly toward the boundary line and you are on the major axis. Your reaction is to follow the ball and move closer to the play. However, you need to head out on an angle so you strive to see through play and not behind it.
0		Game Plan		At Q1 1:09, you paid a mark to Bundoora at about the 50m line. You got there and you waited at the mark. The exact same thing happened at Q4 9:00. You need to instantly decide to either tap partner through - or give it and go. You need to try and make this automatic.
0		Int Summary		Arnold is certainly on the fringe - but in my opinion, just not really ready for top grade at the moment.
0		Summary		Arnold, another good game. Some very good free kicks. Maybe one i disagreed with - which is fairly trivial. But it is all about position and automatic reactions which you need to keep working on. Keep on

				working! Still very well done.

2018 Meadows Greyhounds Division 1 Reserves - Montmorency V Bundoora - at Preston City Oval

Field Umpire: Bart Simpson (77)

Q	Time	Comm Type	Group	Comment
0		Game Plan		Ball heading to boundary line. You cannot follow them to the boundary. You must deviate to get a better angle to view the contest. You cannot adjudicate from the back.
0		Game Plan		Not sure what to advise. You missed a few free kicks. Q2 18:29 scoop off the ground - you were on the wrong side of the pack (we discussed this). Q1 9:08 - a dead set obvious holding the ball not paid to Bundoora. Still these are relatively minor overall - you may want to tweak your position as both of these were from about 10m away. You need a bigger distance to better adjudicate.
0		Int Summary		Bart is quite a surprise. In Q1, he really blew me away as being much better than this match. He is obviously very well taught in umpiring. But lost his sharpness as match proceeded. Possibly fitness. But keep your eyes on him. He is very good.
0		Summary		Several things i loved about your game today. You hold vision on player who kicks the ball - catching infringements! You are concentrating sharply on play, ready as #2 and very alert! Your control around the ground is very good! But as the match went on, a few free kicks missed and your sharpness dropped a little. Still I was very impressed particularly with your first quarter. You are someone to keep an eye on.

Observer: David Kuchmar 0419515512

Boundary Coach Summary report with totals and category/groups

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

SUMMARY BOUNDARY COACH REPORT FOR 2/09/2018

2018 Division 2 Reserves - Diamond Creek V Watsonia - at Epping Recreation Reserve (main Oval)

Boundary Umpire: Kermit the Frog

2018 Division 2 Reserves - Diamond Creek V Watsonia - at Epping Recreation Reserve (main Oval)

Boundary Umpire: Lola Bunny

2018 Meadows Greyhounds Division 1 Reserves - Montmorency V Bundoora - at Preston City Oval

Boundary Umpire: Auggie Doggie (76)

Boundary	Needs Imprv	At Std	Above Std
Running & Work Rate		X	
Presentation		X	
Teamwork			X
Decision Making		X	
Anticipation		X	
3 Umpire System			
Throw Ins		X	
Other			

Group	Q	Good	Neutral	Work On	Total
Throw Ins	1	8	0	0	8
Throw Ins	2	2	0	0	2
Throw Ins	3	3	1	0	4
Throw Ins	4	3	1	1	5
Throw Ins	**Total**	**16**	**2**	**1**	**19**

Q	Time	Comm Type	Group	Comment
0		Game Plan		Something you still need to learn regarding positioning when the ball comes close to you. You are still staying too close to the play when

				near the boundary line. As you see the ball approaching (well before it gets there), you have to move 10-15m up the ground so you have a good view of if the ball goes over. You do not get that view from 1 - 2 m away or if on top of it. Concentrate on the ball approaching and start moving into position well ahead of time. This was noted a few times in the first half.
0		Game Plan		Q1 2:08. You changed your mind on a decision - (out of bounds / out on full). It confused a few players for a little bit. You know - you need to get it right first if possible. Admittedly, this occurred very early in the game.
0		Game Plan		Throw ins mostly good. A couple which were borderline low. One in last quarter was too low.
0		Game Plan		After instructed how to move off the square at 3/4 time, you started well - but soon stopped doing it in the last quarter. That movement is something to be performed after every goal and start of quarter!
0		Int Summary		Tired a little in last quarter - but ran out game well. Wonderful attitude and is really enjoying his boundary umpiring. Reserves football is ok.
0		Summary		I loved your approach to the game and your teamwork with partner and goal umpires. It worked very well. Possibly you tired a little late in the game - but you ran out the game fine. Before that your throw ins were good, and your moving around the ground was good. Well done.

2018 Meadows Greyhounds Division 1 Reserves - Montmorency V Bundoora - at Preston City Oval

Boundary Umpire: Road Runner (75)

Boundary	Needs Imprv	At Std	Above Std
Running & Work Rate		X	
Presentation		X	
Teamwork	X		
Decision Making		X	
Anticipation		X	
3 Umpire System			
Throw Ins		X	
Other			

Group	Q	Good	Neutral	Work On	Total
Throw Ins	1	2	0	0	2
Throw Ins	2	4	0	0	4
Throw Ins	3	8	0	0	8
Throw Ins	4	2	1	0	3
Throw Ins	**Total**	**16**	**1**	**0**	**17**

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

Q	Time	Comm Type	Group	Comment
0		Game Plan		Dropped ball on one run to centre. Another time, i think you stopped in your run to centre to pick your whistle? These are times to concentrate on looking good. Spectators usually watch the boundary umpires bringing the ball back to the centre.
0		Game Plan		Q3 28:39- goal umpire signals out of bounds. You ignored the signal and awarded out on full eventually. Eventually you changed to a throw in. The goal umpire is there to help you at such times. (I am assuming the goal umpire was right). Try to use the goal umpire signals to help you. You are a team.
0		Game Plan		Major item to correct is your positioning when the ball comes close to you. You are getting TOO CLOSE to the play when near the boundary line. As you see the ball approaching (well before it gets there), you have to move 10-15m up the ground so you have a good view of if the ball goes over. You do not get that view from 1 - 2 m away or if on top of it. Concentrate on the ball approaching and start moving into position well ahead of time. You were too close at least 5 times noted during the game - even after discussing with you at 1/4 time.
0		Int Summary		Worked hard with injury. Still green in terms of experience. Ok in reserves football.
0		Summary		I know your ran with an injured back. Your running was good. You kept going at the same pace you started through to the end. Your throw ins were good. Your signals are good. What I am explaining are the extra things that make you better. I hope they help. Well done Road Runner!

Observer: David Kuchmar 0419515512

13.2.7.Coach Detailed reports

The coach detailed report is created for each type of umpire for all games observed in the period. It features a detailed account of each umpire in a single document. It covers

- Match, umpire and observer information
- Categories and groups which feature a high level assessment per group – needs improvement, at standard, and above standard. (This is a report time option)
- All observations in Quarter, Time of Quarter sequence of recording.
- Quick totals of key category groups. (This is a report time option)
- Any initial, common, game plan and summary items allocated to the umpire.

Field Umpire Coach Detailed report example

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

DETAILED FIELD COACH REPORT FOR 2/09/2018

2018 Division 2 Reserves - Diamond Creek V Watsonia - at Epping Recreation Reserve (main Oval)

Field Umpire: Stoney Curtis

Q	Time	Comm Type	Group	Comment
1	06:37	Good	Ball Up	Q1 06:37 Good Ball Up

2018 Division 2 Reserves - Diamond Creek V Watsonia - at Epping Recreation Reserve (main Oval)

Field Umpire: Touche Turtle

Q	Time	Comm Type	Group	Comment
1	03:52	Work On	Holding the Ball	Q1 03:52 Work On- player incorrectly disposed of ball when tackled - is holding the ball

2018 Meadows Greyhounds Division 1 Reserves - Montmorency V Bundoora - at Preston City Oval

Field Umpire: Arnold Newsboy (81)

Q	Time	Comm Type	Group	Comment
1	01:09	Work On	2 Umpire	Q1 01:09- - give it and go - or tap partner through to Bundoora
2	00:21	Work On	Vision on Player and Ball	Q2 00:21- followed players toward boundary line instead or striving to get better angle and view of the contest
2	12:02	Neutral	Reading of Play/Anticipation	Q2 12:02- whilst the acceleration is there doesn't start till a fraction too late need to start a fraction earlier
3	09:31	Good	Holding the Ball	Q3 09:31- to Montmorency
3	17:33	Good	Position	Q3 17:33- generally good position moves well around the ground
4	06:08	Good	Marking Contests (incl marks)	Q4 06:08- good to see a push out well before the marking contest to Bundoora
4	06:53	Good	Holding the Man	Q4 06:53- good holding the man - ball not in possession to Montmorency

4	09:00	Neutral	2 Umpire	Q4 09:00- when you pay a mark just on the outside of the 50m arc, you have to immediately decide to tap your partner through or to give it and go. You can't just stand there. Needs a fast decision.
4	19:00	Work On	In The Back	Q4 19:00- to Montmorency it really looked like it was completely in the side to me
0		Game Plan		Anticipation. Something needed in higher grades. You do put on the change of pace when required. This is good. However, you delay starting till AFTER the act of play instead of during the act of play or even better, just before it. Though sometimes it may not work, it is 'reading the play' and acting just ahead of it - or with it - to make getting there easier.
0		Game Plan		Though your positioning was quite ok in general, there are times when the ball heads directly toward the boundary line and you are on the major axis. Your reaction is to follow the ball and move closer to the play. However, you need to head out on an angle so you strive to see through play and not behind it.
0		Game Plan		At Q1 1:09, you paid a mark to Bundoora at about the 50m line. You got there and you waited at the mark. The exact same thing happened at Q4 9:00. You need to instantly decide to either tap partner through - or give it and go. You need to try and make this automatic.
0		Int Summary		Arnold is certainly on the fringe - but in my opinion, just not really ready for top grade at the moment.
0		Summary		Arnold, another good game. Some very good free kicks. Maybe one i disagreed with - which is fairly trivial. But it is all about position and automatic reactions which you need to keep working on. Keep on working! Still very well done.

2018 Meadows Greyhounds Division 1 Reserves - Montmorency V Bundoora - at Preston City Oval

Field Umpire: Bart Simpson (77)

Q	Time	Comm Type	Group	Comment
1	03:57	Work On	Vision on Player and Ball	Q1 03:57- followed players toward boundary line instead or striving to get better angle and view of the contest
1	04:42	Good	Vision	Q1 04:42- held vision after ball kick down the ground = downfield to Bundoora
1	07:11	Good	Alter To Tap	Q1 07:11- alert to taps even though partner did not tap through - concentrating very well
1	09:08	Work On	Holding the Ball	Q1 09:08- not paid against Lorimer probably should have been
2	18:29	Work On	Other	Q2 18:29- Clear scoop off the ground up should be a throw. It was on the opposite side of the pack to you. You were too close - so could not get better vision.
3	07:54	Good	Control	Q3 07:54- Good to see you watching what goes on behind play and attending to it!

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

3	08:33	Good	High Tackle	Q3 08:33- saw and paid high tackle to Montmorency
3	13:57	Good	Holding the Ball	Q3 13:57- to Montmorency
4	21:21	Work On	Position	Q4 21:21- Losing sharpness and moving to wrong positions in the last quarter. Decided to standard centre half-forward as the player ran into goal and kicked in front of you instead of the striving to the side.
0		Game Plan		Ball heading to boundary line. You cannot follow them to the boundary. You must deviate to get a better angle to view the contest. You cannot adjudicate from the back.
0		Game Plan		Not sure what to advise. You missed a few free kicks. Q2 18:29 scoop off the ground - you were on the wrong side of the pack (we discussed this). Q1 9:08 - a dead set obvious holding the ball not paid to Bundoora. Still these are relatively minor overall - you may want to tweak your position as both of these were from about 10m away. You need a bigger distance to better adjudicate.
0		Int Summary		Bart is quite a surprise. In Q1, he really blew me away as being much better than this match. He is obviously very well taught in umpiring. But lost his sharpness as match proceeded. Possibly fitness. But keep your eyes on him. He is very good.
0		Summary		Several things i loved about your game today. You hold vision on player who kicks the ball - catching infringements! You are concentrating sharply on play, ready as #2 and very alert! Your control around the ground is very good! But as the match went on, a few free kicks missed and your sharpness dropped a little. Still I was very impressed particularly with your first quarter. You are someone to keep an eye on.

Observer: David Kuchmar 0419515512

Boundary Umpire Coach Detailed report with totals and category/groups

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

DETAILED BOUNDARY COACH REPORT FOR 2/09/2018

2018 Division 2 Reserves - Diamond Creek V Watsonia - at Epping Recreation Reserve (main Oval)

Boundary Umpire: Kermit the Frog

2018 Division 2 Reserves - Diamond Creek V Watsonia - at Epping Recreation Reserve (main Oval)

Boundary Umpire: Lola Bunny

2018 Meadows Greyhounds Division 1 Reserves - Montmorency V Bundoora - at Preston City Oval

Boundary Umpire: Auggie Doggie (76)

Boundary	Needs Imprv	At Std	Above Std
Running & Work Rate		X	
Presentation		X	
Teamwork			X
Decision Making		X	
Anticipation		X	
3 Umpire System			
Throw Ins		X	
Other			

Group	Q	Good	Neutral	Work On	Total
Throw Ins	1	8	0	0	8
Throw Ins	2	2	0	0	2
Throw Ins	3	3	1	0	4
Throw Ins	4	3	1	1	5
Throw Ins	**Total**	**16**	**2**	**1**	**19**

Q	Time	Comm Type	Group	Comment
1	00:47	Good	Throw Ins	Q1 00:47- Throw Ins Good
1	02:08	Work On	Decision Making	Q1 02:08- changed changed his mind for the throne

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

1	02:34	Work On	Decision Making	Q1 02:34- still need to get way down the line a good 10-15m when the ball as close to you
1	02:53	Good	Throw Ins	Q1 02:53- Throw Ins Good
1	03:00	Good	Throw Ins	Q1 03:00- Throw Ins Good
1	05:32	Work On	Decision Making	Q1 05:32- did it again far too close to play as ball was near your on the boundary line
1	08:43	Good	Throw Ins	Q1 08:43- Throw Ins Good
1	09:35	Good	Throw Ins	Q1 09:35- Throw Ins Good
1	09:35	Good	Throw Ins	Q1 09:35- Throw Ins Good
1	11:39	Good	Throw Ins	Q1 11:39- Throw Ins Good
1	12:22	Good	Throw Ins	Q1 12:22- Throw Ins Good
2	06:53	Good	Teamwork	Q2 06:53- Worked well with goal umpire - signalling good
2	11:18	Good	Throw Ins	Q2 11:18- Throw Ins Good
2	12:55	Good	Throw Ins	Q2 12:55- Throw Ins. neutral
3	14:50	Neutral	Throw Ins	Q3 14:50- Throw Ins could be higher
3	20:20	Good	Throw Ins	Q3 20:20- Throw Ins Good
3	21:59	Good	Throw Ins	Q3 21:59- Throw Ins Good
3	22:32	Good	Other	Q3 22:32- signals
3	22:47	Good	Throw Ins	Q3 22:47- Throw Ins Good
4	14:29	Good	Throw Ins	Q4 14:29- Throw Ins Good
4	15:31	Good	Throw Ins	Q4 15:31- Throw Ins Good
4	18:25	Work On	Other	Q4 18:25- stopped moving sharply off the corner after instruction at 3/4 time - even though you did it right at the start of the quarter
4	22:46	Work On	Throw Ins	Q4 22:46- too low
4	24:22	Good	Throw Ins	Q4 24:22- Throw Ins Good
4	27:03	Neutral	Throw Ins	Q4 27:03- Throw Ins Neutral - borderline on too low
0		Game Plan		Something you still need to learn regarding positioning when the ball comes close to you. You are still staying too close to the play when near the boundary line. As you see the ball approaching (well before it gets there), you have to move 10-15m up the ground so you have a good view of if the ball goes over. You do not get that view from 1 - 2 m away or if on top of it. Concentrate on the ball approaching and start moving into position well ahead of time. This was noted a few times in the first half.
0		Game Plan		Q1 2:08. You changed your mind on a decision - (out of bounds / out on full). It confused a few players for a little bit. You know - you need to get it right first if possible. Admittedly, this occurred very early in the game.
0		Game Plan		Throw ins mostly good. A couple which were borderline low. One in last quarter was too low.
0		Game Plan		After instructed how to move off the square at 3/4 time, you started well - but soon stopped doing it in the last quarter. That movement is something to be performed after every goal and start of quarter!
0		Int Summary		Tired a little in last quarter - but ran out game well. Wonderful attitude and is really enjoying his boundary umpiring. Reserves football is ok.
0		Summary		I loved your approach to the game and your teamwork with partner and goal umpires. It worked very well. Possibly you tired a little late in the game - but you ran out the game fine. Before that your throw ins were good, and your moving around the ground was good. Well done.

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

2018 Meadows Greyhounds Division 1 Reserves - Montmorency V Bundoora - at Preston City Oval

Boundary Umpire: Road Runner (75)

Boundary	Needs Imprv	At Std	Above Std
Running & Work Rate		X	
Presentation		X	
Teamwork	X		
Decision Making		X	
Anticipation		X	
3 Umpire System			
Throw Ins		X	
Other			

Group	Q	Good	Neutral	Work On	Total
Throw Ins	1	2	0	0	2
Throw Ins	2	4	0	0	4
Throw Ins	3	8	0	0	8
Throw Ins	4	2	1	0	3
Throw Ins	**Total**	**16**	**1**	**0**	**17**

Q	Time	Comm Type	Group	Comment
1	04:16	Good	Throw Ins	Q1 04:16- Throw Ins Good
1	14:45	Good	Throw Ins	Q1 14:45- Throw Ins Good
2	01:27	Good	Throw Ins	Q2 01:27- Throw Ins Good
2	01:53	Good	Running	Q2 01:53- to get to throw in next to behind post after it went down the ground quickly
2	02:10	Good	Throw Ins	Q2 02:10- Throw Ins Good
2	04:58	Good	Throw Ins	Q2 04:58- Throw Ins Good
2	14:08	Neutral	Other	Q2 14:08- dropped ball on run back to centre
2	15:31	Good	Throw Ins	Q2 15:31- Throw Ins Good
3	03:00	Good	Throw Ins	Q3 03:00- Throw Ins Good
3	12:59	Good	Throw Ins	Q3 12:59- Throw Ins Good
3	16:51	Good	Throw Ins	Q3 16:51- Throw Ins Good
3	18:49	Neutral	Decision Making	Q3 18:49- gave out on the full from too close needs to be a bit further away
3	24:06	Work On	Decision Making	Q3 24:06- too close to play to find out if it will be out of out of bounds or not
3	24:24	Good	Throw Ins	Q3 24:24- Throw Ins Good
3	24:47	Good	Throw Ins	Q3 24:47- Throw Ins Good
3	26:25	Good	Throw Ins	Q3 26:25- Throw Ins Good
3	27:00	Good	Throw Ins	Q3 27:00- Throw Ins Good

NORTHERN FOOTBALL NETBALL LEAGUE
REPORT ON UMPIRE

3	28:39	Work On	Teamwork	Q3 28:39- goal umpire signals out of bounds. You ignored and paid out on full. Eventually you all decided on a throw in.
3	28:59	Good	Throw Ins	Q3 28:59- Throw Ins Good
4	10:33	Good	Throw Ins	Q4 10:33- Throw Ins Good
4	12:31	Neutral	Decision Making	Q4 12:31- player goes for mark near boundary - one tap - two taps - then finally marks the ball over the boundary line. You have to decide if it is a mark or not. If a mark (before it went over the line), put hands behind your back and run in that direction. If not a mark (not held sufficiently before crossing the line), you need to indicate touched out of bounds. If in doubt, blow your whistle and talk to field umpire. You did none of the above and allowed the mark. You cannot do nothing in such a situation. It is your job to indicate what happened to people on the other side of the ground.
4	13:38	Work On	Other	Q4 13:38- player manipulating ball only one meter from you on the boundary line you've got to get at least 10m away
4	13:55	Good	Throw Ins	Q4 13:55- Throw Ins Good
4	20:15	Work On	Teamwork	Q4 20:15- during one run back to the centre you had the short run and you waited way too far off the ground almost into the centre square
4	27:58	Neutral	Throw Ins	Q4 27:58- Throw Ins Neutral
0		Game Plan		Dropped ball on one run to centre. Another time, i think you stopped in your run to centre to pick your whistle? These are times to concentrate on looking good. Spectators usually watch the boundary umpires bringing the ball back to the centre.
0		Game Plan		Q3 28:39- goal umpire signals out of bounds. You ignored the signal and awarded out on full eventually. Eventually you changed to a throw in. The goal umpire is there to help you at such times. (I am assuming the goal umpire was right). Try to use the goal umpire signals to help you. You are a team.
0		Game Plan		Major item to correct is your positioning when the ball comes close to you. You are getting TOO CLOSE to the play when near the boundary line. As you see the ball approaching (well before it gets there), you have to move 10-15m up the ground so you have a good view of if the ball goes over. You do not get that view from 1 - 2 m away or if on top of it. Concentrate on the ball approaching and start moving into position well ahead of time. You were too close at least 5 times noted during the game - even after discussing with you at 1/4 time.
0		Int Summary		Worked hard with injury. Still green in terms of experience. Ok in reserves football.
0		Summary		I know your ran with an injured back. Your running was good. You kept going at the same pace you started through to the end. Your throw ins were good. Your signals are good. What I am explaining are the extra things that make you better. I hope they help. Well done Road Runner!

Observer: David Kuchmar 0419515512

13.2.8.Season History report

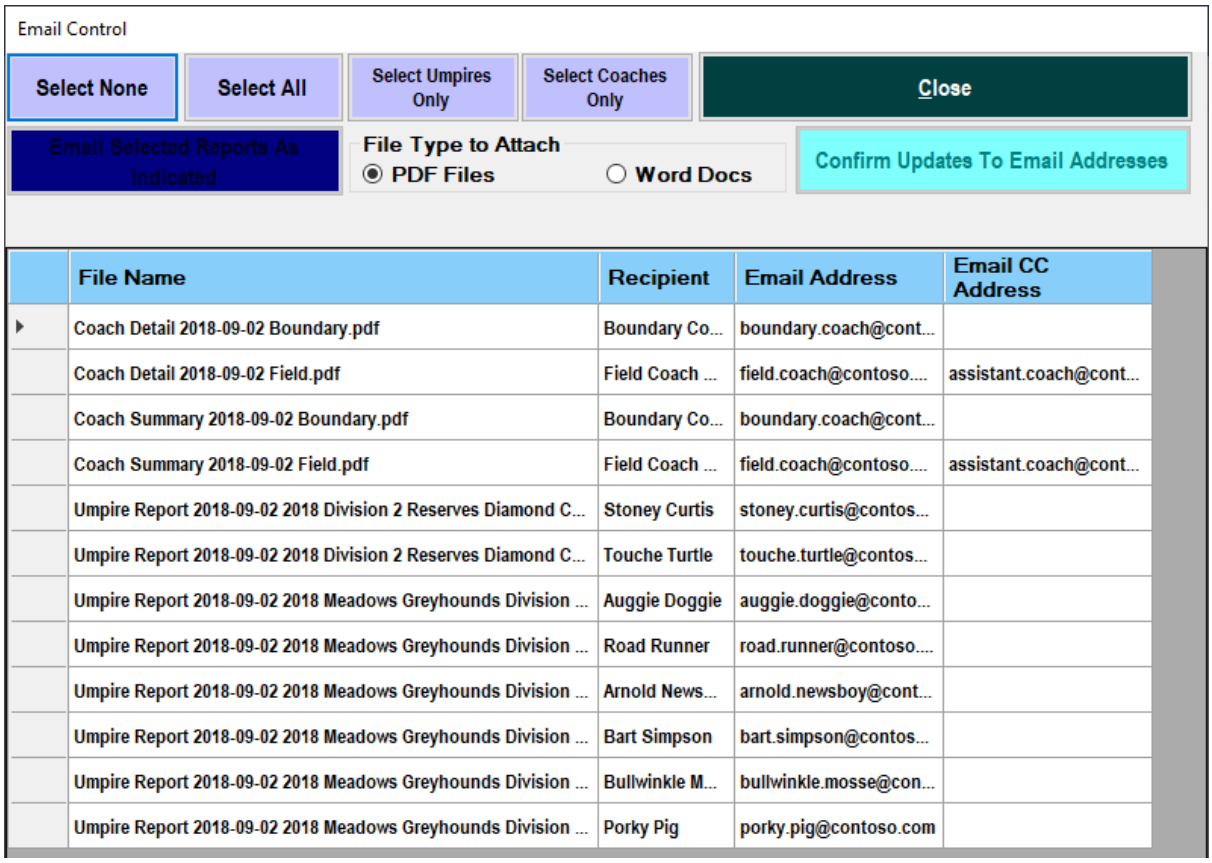
There is one history report for each umpire type requested. This report is an Excel worksheet containing all observed umpires over the season to date – sorted in reverse quantitative assessment sequence.

	A	B	C	D	E	F	G	H
1	**Top Field Umpires**							
2	**Date**	**Time**	**Grade**	**Home**	**Away**	**Ground**	**Umpire**	**Numeric Asmt**
3	2/09/2018	11:55 AM	2018 Meadc	Montmorency	Bundoora	Preston City Oval	Arnold Newsboy	81
4	2/09/2018	11:55 AM	2018 Meadc	Montmorency	Bundoora	Preston City Oval	Bart Simpson	77
5								

	A	B	C	D	E	F	G	H	I
1	Top Boundary Umpires								
2	Date	Time	Grade	Home	Away	Ground	Umpire	Numeric Asmt	
3	2/09/2018	11:55 AM	2018 Meadc	Montmorency	Bundoora	Preston City Oval	Auggie Doggie	76	
4	2/09/2018	11:55 AM	2018 Meadc	Montmorency	Bundoora	Preston City Oval	Road Runner	75	

13.3. Emailing Reports

Once you are happy with the appearance, content and generation of your reports (umpires and coaches), click on Email Reports from the Game Reporting form



File Name	Recipient	Email Address	Email CC Address
Coach Detail 2018-09-02 Boundary.pdf	Boundary Co...	boundary.coach@cont...	
Coach Detail 2018-09-02 Field.pdf	Field Coach ...	field.coach@contoso....	assistant.coach@cont...
Coach Summary 2018-09-02 Boundary.pdf	Boundary Co...	boundary.coach@cont...	
Coach Summary 2018-09-02 Field.pdf	Field Coach ...	field.coach@contoso....	assistant.coach@cont...
Umpire Report 2018-09-02 2018 Division 2 Reserves Diamond C...	Stoney Curtis	stoney.curtis@contos...	
Umpire Report 2018-09-02 2018 Division 2 Reserves Diamond C...	Touche Turtle	touche.turtle@contos...	
Umpire Report 2018-09-02 2018 Meadows Greyhounds Division ...	Auggie Doggie	auggie.doggie@conto...	
Umpire Report 2018-09-02 2018 Meadows Greyhounds Division ...	Road Runner	road.runner@contoso....	
Umpire Report 2018-09-02 2018 Meadows Greyhounds Division ...	Arnold News...	arnold.newsboy@cont...	
Umpire Report 2018-09-02 2018 Meadows Greyhounds Division ...	Bart Simpson	bart.simpson@contos...	
Umpire Report 2018-09-02 2018 Meadows Greyhounds Division ...	Bullwinkle M...	bullwinkle.mosse@con...	
Umpire Report 2018-09-02 2018 Meadows Greyhounds Division ...	Porky Pig	porky.pig@contoso.com	

(Note: The above form is a sample only)

Each report (umpire and coach) generated for that day is now displayed.

You can optionally select None, All, only Umpires, or only Coaches to send the reports.

Alternatively, you can use the <CTRL> + click on row you select off reports for emailing.

Although the default is to email PDFs to umpires and coaches, there is also an option to send the Word files instead.

You also have the option to OVERRIDE email addresses or optionally add a CC address – on a one-off basis. This is provided in case you may have a sensitive report and want to add a coach to an umpire's email so the coach sees EXACTLY what was sent. Alternatively, you may not have an email address for an umpire. This gives you the chance to enter it at this point.

If you override ANY email address or email CC address, **you need to click the "Confirm Updates to Email Addresses"** or the overrides will be ignored. Any such updates will only apply to this emailing and will not be retained for future weeks,

Tip: If you find an umpire's email address is incorrect, you need to permanently correct it using the "Update Umpire Details" button in "Show Minor Functions" of the home screen.

When ready to send emails, click on "Email Selected Reports As Indicated"

The system will advise you as each email is prepared and sent.

Tip: Email security is discussed in Appendix 2. If using Gmail (recommended), this explains the steps you need to undertake when sending emails with Observations for Windows. Google requires special settings to allow programs such as Observations for Windows to directly send emails on your behalf. This is a feature of your email provider and not a deficiency in Observations for Windows.

14. Part 11 – Backup and Recovery

A critically important part of Observations is its database. It contains your preferences, games, umpires and observations. Consequently, you need to back it up regularly – in case of loss or accidental corruption. Best times to back up the database are either:

(1) Before a set of observations are scheduled, or

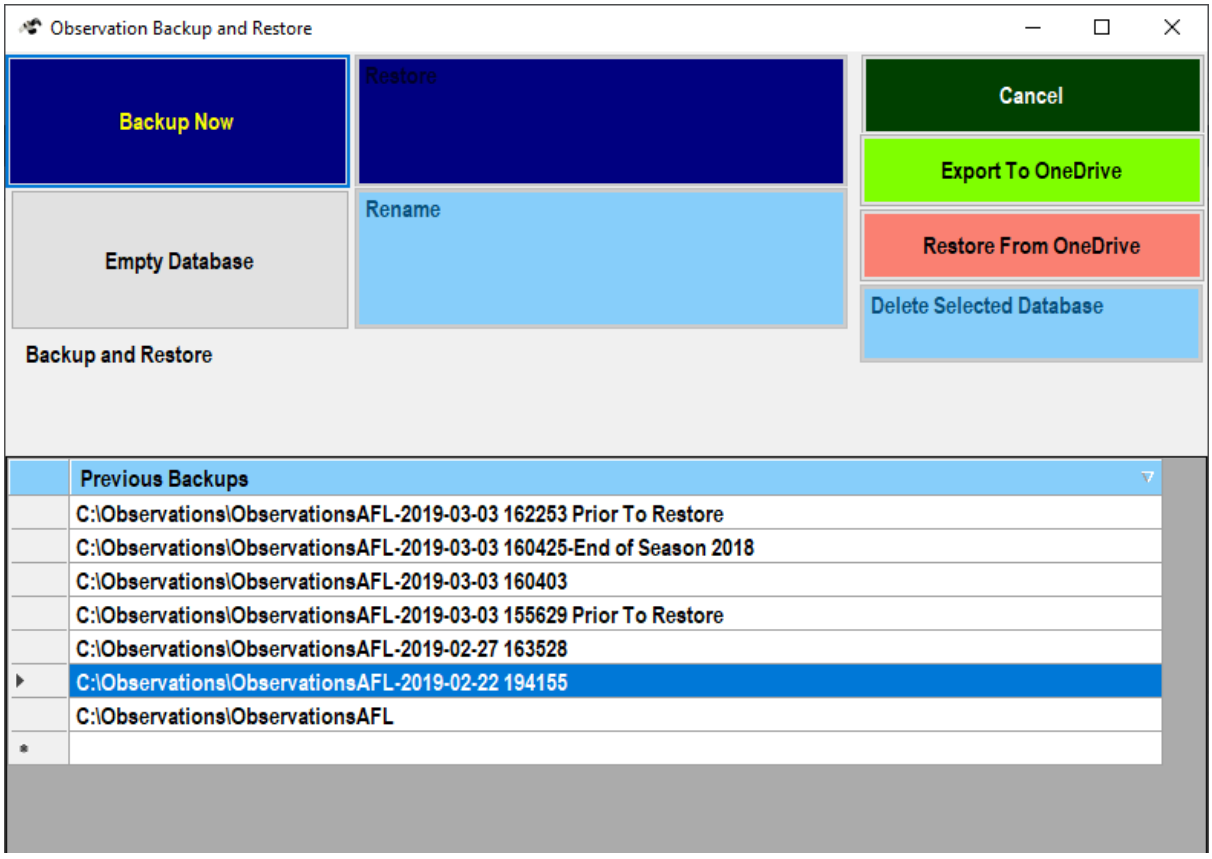
(2) After observations and reviews have been completed – each week or round

Backups are recorded by the timestamp at which the backup is taken.

14.1. Database Backup

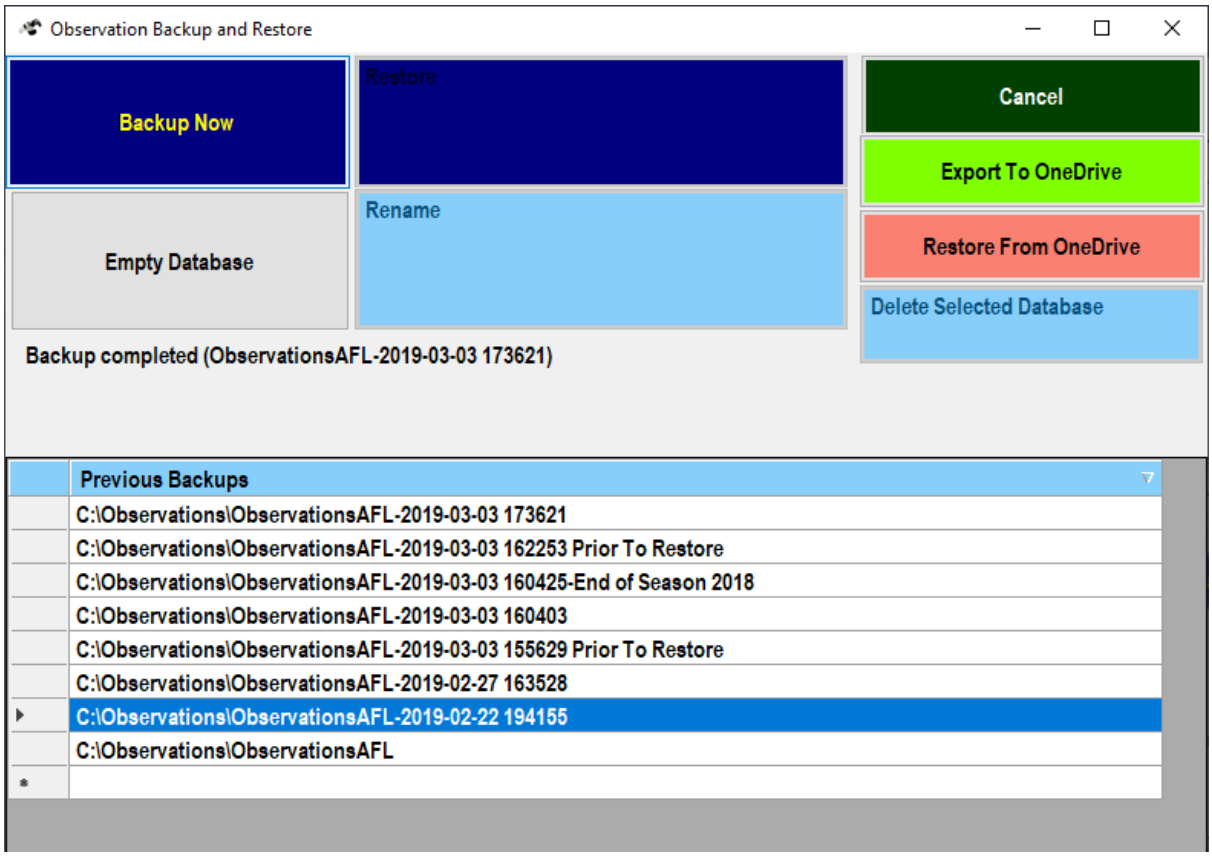
To back up the database,

- Click on Show Minor Functions
- Click on Backup and Restore
- The Observations Backup and Restore form is shown.



When the Observation Backup and Restore window is displayed

- To back up the database, Click on Backup Now



Your database is backed up and is recorded at the top of the list.

Click on Cancel or Close (depends on release) to close the window.

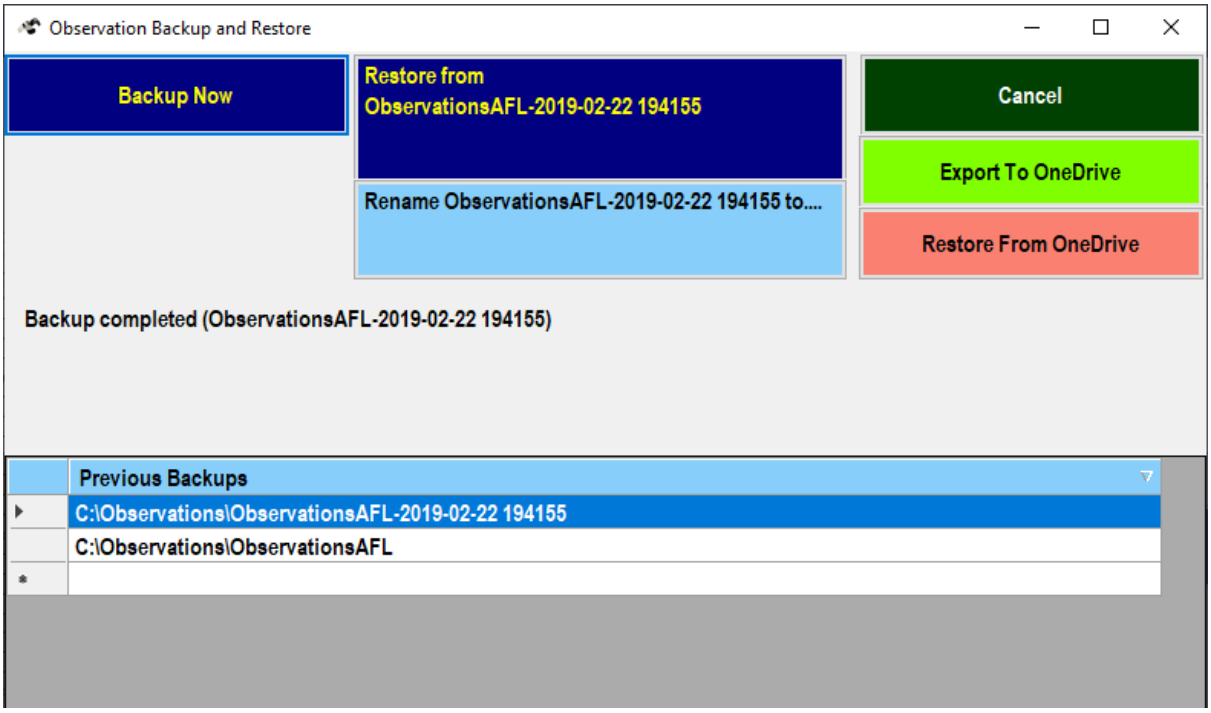
14.2. Database Recovery

Before you recover (or restore) the database, are you sure that is what you need to do? Reasons for recovering the database are:

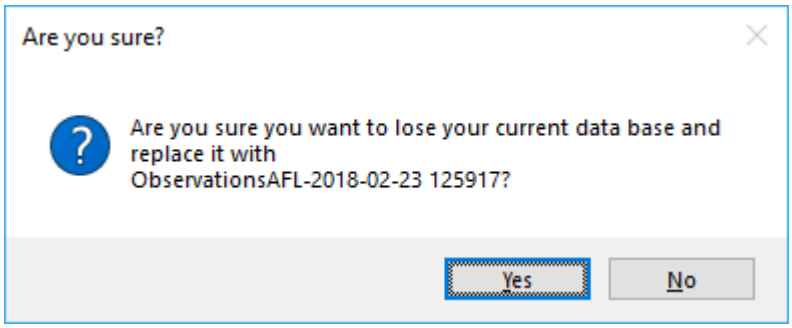
- You have entered bad data or deleted data you did not want to lose
- The Observations Support Team instructed you to recover the database

To recover or restore a database:

- Click on Show Minor Functions
- Click on Backup and Restore
- Click on the backup you wish to recover from the list displayed. It should be easy to determine which database backup to restore as they are timestamped.
- Click Restore from “ObservationsAFL……. Button” which will have been expanded to include the name of the backup you wish to restore from.



Confirm your intention to recover.



You will be prompted twice

The system will back up your current (possibly corrupt) database first (just in case you need it later), then restore from the selected back up.

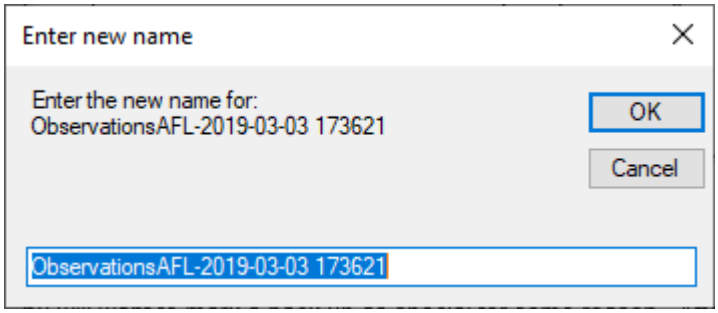
When completed, Click on Close (it no longer shows Cancel in the current release – as show in the diagram) to exit the function

Verify (usually from Observe Games by Date) that the database has been recovered to the correct time.

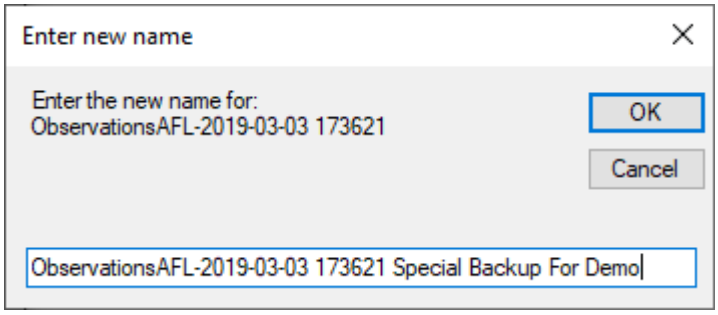
14.3. Renaming A Database Backup for Easier Identification

Sometimes you will want to mark a backup as special for some reason. After you take the backup:

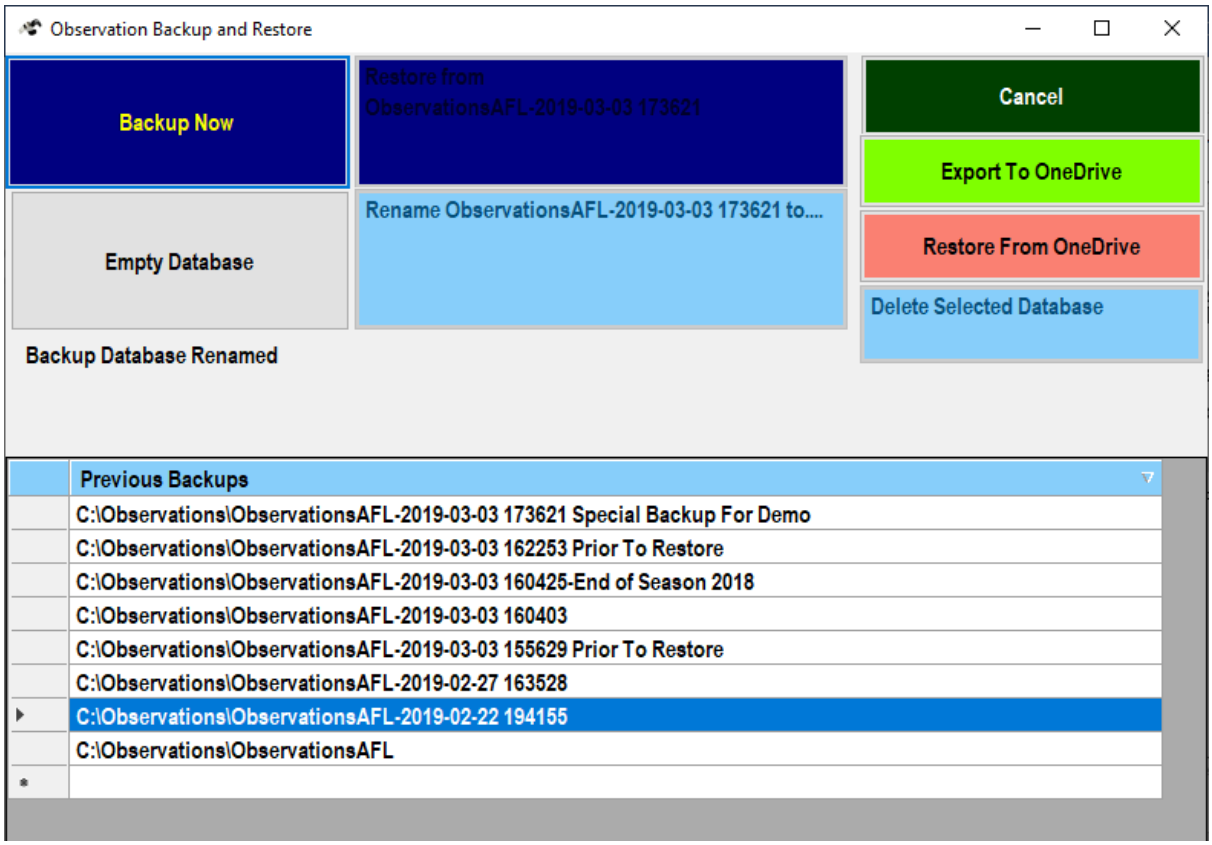
1. Click on the backup in the list of backup files.
2. Click on “Rename …. Button”



3. Update the name as required in the pop-up box



4. Click OK and the backup file in the list will have been updated accordingly.



14.4. Backup and Restoring the Database to OneDrive

Should you need to use Observations for Windows on more than one (Windows) computer, this is a simple option to copy the database to OneDrive – and to restore it from OneDrive on the other computer (or same computer).

This option is available for those who might want to possibly use a smaller computer for game observations than is used to review and email games.

Whist this works correctly, you need to be very careful that you do not accidentally corrupt your database. When in doubt, do a standard backup to provide a restore point – just in case you bring a bad database down from OneDrive.

To Export the database to OneDrive, click on the Export to OneDrive button. **The backup will over-write any previous copy on OneDrive.**

To Restore the database from OneDrive, click on the Restore from OneDrive button respectively.

14.5. End of Season Emptying the Database

Observations for Windows is designed for one observer for one season in one league/competition group.

We started the season as a relatively empty database with meta data – but no games, appointments, or observations.

As the season progresses, it fills with umpires, games, appointments, and observations.

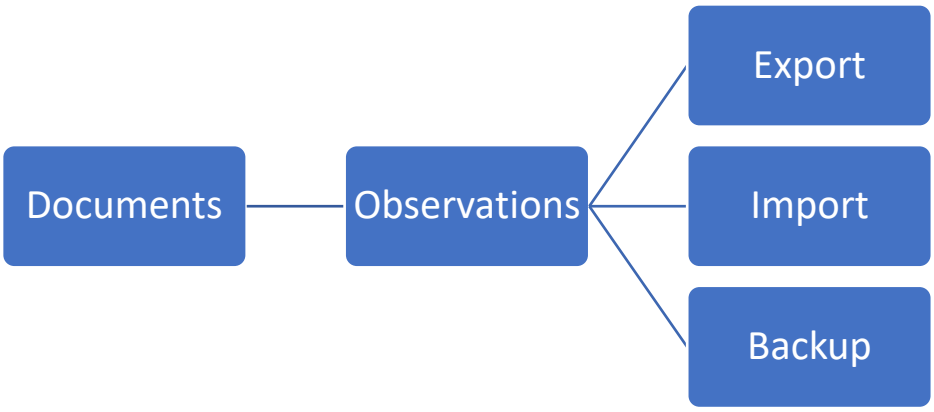
To ready Observation for Windows for a new season:

- Click on the “Empty Database” button.
- The program will first prompt you to verify this is what you want to do.
- It then requests a suffix to put on the back up which will be taken of the current database before emptying (e.g. Something like “End of 2019 Season”)
- AFTER TAKING A BACKUP, the system will remove all observations, appointments and games from the database.
- At this stage, it will prompt you if you want to empty the umpires list or not.
  Advantage of leaving umpires in the list, is you do not have enter them next season.
  Disadvantage is you have to work out which are the new umpires to add them next season – and to correct those who have changed phone numbers or email addresses.
    - I recommend removing the umpires in the list as this is not designed to be the formal database of umpires. Reimport then at the start of the next season from your primary database. However, you are the best judge with local knowledge of your umpire movements.
- At this stage, umpires are either removed – or not – depending on your selection.
- Finally, the database is compressed and is now ready for a new season.
- It is recommended that you take a fresh backup of the empty database to provide a suitable restore point if required in the future.

15. Part 12 – Maintaining Data in OneDrive

Observations and the Observations Companion for Android share data using “the cloud” implemented using Microsoft OneDrive.

Observations creates the following OneDrive directories in your account



Within the Documents subdirectory of your OneDrive account, the Observations directory is created.

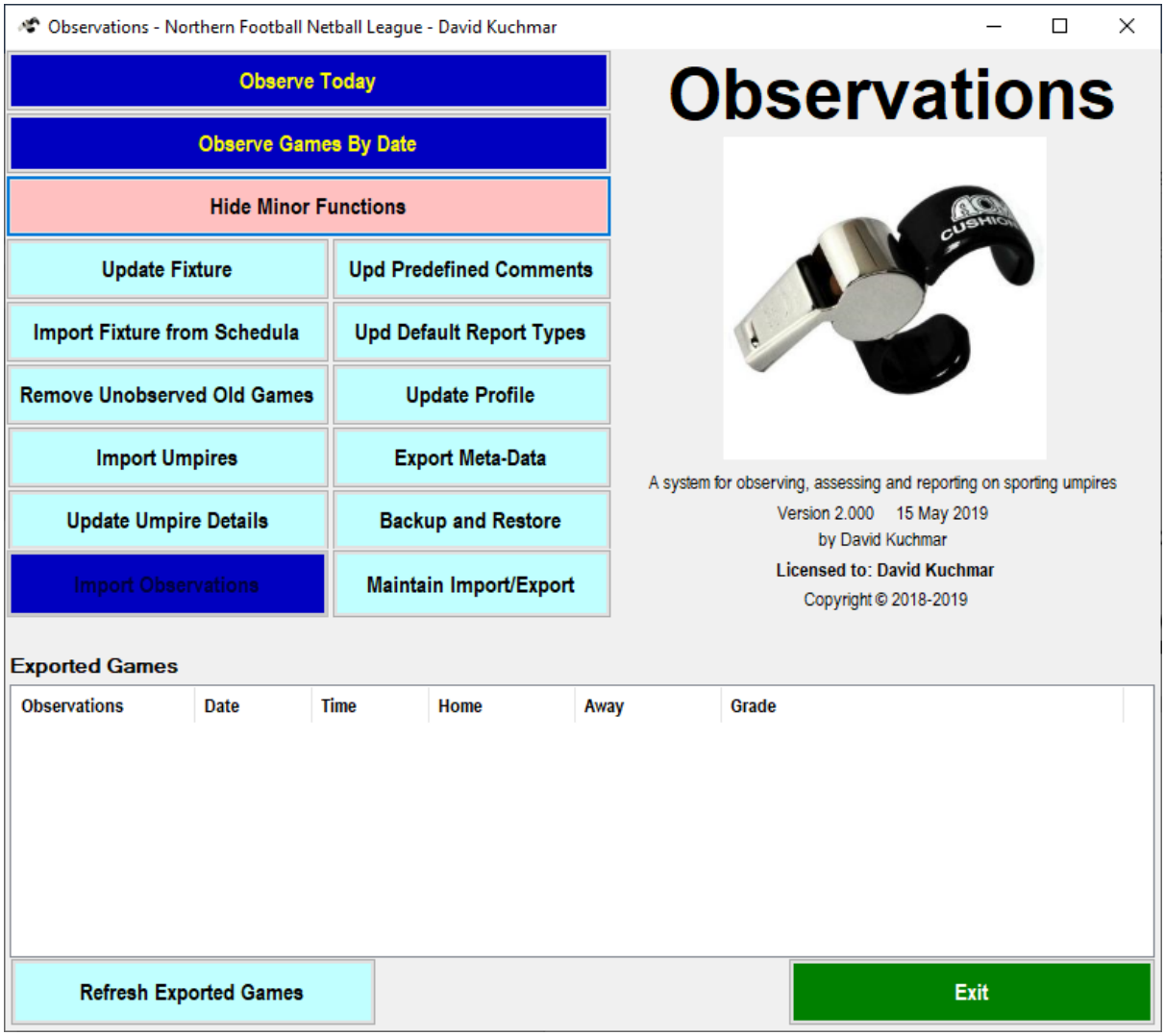
Within this are the following three sub-directories:

- Export
    - One file for each game exported from Observations for Windows to OneDrive
    - ToDroid Umpires.txt – contains one record for each umpire from Observations for import into the Companion
    - ToDroid Metadata.txt – contains all defaults, types, coaches, and predefined comments exported from Observations for import into the Companion.
    - ToPh Game <date> <time> <game id> #<grade> # #<home team># V #<away team># at #<ground>#.txt – is the exported game
- Import
    - One file for each new game created on the Companion exported to OneDrive, and
    - One file for each exported game for which data was created on the Companion and exported to OneDrive.
    - FrPh Game <date> <time> <game id> #<grade> # #<home team># V #<away team># at #<ground>#.txt – is the file exported from the Companion based on the related file in Export
    - FrPh NewG <date> <time> <game id> #<grade> # #<home team># V #<away team># at #<ground>#.txt – is the file exported from the Companion of a new game not yet defined in Observations.
- Backup
    - One backup copy of every file exported from the Companion.

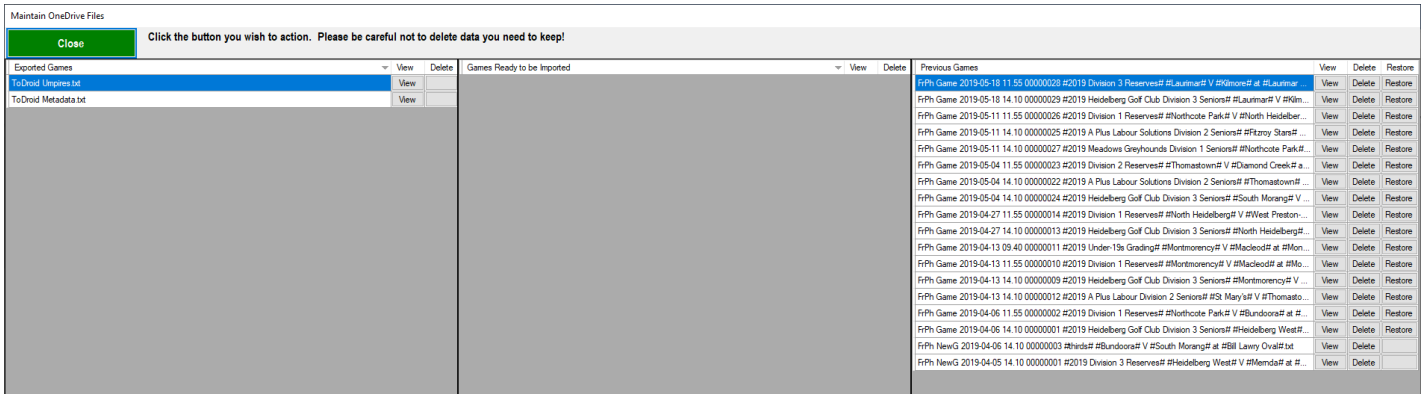
Sometimes you may need to clean up or manipulate files in OneDrive – though this is not recommended.

This function lets you view files, delete some files and restore some files from OneDrive – should it ever be needed.

From the minor function menu



Click on Maintain Import/Export



Here your options are straight forward.

View to launch a Notepad view of file

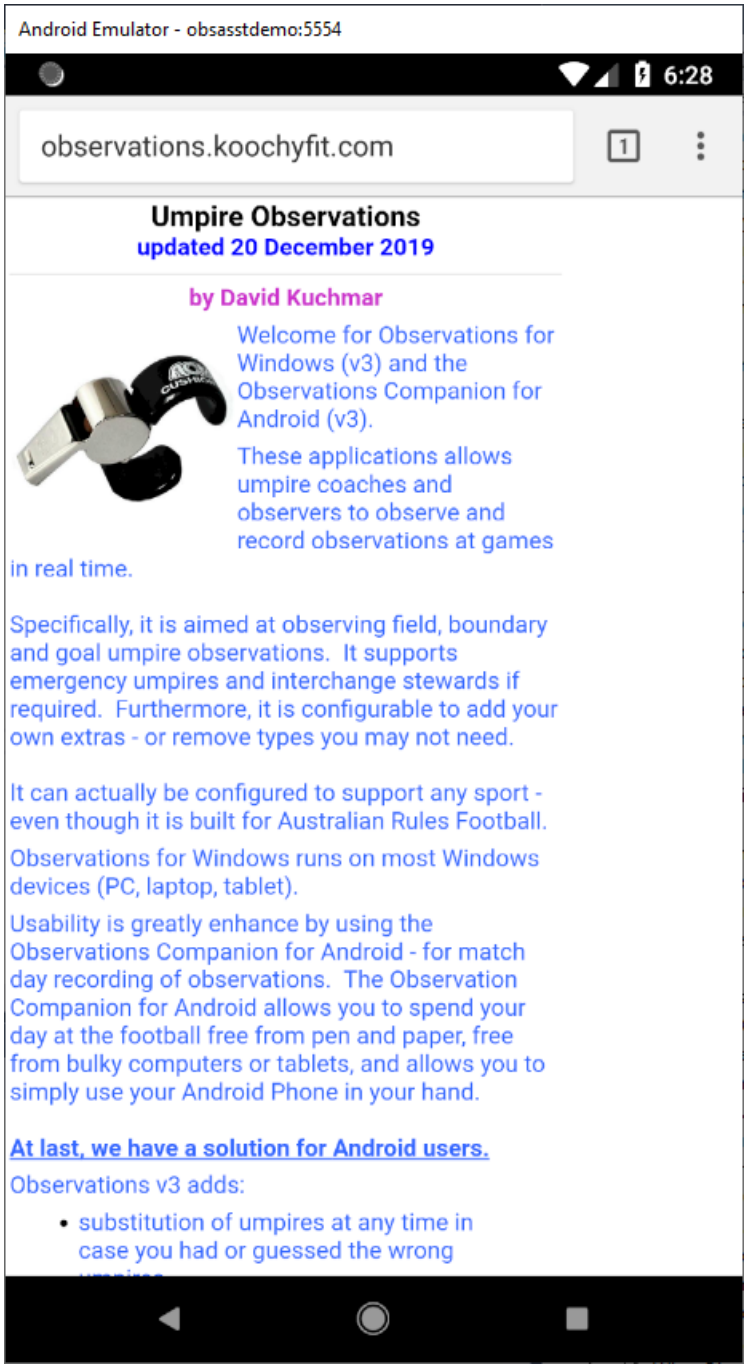
Delete (if displayed) to delete the file. Caution, once you delete the file, it is gone. Key meta data files cannot be deleted.

Restore (if displayed) to restore a backed up game to the cloud. The Companion puts a copy of each observed game into backup – when exported from the Companion. You cannot currently restore games which were originally entered on the Android. It is not expected that you would use this function – except under instruction from support.

16. Part C1 – Installation on Android

To install the Observations Companion for Android, on your Android device:

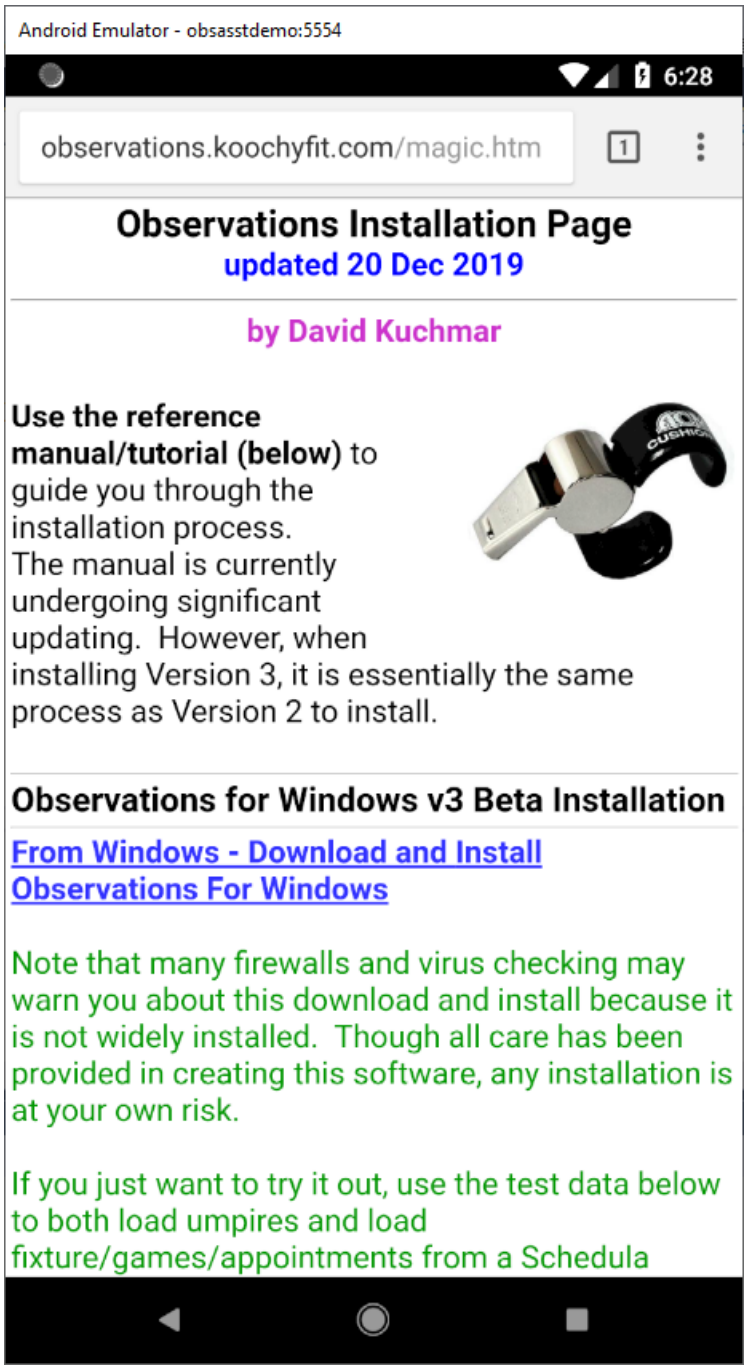
(a) In any compatible browser on your Android, go to the Observations web site at http://observations.koochyfit.com



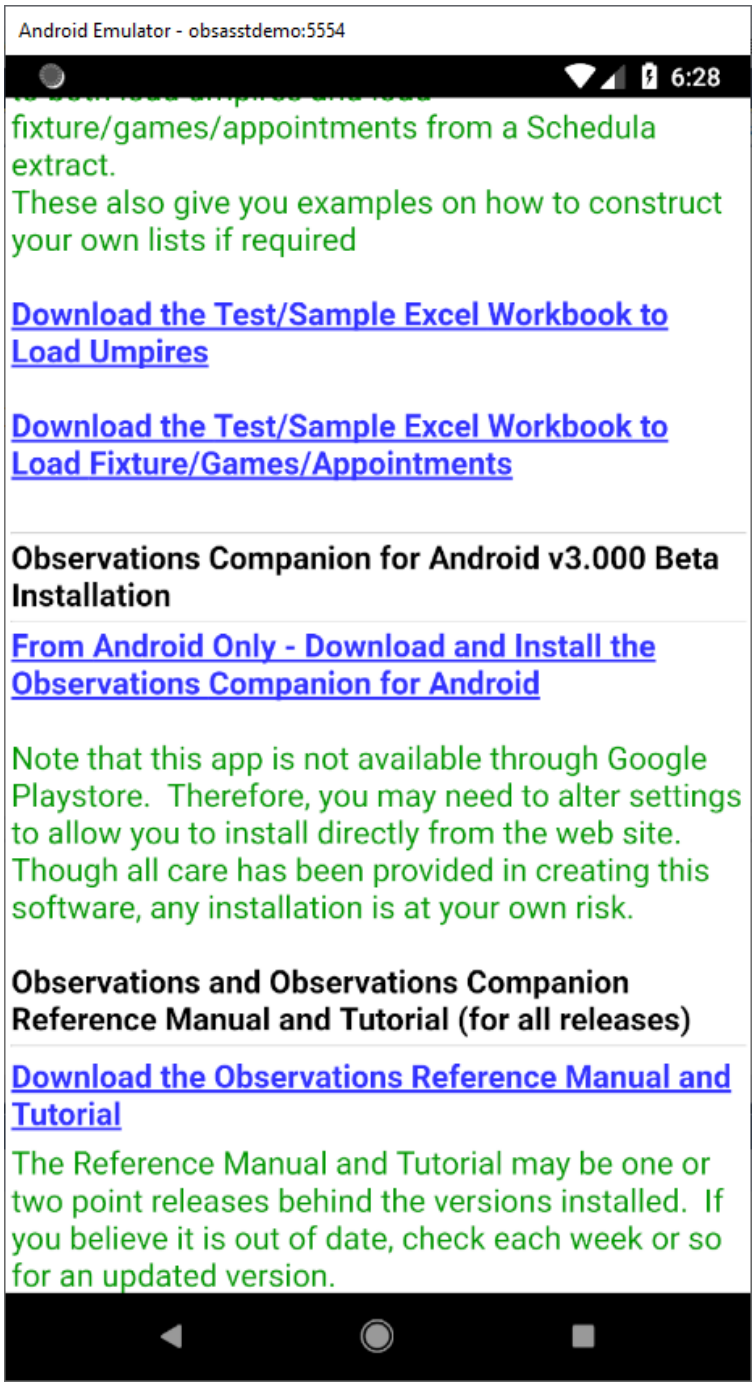
(b) Scroll down and tap on “Click here for the installation page….”

NOTE: If installing on a small phone, then you should use the standard font size in your Android Settings or the app may not view correctly. (Android: Settings: Display: Font and Screen Zoom: screen zoom = small, font size = middle). This should not be an issue on bigger tablets. If you need a bigger font for accessibility purposes, then you may need to use a bigger Android phone instead of a small Android phone. I work fine with the above settings on a Galaxy S9+. That has a slightly larger screen than the very small phones.

The installation page is displayed

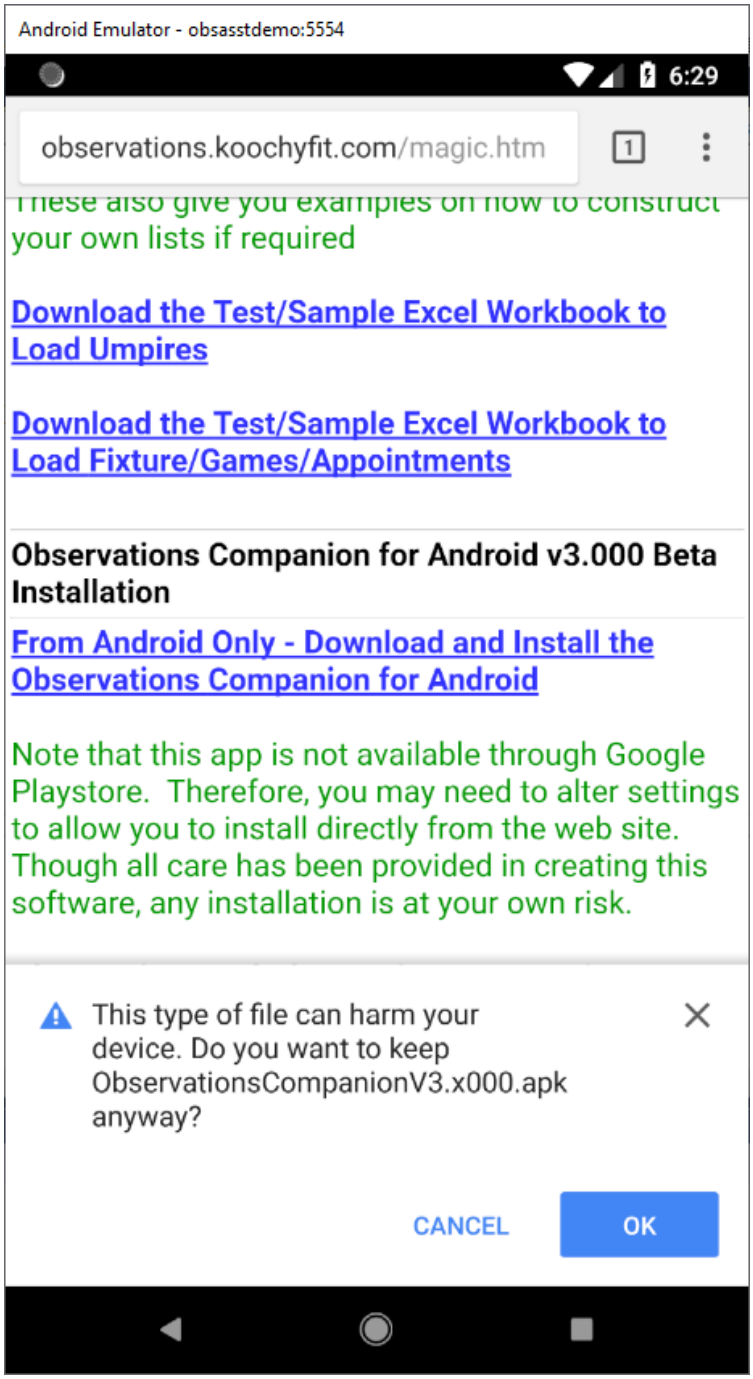


(c) Scroll down till you see the “From Android Only…..”

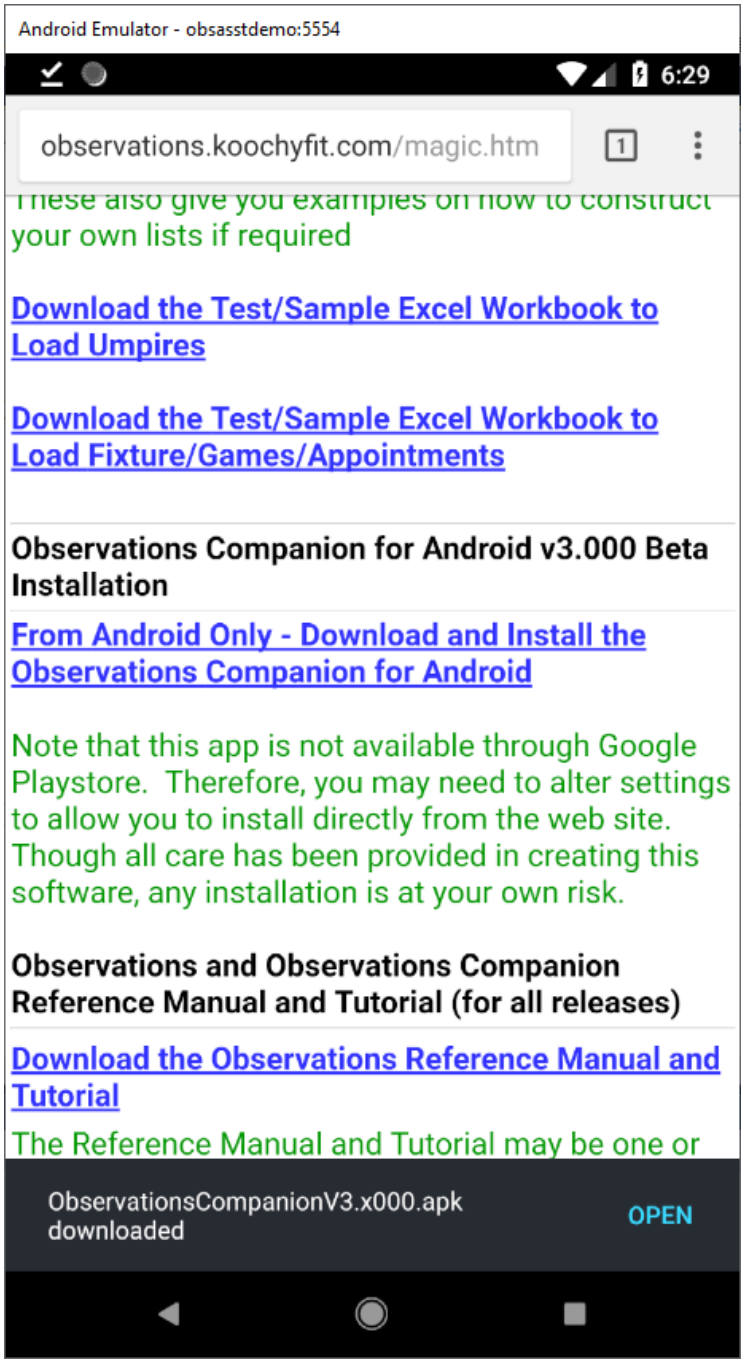


(d) Click on “From Android Only – Download and Install the Observations Companion for Android”

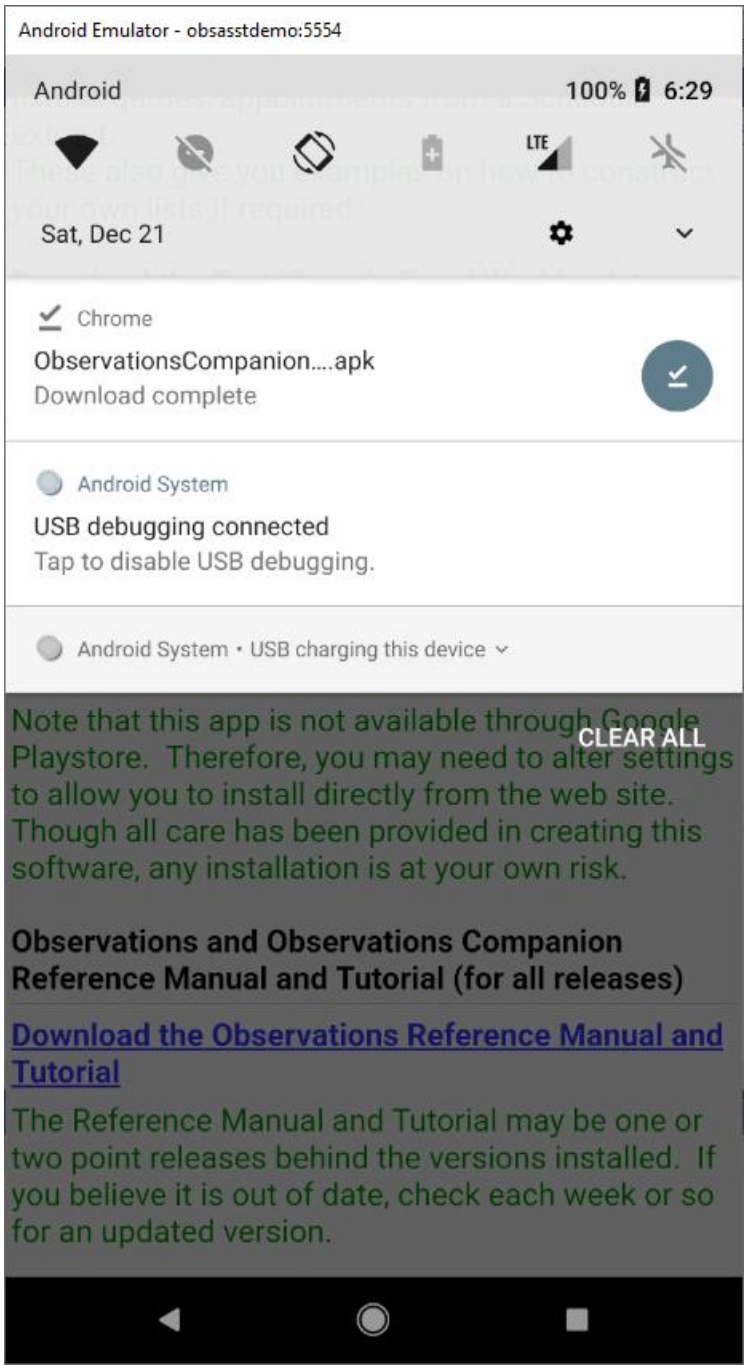
(e) Before the “apk” file (i.e. The installation file) will download, you may be prompted to verify you are allowing downloading from somewhere other than “Play Store”.



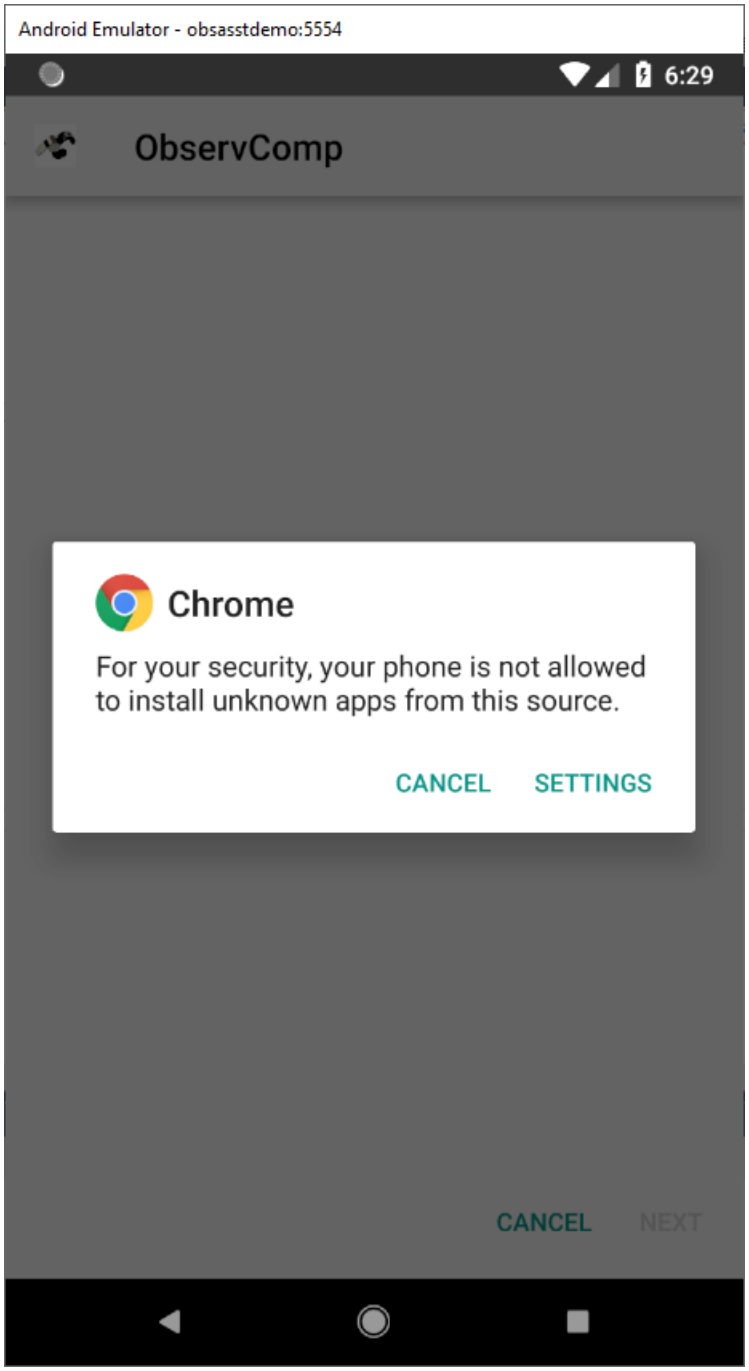
(f) Tap on “OK”. Observations Companion for Android comes from the Observations web site. Once downloaded, it will prompt you to open the apk file (installation file).



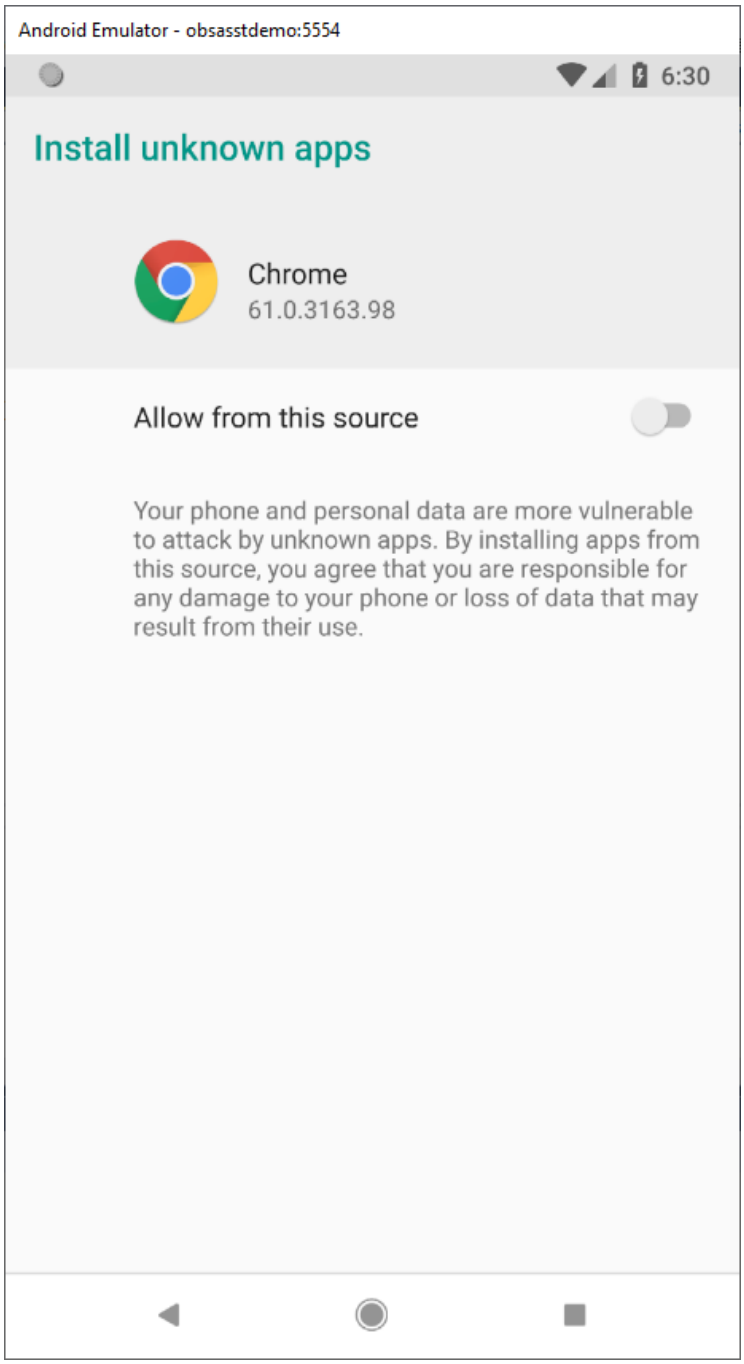
(g) Tap on “OPEN”. If you are too slow and message disappears from the screen before you tap on “OPEN”, then swipe down on the underscored tick in the top left hand corner of the screen. When the ObservationsCcompanion…apk file is displayed, tape on the underscored tick in the circle to run it.



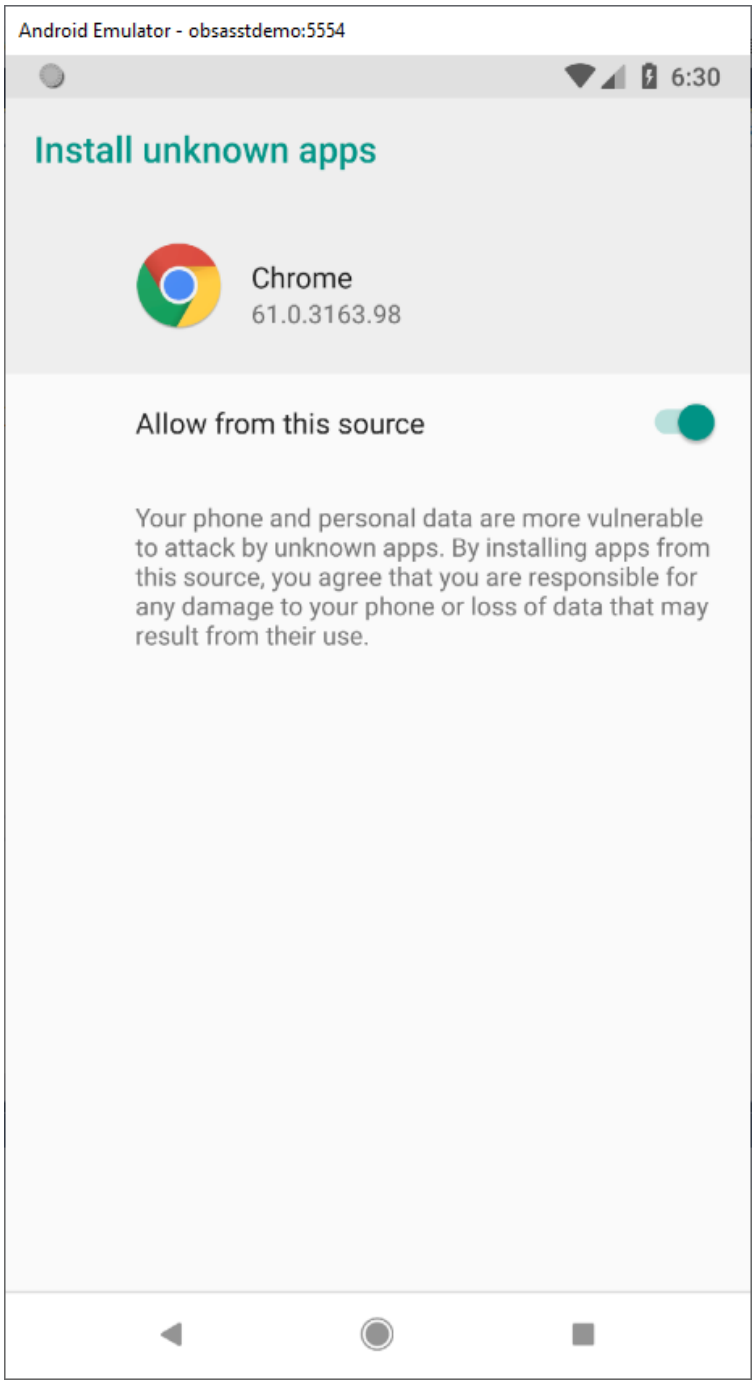
(h) As we are installing the Companion from a web site and not from Play Store, your Android needs to allow such installations. If a message such as this occurs, tap on “Settings”.



(i) As we are installing the Companion from a web site and not from Play Store, your Android needs to allow such installations. If a message such as this occurs, accept the requests. You may be referred to Settings on the phone requesting you to Allow Installs from places other than Play Store.

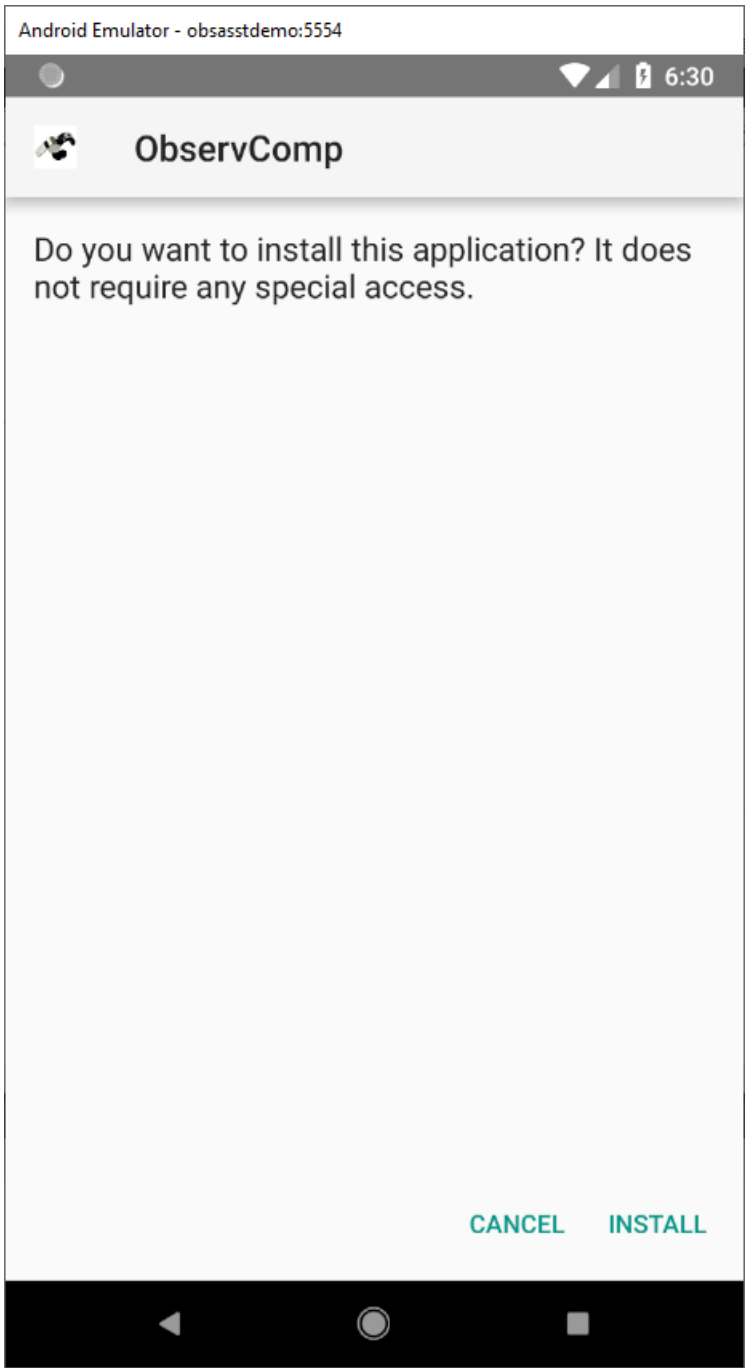


(j) Flick the “Allow from this source” switch to the right to **“Allow from this source”**



(k) Tap on the “back” key and return to the installation.

(l) When this message is displayed, tap on “Install”



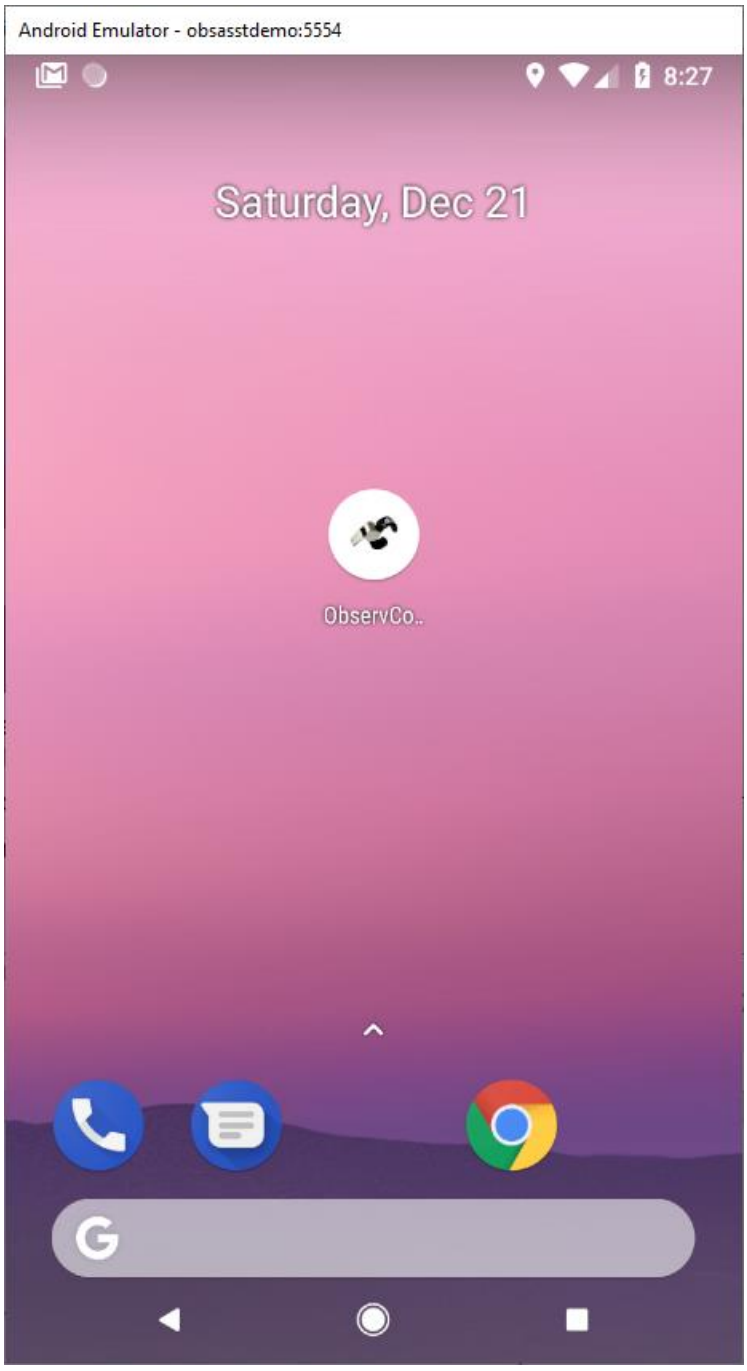
(m) Observations Companion for Android will be installed

17. Part C2 – Tailoring Your Companion Profile

Once installed, you will need to start the application for the first time and tailor it for use.

17.1. Starting Observations Companion for the First Time

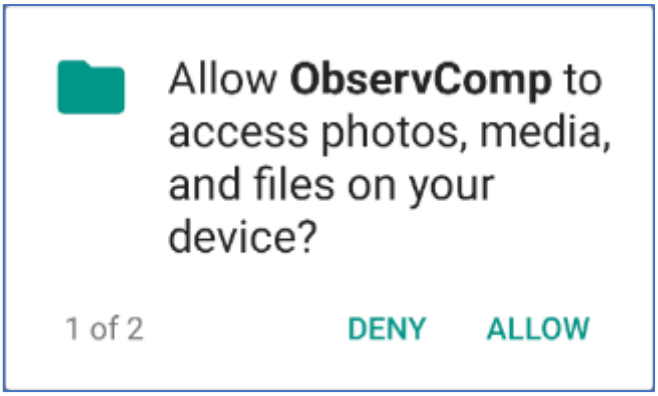
(a) Find the application (ObservComp with a whistle icon) and start it. If necessary, look in the collection of apps. In this example, I moved it to the main panel.



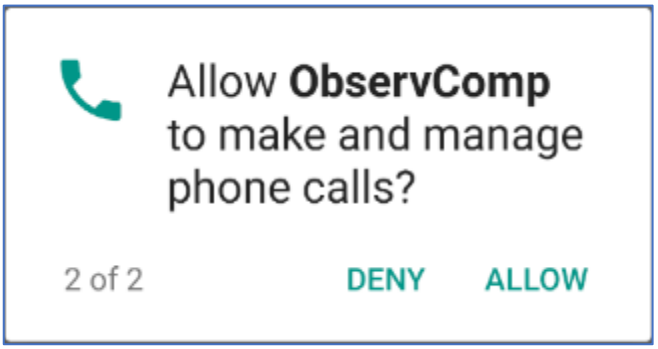
(b) During first time use, you should be prompted with requests for the application to access Storage and Make Phone Calls (should your device support making calls).

(c) Accept **BOTH** the permissions relating to use of storage and the phone as they come up.

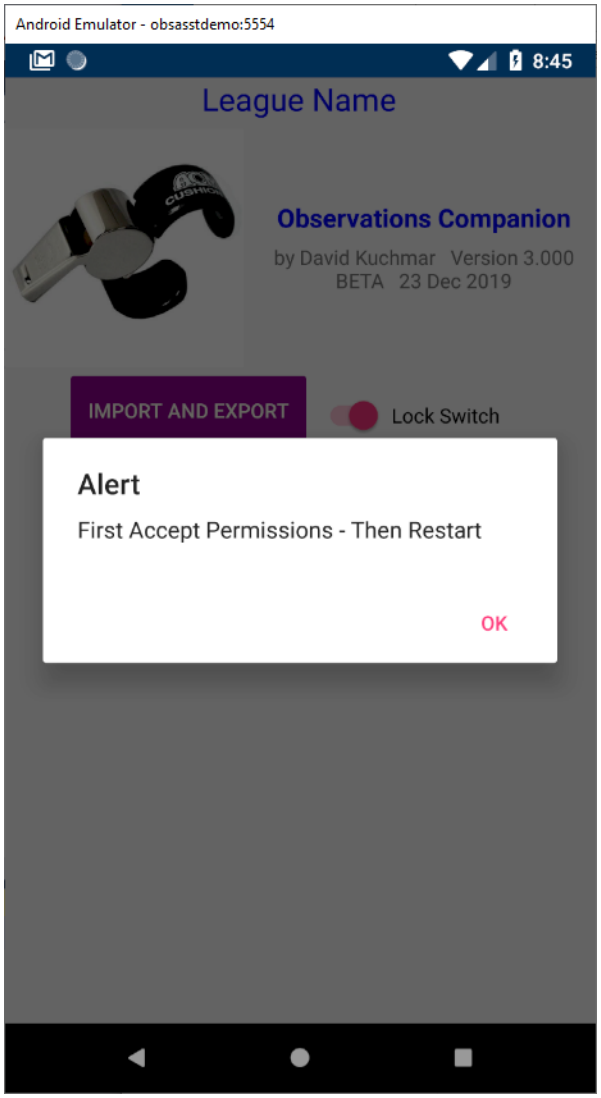
a. Storage is needed to read and save files on the phone.



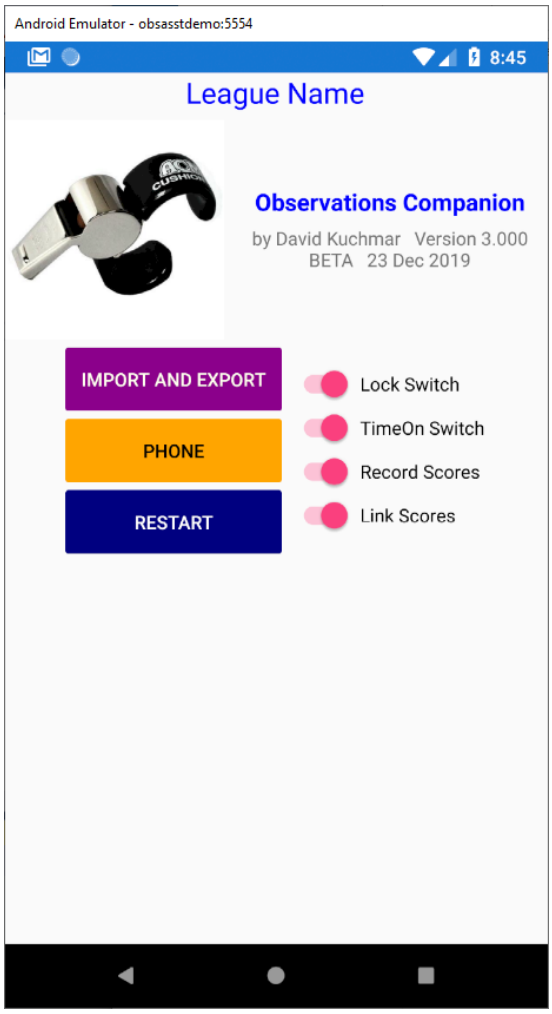
b. Directly call phone numbers is required for the app to call umpires/coaches directly upon request.



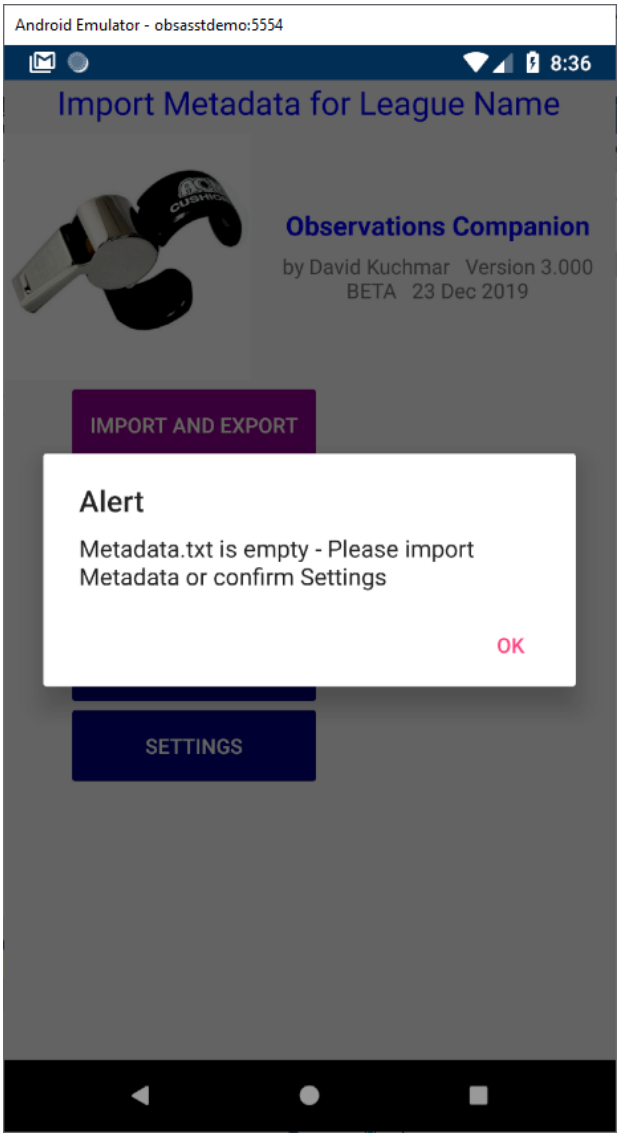
(d) After you have accepted the permissions, the app will alert you to press “Restart”. First click on OK



(e) Then click on “Restart”



(f) Upon Restart, the app will realise it has no Meta-Data (lots of information from Observations for Windows that you have customised). It will need to be loaded. Click on Ok for now and continue with the next section.



17.2. Decide How the Observations Companion will be Used

The Observations Companion can be used in one of two ways:

- Used in tandem with Observations for Windows to observe umpires, or
- On its own to keep track of times and scores only – that is no umpire observations.

You will fit into one of these two categories. If you are using the Observations Companion in tandem with Observations for Windows, then continue with “Connecting to One Drive” in order to import all umpires and metadata.

If using

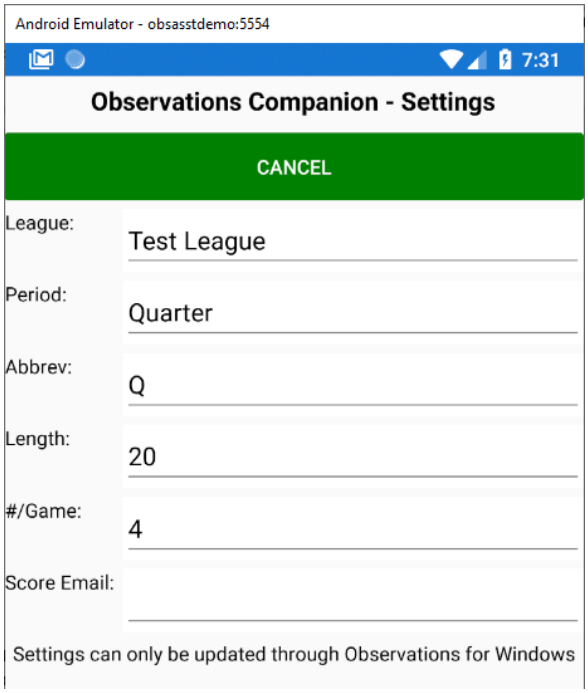
Next, we need to connect to OneDrive for the first time in order to obtain the meta data. We first need to set up all the OneDrive defaults so they will not be prompted for again.

17.2.1.Settings

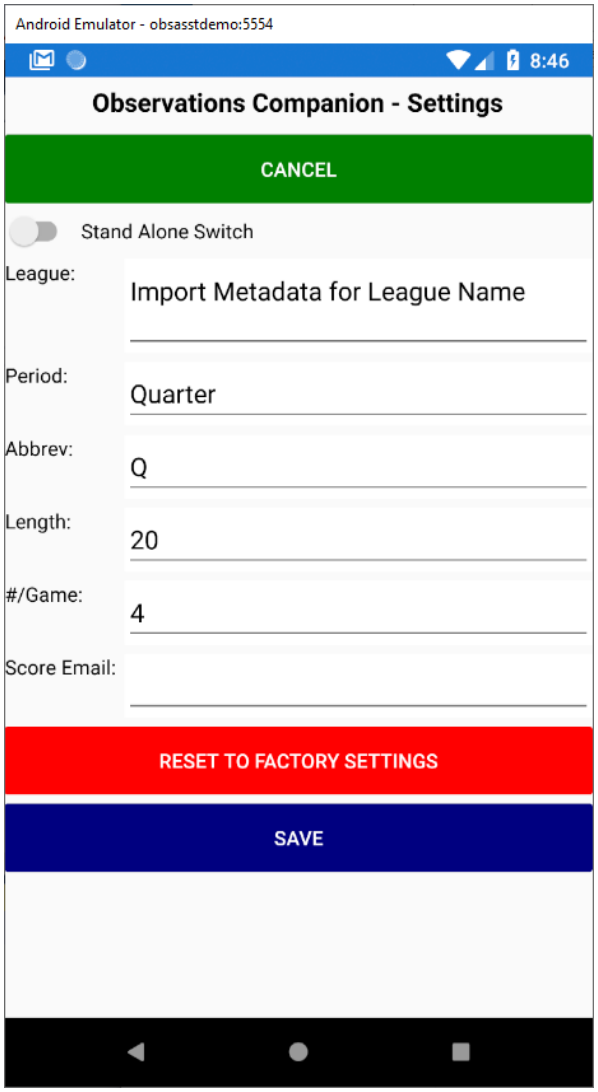
As introduced earlier, the Observations Companion can be used in one of two ways:

- Used in tandem with Observations for Windows to observe umpires, or
- On its own to keep track of times and scores only – that is no umpire observations.

If used in tandem with Observations for Windows, you can view the settings for the Companion but cannot modify them. To modify the settings, you must first change them in Observations for Windows Profile Update and then Export Meta Data from Observations – followed by importing them back into the Companion as previously discussed.



If used on its own to only keep track of times and scores, then you can set some of the primary settings accordingly. Begin by tapping “Settings”.



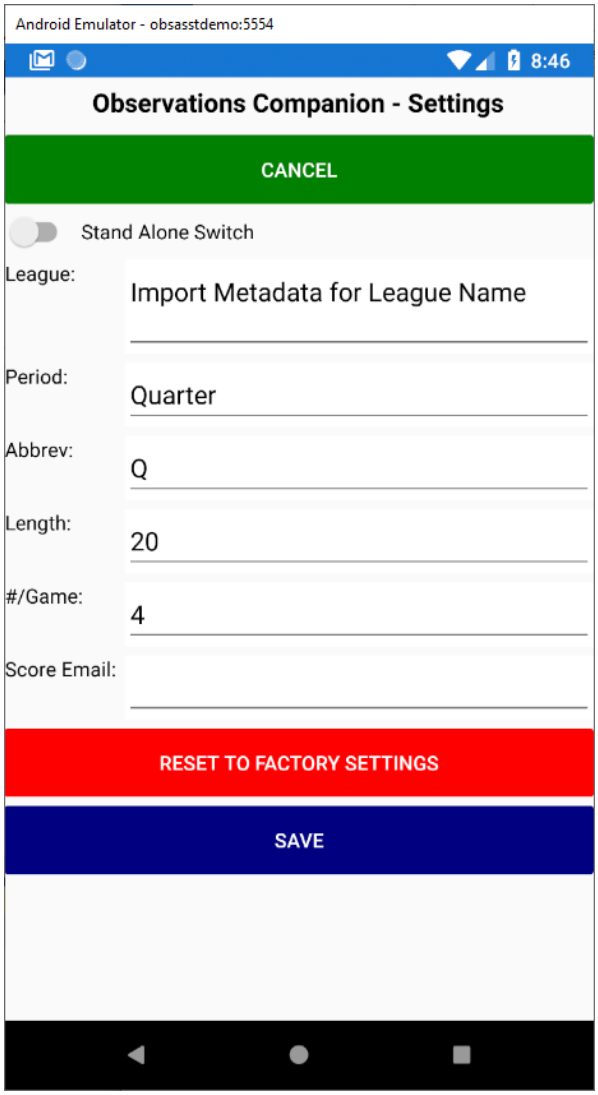
The very first thing to update is the Stand Alone Switch. You must move this to the ON position. If you do it later in the process, you will need to retype all changed settings.

Update the name of the League you are following.

For Score Email, add something which identifies you (your name, email or phone number). It is used when identifying yourself to default social media when sending the scores and worm to others. It does not need to be accurate as your social media will usually identify you accordingly.

For AFL, most of the remaining defaults are ok.

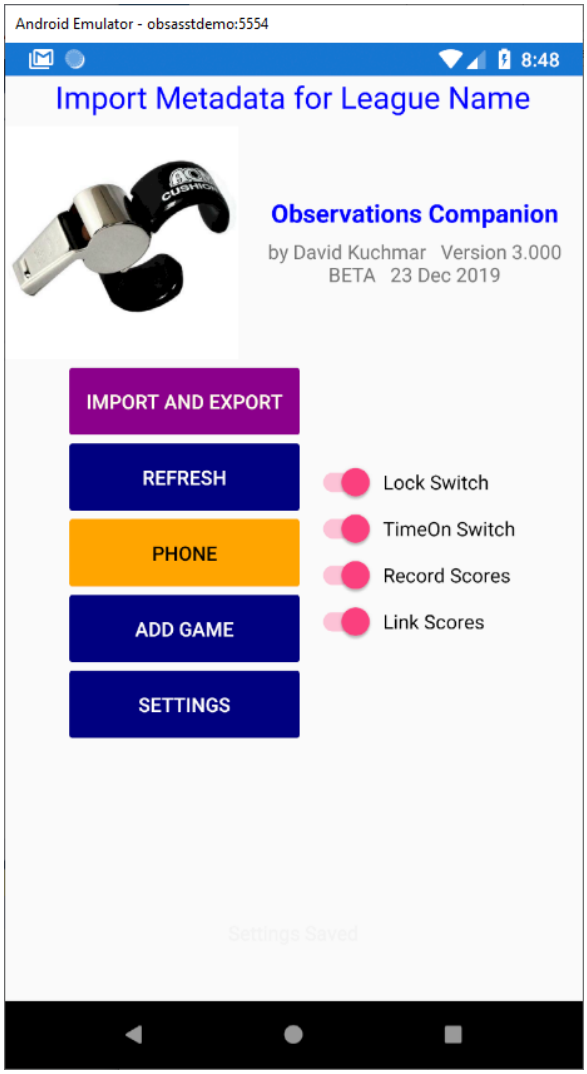
Below we have updated some values….



Tap on Save.

Finally click on Refresh.

Now you have the reduced version of the Companion for standalone use.



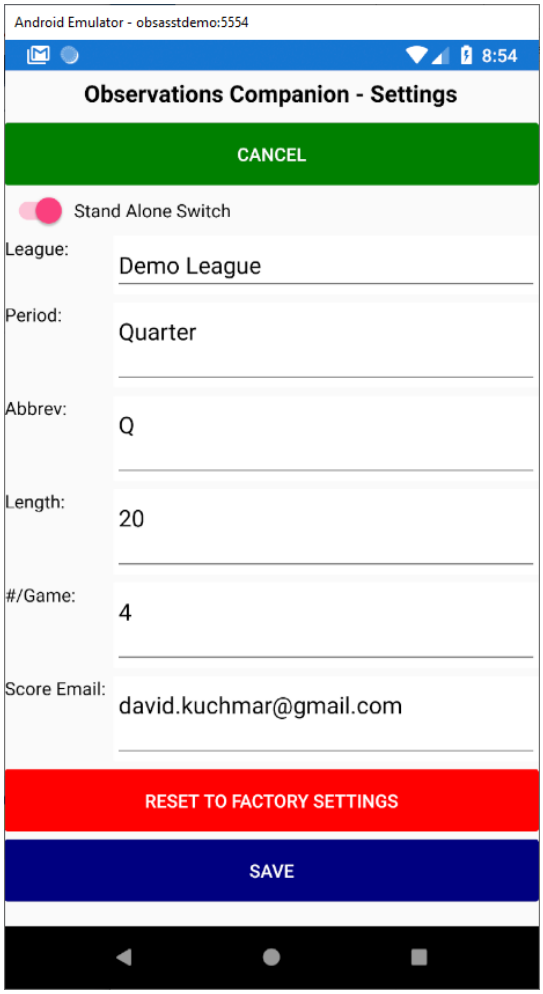
Note that a fifth switch (Comment Switch) will also appear in versions released in 2020.

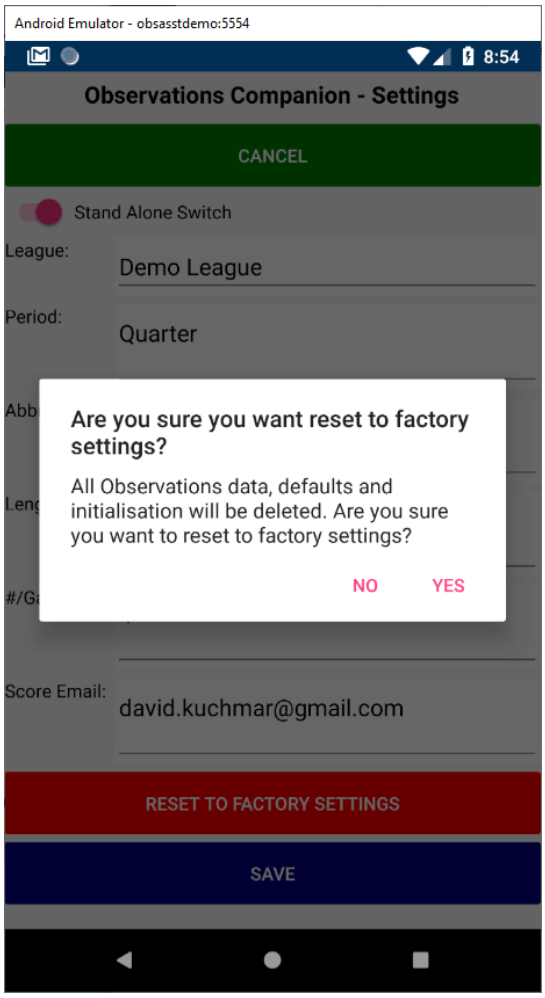
Note: Once you set the Companion to Stand Alone function only, you CAN turn off the stand-alone switch and proceed to Importing Meta Data for tandem use. However, once you Import Meta Data, you CANNOT use the Companion for Stand Alone function only unless you Reset the Companion to Factory Settings. Stand alone function is a subset of full function tandem use.

17.3. Resetting to Factory Settings

To Reset to Factory Settings, all defaults and data associated with the Observations Companion will be deleted. The end state of the function will be as if you *just* completed installation of the Companion.

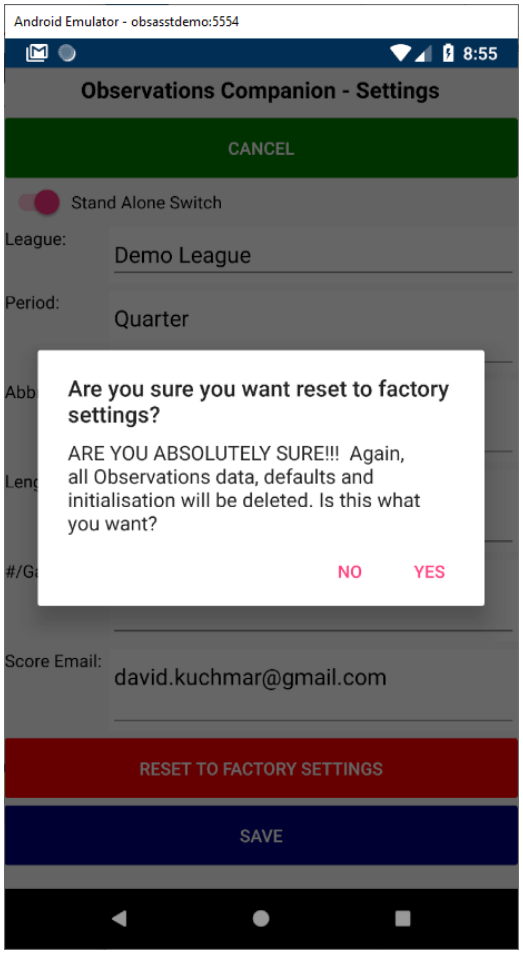
Click on Settings, then Reset to Factory Settings

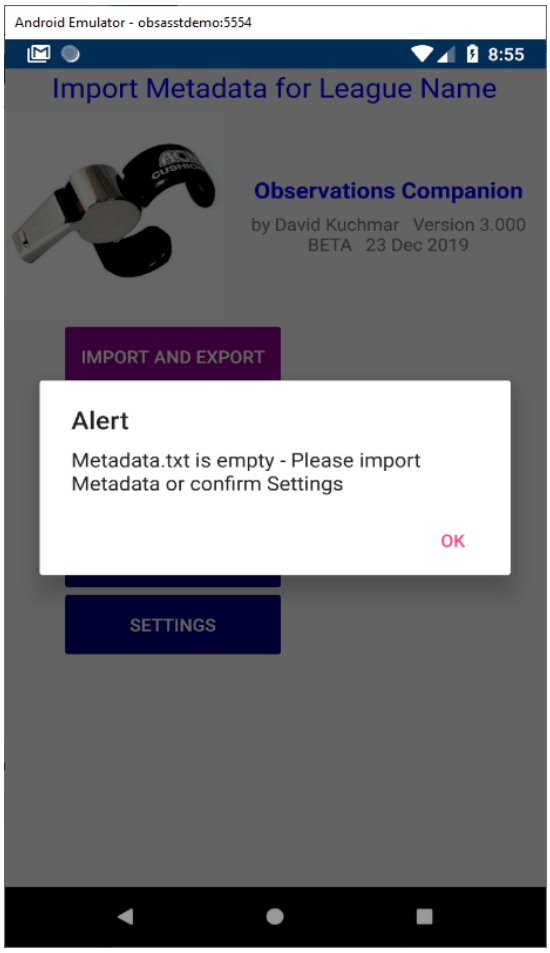




If you are absolutely sure this is what you want to do, click YES, then click on YES again during the second prompt.

You will then have deleted all Observations Data on the device and be ready to configure again.





17.4. Connecting to OneDrive

Next, we need to connect to OneDrive for the first time in order to obtain the meta data. We first need to set up all the OneDrive defaults so they will not be prompted for again.

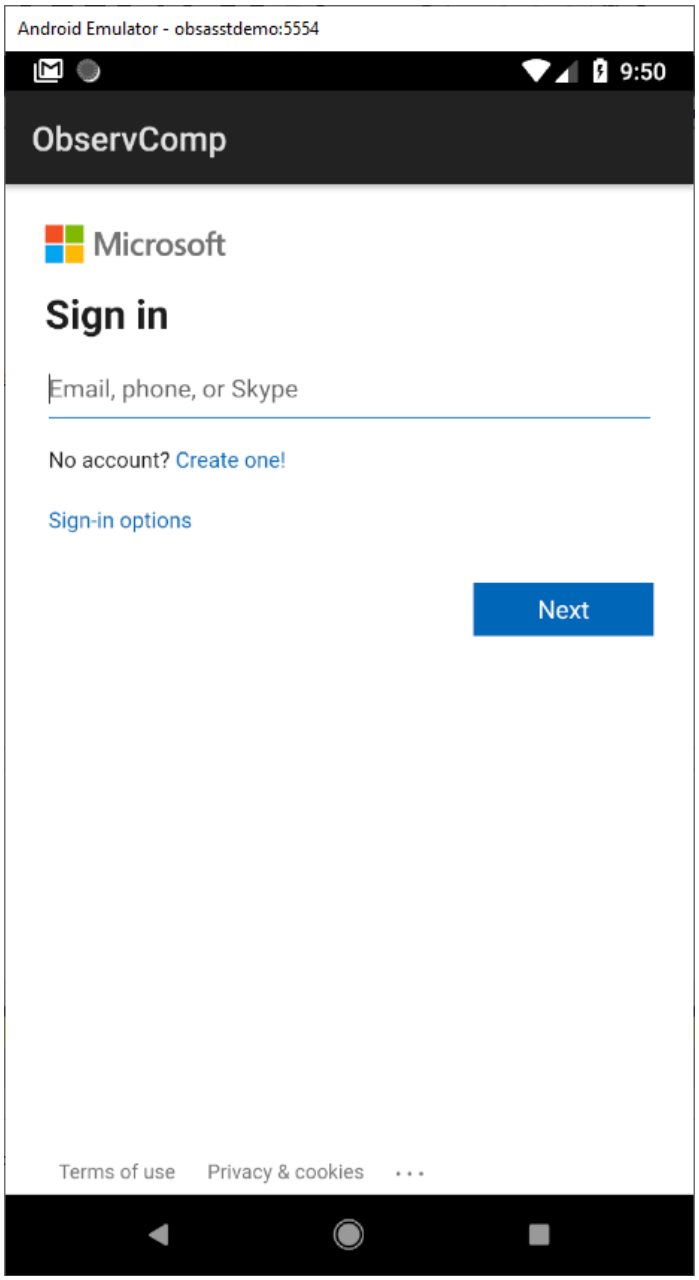
Note that it is assumed you have already exported Meta Data (and possibly games) from Observations for Windows at this point.

(a) Click on “Import and Export”.

(b) The app will analyse both OneDrive and its own data for you to select from available options.

Android Emulator - obsasstdemo:5554
9:01
ObservComp
Connecting to OneDrive...

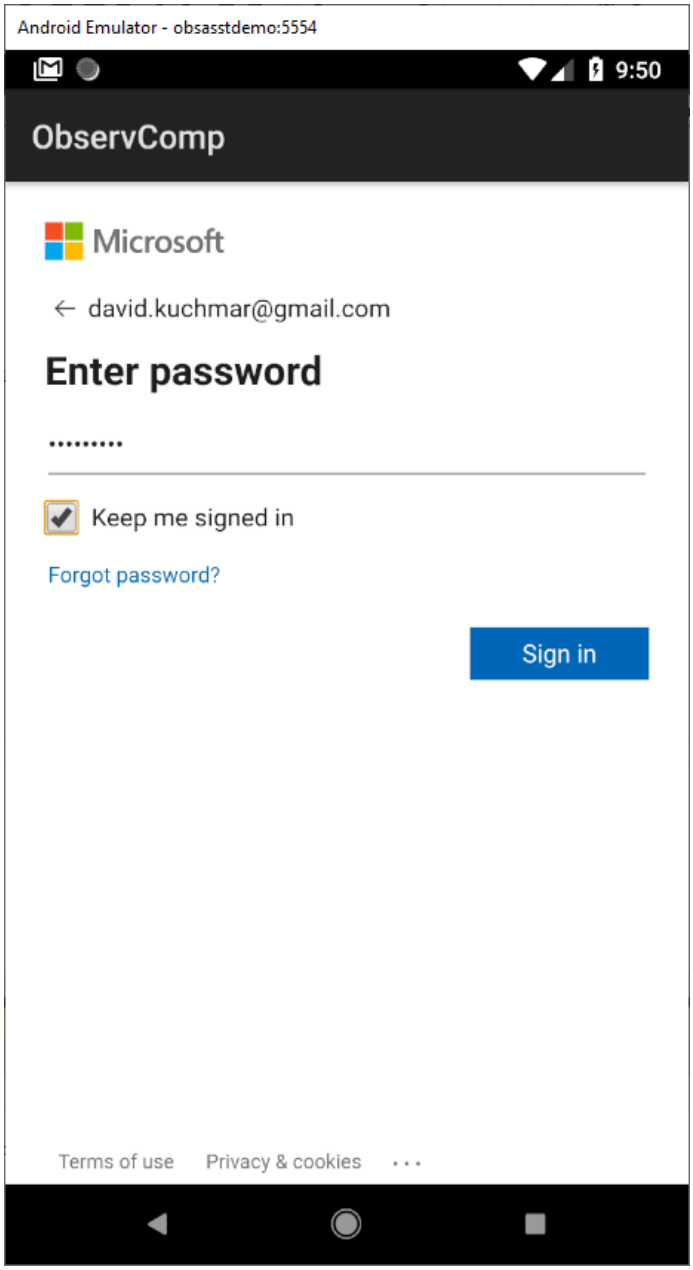
(c) First time the app will prompt for your OneDrive id and password. These are encrypted by Microsoft software and are not stored in plain text. When prompted for your OneDrive id, specify your OneDrive id. This will usually be your email address or your Windows logon id.



(d) Next, the password screen will be displayed.

(e) Enter your OneDrive password. This should be the same as your Windows password – as your one drive and Windows logon should be the same identify

Tip: Check "Keep me signed on" so that you need never enter these details again (unless you change your Microsoft Password).



(f) At this point, your One Drive initialisation is completed.

(g) Next, the Import/Export Games screen is displayed. This is discussed in the next section.

All other defaults will be imported with the meta data – which is discussed in the next section.

18. Part C3 – Importing Games and Metadata

The Observations Companion can be used in one of two ways:

- Used in tandem with Observations for Windows to observe umpires, or
- On its own to keep track of times and scores only – that is no umpire observations.

Most of the time it will be used in tandem with Observations for Windows. In such cases all of the umpires and predetermined comments and defaults need to be moved across from Observations for Windows. This is done by "Importing Metadata". Games are also moved across from Observations for Windows.

This is initiated by pressing "Import and Export" on the home screen.

After pressing Import and Export, the full status of games in relation to the Android device are analysed. The result of the analysis is displayed.

Here it shows two games ready for import.

The two actionable options displayed are:

- Import Games and Refresh Meta Data
- Refresh Meta Data only

Note: Any import will always include a refresh of Meta Data. However, there is always an option to simply refresh the metadata. This is useful when you have added new umpires or changed umpire details – or predefined observation comments.

There will be other options show at different times depending on the status of games known by the Companion.

In our example, we will tap **Import Games and Refresh Meta Data**

The app will then perform the functions required. Make sure you wait while it is processing by checking the status message near the top of the screen.

After the import, the display will show the updated status.

Here we see the two games have been imported.

The pop-up message shows that the Metadata (Umpires, Predefined Comments and other data) has been refreshed – along with the games being imported.

Tap Close to return to Companion home screen. You will note that the two games are now available for processing.

You will also notice the name of the League/Competition has replaced the Meta Data comment in the heading – and the available games are displayed.

Note that a fifth switch (Comment Switch) will also appear in versions released in 2020.

19. Part C4 - Other Main Screen Application Options

One of the key features of the app is the ability to call umpires or coaches directly from the application. This has the potential to save you adding hundreds of umpire contacts into your phone.

Settings have already been described.

There are several switches on the main screen. These can be changed at any time. However, it is probably best set as early as possible.

They are:

(a) Lock Switch

(b) TimeOn Switch

(c) Record Scores Switch; and

(d) Link Scores Switch

(e) Comment Switch

Switch settings are remembered between executions of the app.

Let's explore each of them in the following sections.

19.1. Lock Switch

Firstly, we will describe the Lock Switch. Though you can set this up at any time, the game screen lock was designed to lock “most of” the screen while observing games. That way, buttons will not be pressed accidentally while the app is running.

If the switch is “ON”

i. The game screen will usually be in “LOCKED” mode whilst a playing period is in progress.

ii. The game screen is NOT before the game starts and between periods.

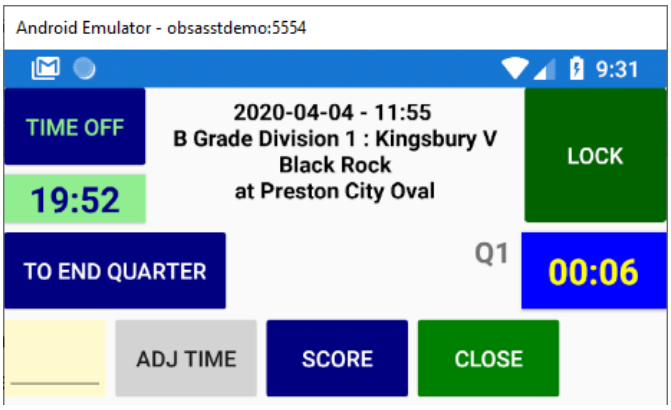
iii. It is unlocked by pressing the “UNLOCK” button then performing your desired functions

iv. After any game function is completed, the screen is automatically LOCKED again.

v. You can toggle “LOCK” and “UNLOCK” when in the game screen.

vi. The game screen can be locked by pressing the LOCK button

The lock button on the top right of the Game Screen toggles. Tap the green LOCK button to lock the screen. Tap the red UNLOCK button (same location) to unlock the screen.



If the switch is “OFF”

i. The game screen has no concept of lock/unlock and will be permanently unlocked.

Advantage of turning the Lock Switch to ON

- When the phone is in your pocket during periods of play, buttons are not accidentally pressed as you move.

Disadvantage of turning the Lock Switch to ON

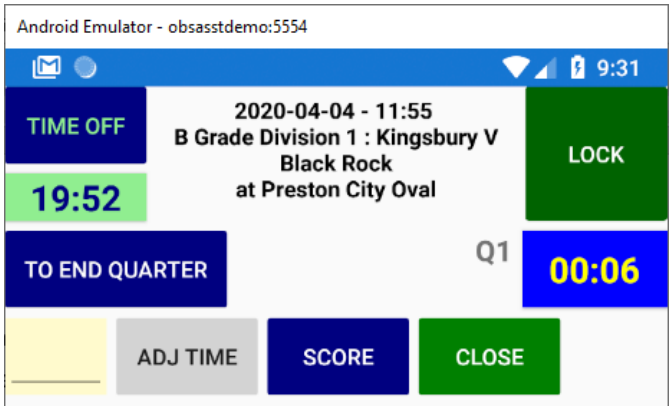
- You need one extra tap to record each comment or score to unlock the screen.

19.2. TimeOn Switch

If the TimeOn Switch is ON, the game screen shows how long to go in each period in the top left corner of the screen.

It enables you tap “Time Off” and “Time On” as required. You can keep track of how long to go. This is not an essential feature – but is handy to keep track of timekeepers accuracy if you are that way included.

An alarm will sound when the count down clock hits zero.



If the TimeOn Switch is OFF, there are no countdown click displayed and no opportunity to keep track of how long to go in period with “time on”. This is the usual setting expected for the Observations Companion.

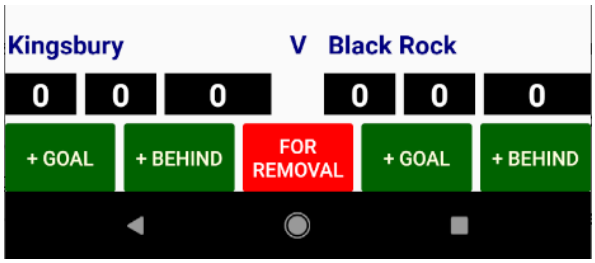
19.3. Record Scores Switch

If the Record Scores Switch is ON, the game screen shows the current score on the bottom of the screen, keeps track of the scores at the end of each period, and shows the score worm when requested.

It also provides the option to send the current score, period score and score worm to other people using any social media apps (those tested include SMS/MMS, Email, Facebook Messenger, WhatsApp, Twitter)

There are five buttons across the bottom of the screen

1. To add or remove a home goal
2. To add or remove a home behind
3. To toggle the add/remove score states
4. To add or remove an away goal
5. To add or remove an away behind



All such information is exported back to Observations for Windows for which it can be reported – but not updated.

If the Record Scores Switch is OFF, there no scores are recorded by the app.

19.4. Link Scores Switch

The Link Scores Switch only applies if **Record Scores** is set to ON. If the Record Scores switch is set to off, then no scores are linked.

The Link Scores Switch provided the function to link score entry automatically to goal umpire observations.

If the Link Scores Switch is set to ON,

i. Each time a goal umpire observation is given for a goal/behind, it automatically adds the appropriate score.

ii. Removal of errant scores can be performed manually on the game screen as previously described

iii. When you "Identify" goal umpires and indicate which end they commence the game, you also include when team they have in the first period. The app automatically associates each goal umpire with the team kicking at each end for the game. (Assumption: Goal umpires change ends half way through the match).

If the Link Scores Switch is set to OFF (and Record Scores Switch is ON)

i. Each goal umpire observation for a goal or behind does not trigger any scores.

ii. You need to enter ALL scores manually.

19.5. Comment Switch

The Comment Switch only applies if **Record Scores** is set to ON. If the Record Scores switch is set to off, then this switch is of no consequence.

The Comment Switch defines whether or not the last comment(s) are shown on the game screen after a comment has been added – when scores are also shown on the screen.

When scores are not shown, the last comments are always shown after a comment has been entered. This is so you can easily click on it to update the comment in case you got it wrong – or just wanted to see what you actually entered.

Assuming your Record Scores switch is on:

- Advantage of setting the Comment Switch on
    - You can more easily view or update the last entered comment
- Advantage of setting the Comment Switch off
    - All the umpires will fit on the game screen without your need to scroll the umpire list.
    - The game screen is marginally less cluttered

20. Part C5 – Phoning an Umpire from the App

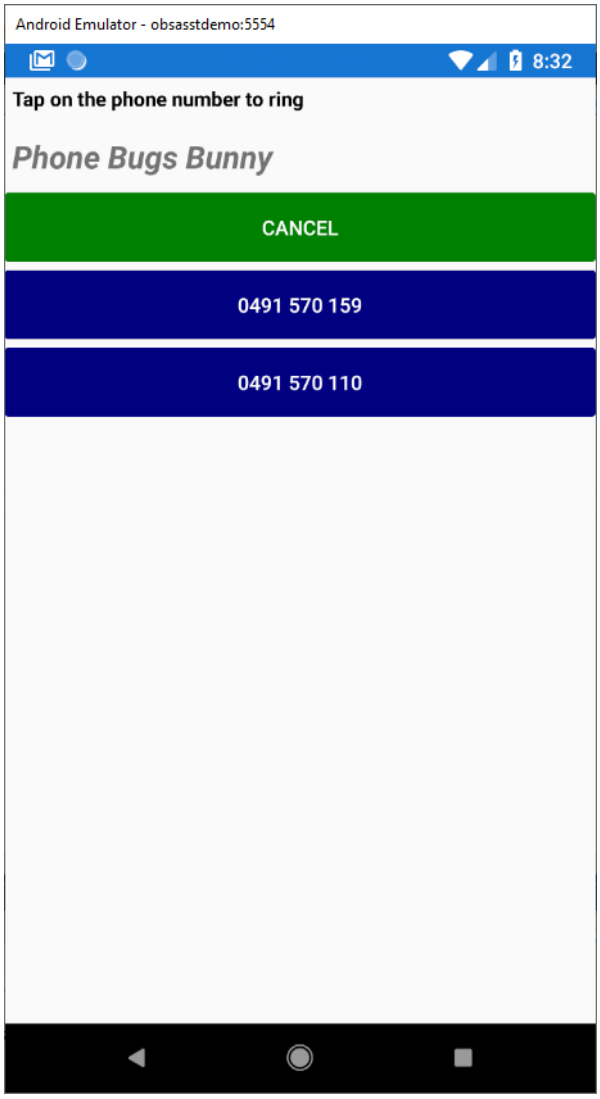
One of the key features of the app is the ability to call umpires or coaches directly from the application. This has the potential to save you adding hundreds of umpire contacts into your phone.

The import of the umpires (part of metadata) included their contact phone numbers and email addresses.

In order to phone an umpire, click “Phone” from the home screen.

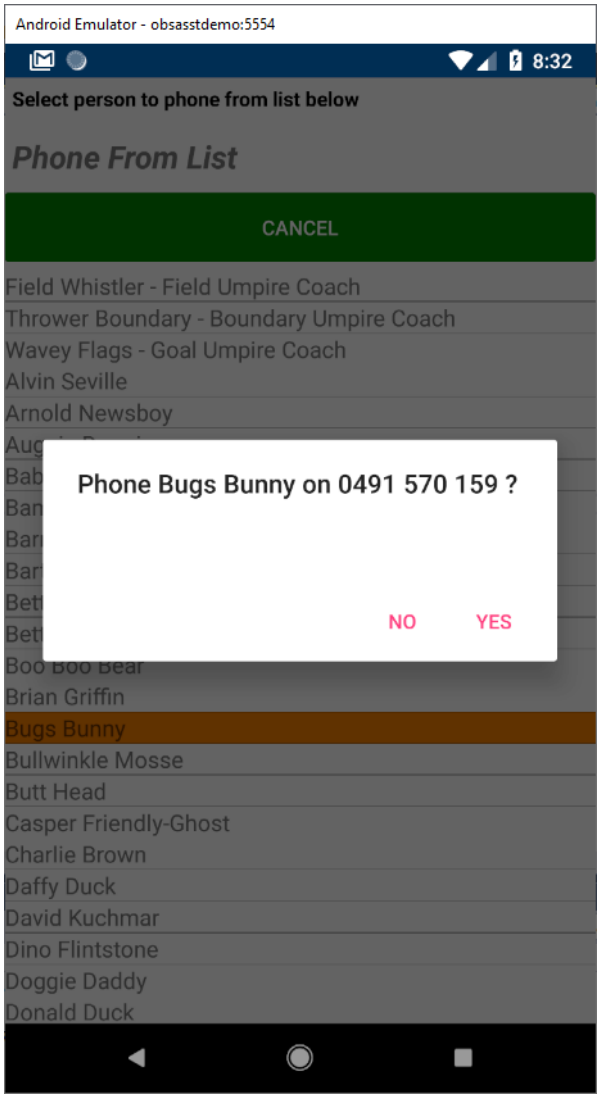
The first few rows will be each of the coaches (one for each umpire type) – then all the umpires will be listed in alphabetical order of first name.

Scroll and then tap on the umpire or coach you wish to phone.



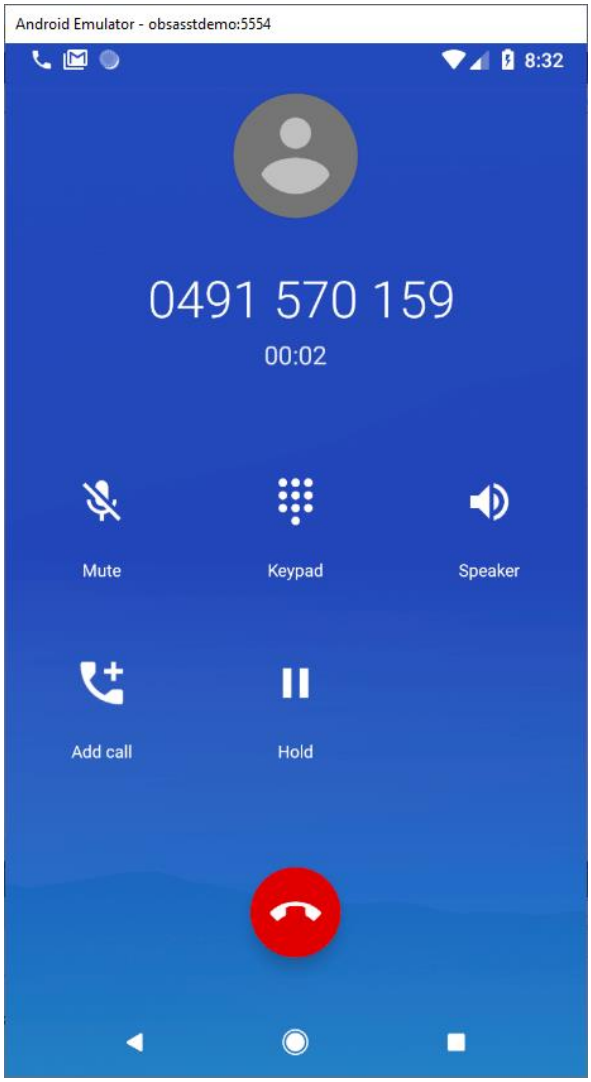
Should there be two phone numbers entered for an umpire, both will be shown, and you can ring either number.

The phone will prompt you to verify you want to ring that umpire or coach on that number.



Click on No to cancel the call.

Click on Yes to confirm to make the call



The call is made. Hang up when finished

21. Part C6 – Adding a New Game into the Companion

Sometimes, you will go to a game for which you had not imported into the Companion. This function allows you to enter the game for observation “on the spot”. Therefore, if you go to a game you did not expect to see, you can still make observations!

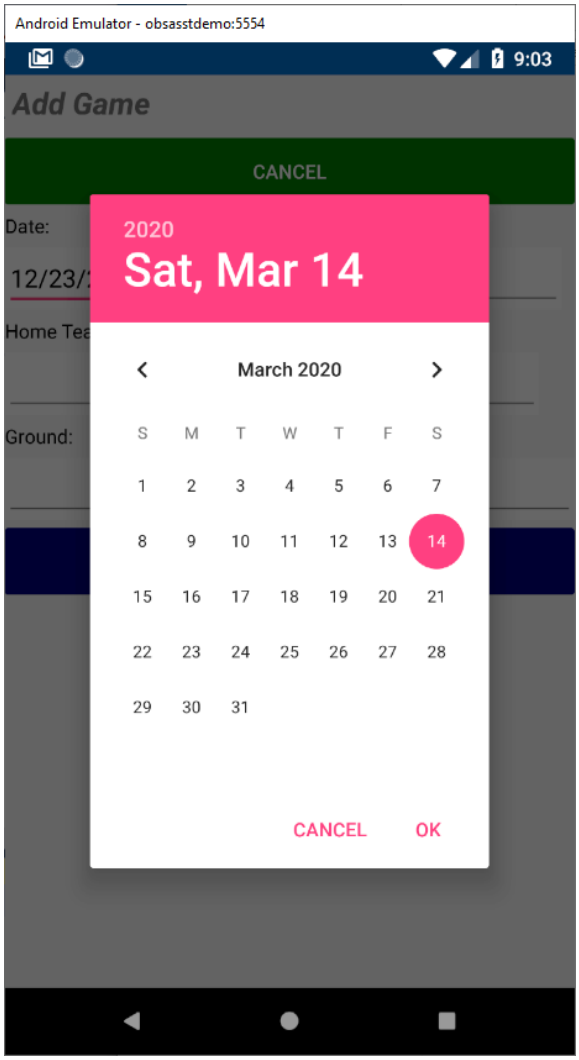
The game, its appointed umpires, and all observations will be eventually imported into Observations for Windows after game data has been exported from the Companion at the end of the observation period.

This topic looks at adding in a new game and adding in the umpires appointed to the game.

21.1. Adding a Game into the Companion

From the Companion home screen, tap on “Add Game”

Type in the date (or select from pop up date selection feature of Android)



Type in the time (hh:mm 24 hour clock – with a semi-colon between the hours and the minutes)

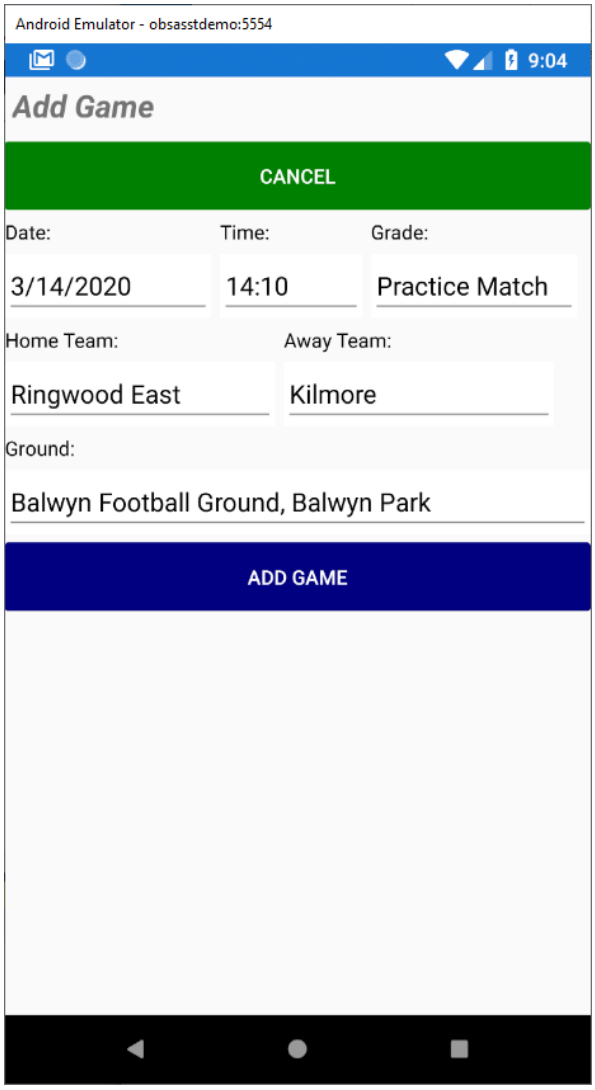
Type in the grade of the game

Type in the home team of the game

Type in the away team of the game

Type in the ground the game is to be played.

Tip: For ease of use, you need only type in abbreviated grades or grounds. When the game is later imported into Observation for Windows, it will prompt you to update any of these fields at that time – before they are stored in the application's Windows data base.



Click on “Add Game” to store the game. The game will be added, and you will return to the home screen showing the game has been added.

21.2. Adding Appointed Umpires to Games

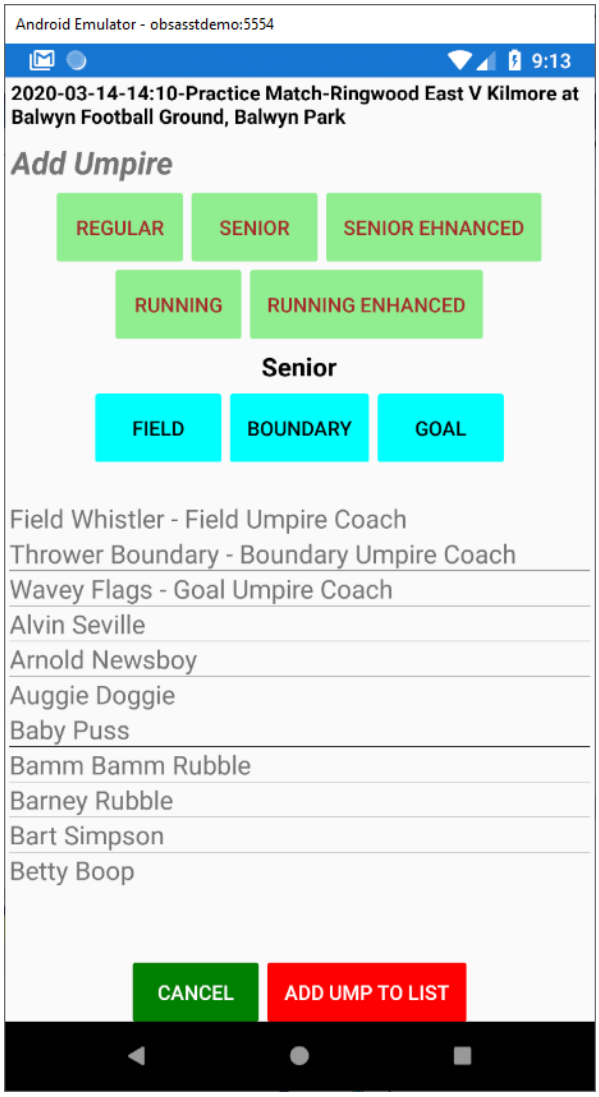
From the home screen, tap on the game to move to the Game screen

This is the base home screen. We will talk about different options here – throughout the next chapters.

To add each umpire, tap “Add Umpire”

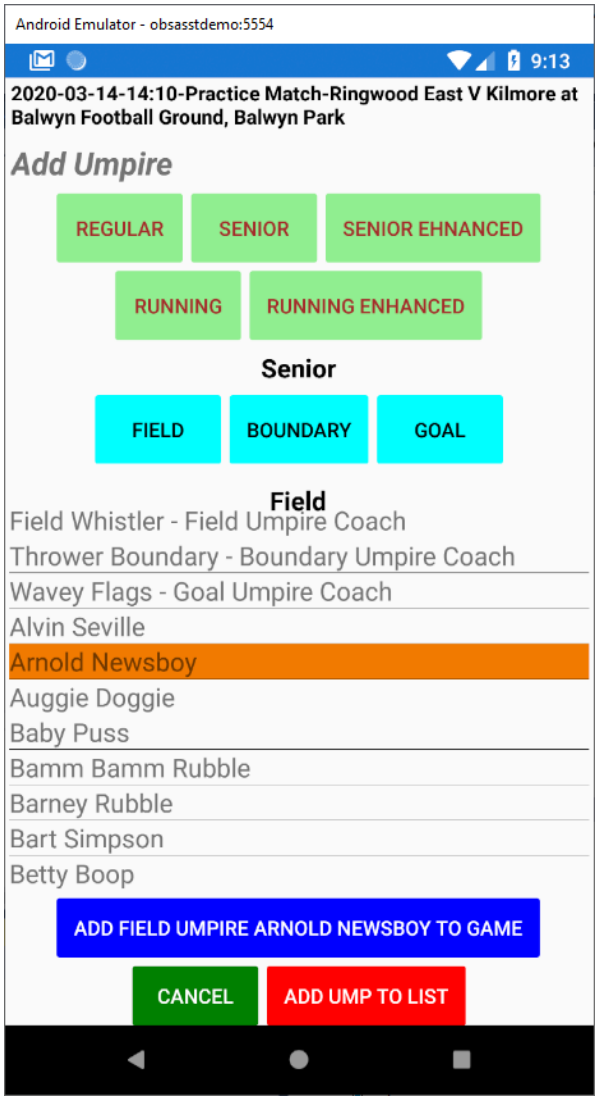
From the Add Umpire screen,

- Tap on the report required for that umpire (Regular, Senior, Senior Enhanced, Running or Running Enhanced)
- Click on Field, Boundary, Goal or the desired umpire type
- Scroll through the umpires till you find the desired umpire and tap that umpire
- Finally, tap on “Add xxxx Umpire xxxxxx To Game” to add the umpire.

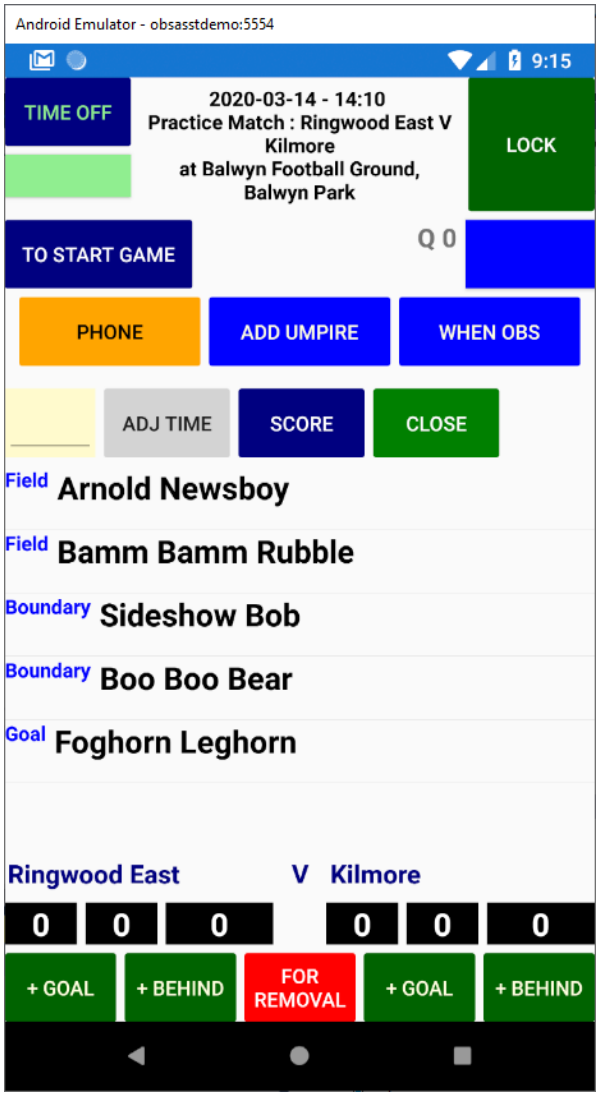


To add Arnold Newsboy as a field umpire:

- Tap on the type of report required (Regular, Senior, Senior Enhanced, Running, or Running Enhanced). The current type is named under the row of buttons
- Tap on the type of umpire – in this case field. Each of the types defined in Observations is listed in sequence. The current type of umpire is named under the row of buttons
- Tap on the umpire – in this case Arnold Newsboy
- A blue “Add Field Umpire Arnold Newsboy to Game” appears. Tap it to add the umpire – tap Cancel to not add.


Android Emulator - obsasstdemo:5554
9:13
2020-03-14-14:10-Practice Match-Ringwood East V Kilmore at Balwyn Football Ground, Balwyn Park
Add Umpire
REGULAR
SENIOR
SENIOR EHNANCED
RUNNING
RUNNING ENHANCED
Senior
FIELD
BOUNDARY
GOAL
Field
Field Whistler - Field Umpire Coach
Thrower Boundary - Boundary Umpire Coach
Wavey Flags - Goal Umpire Coach
Alvin Seville
Arnold Newsboy
Auggie Doggie
Baby Puss
Bamm Bamm Rubble
Barney Rubble
Bart Simpson
Betty Boop
ADD FIELD UMPIRE ARNOLD NEWSBOY TO GAME
CANCEL
ADD UMP TO LIST

In this example, we repeat the process for Bamm Bamm Rubble as the second field, for Sideshow Bob and Boo Boo Bear on the boundary and for Foghorn Leghorn as one of the goal umpires.



Suppose you needed to add a new umpire that was not in your list of umpires into the Companion. You can add the umpire directly into the app. All the new umpire details will be merged into Observations for Windows when you eventually import the game.

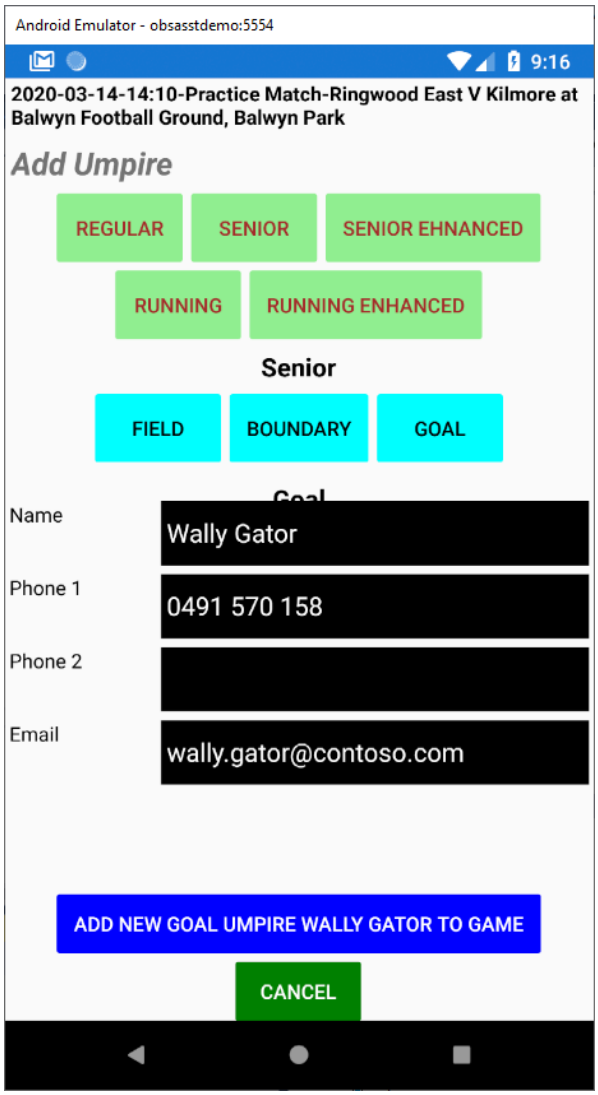
In the example below, we will add new umpire Wally Gator into the system and add him as a goal umpire in our added game.

From the game screen, tap on Add Umpire.

From the Add Umpire screen, tap on Goal to indicate a goal umpire

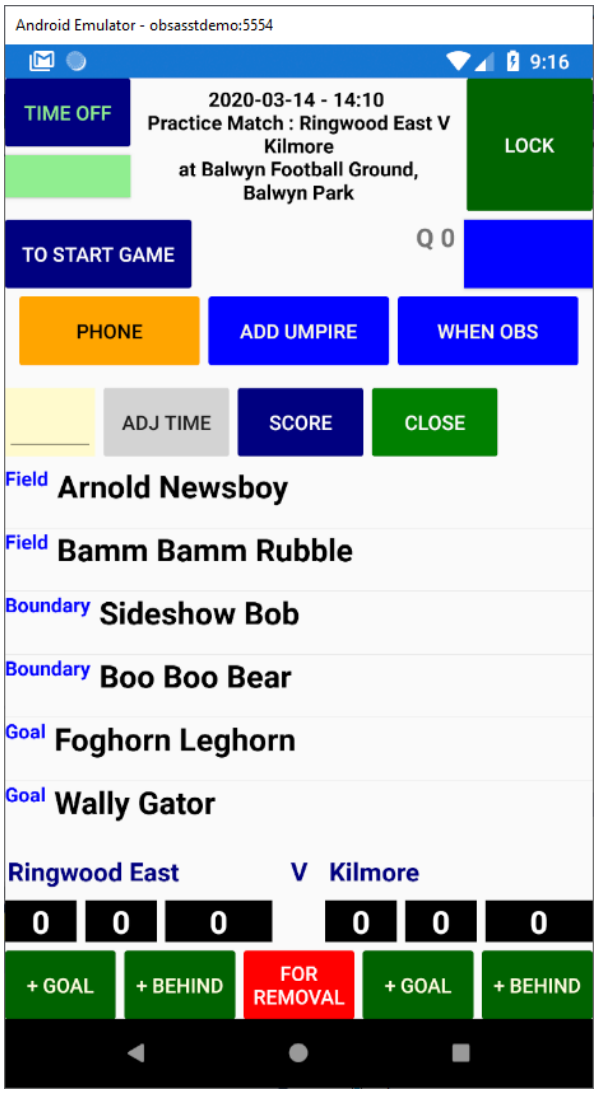
However, instead of selecting the umpire from the list, tap on the red “Add Ump To List” button at the bottom of the screen.

Enter the new umpire's Name, Phone number, Alternate phone number and email address.



Then tap on "Add New xxxx Umpire xxxxx to Game" to complete the panel.

The game screen now shows the new game with each of the appointed umpires.



21.3. Removing Umpires from Games

Sometimes things do not work as planned. You may have either:

1. Included the wrong umpire into the game; or
2. Arrived at the game to find one or more different umpires appointed from “late changes”

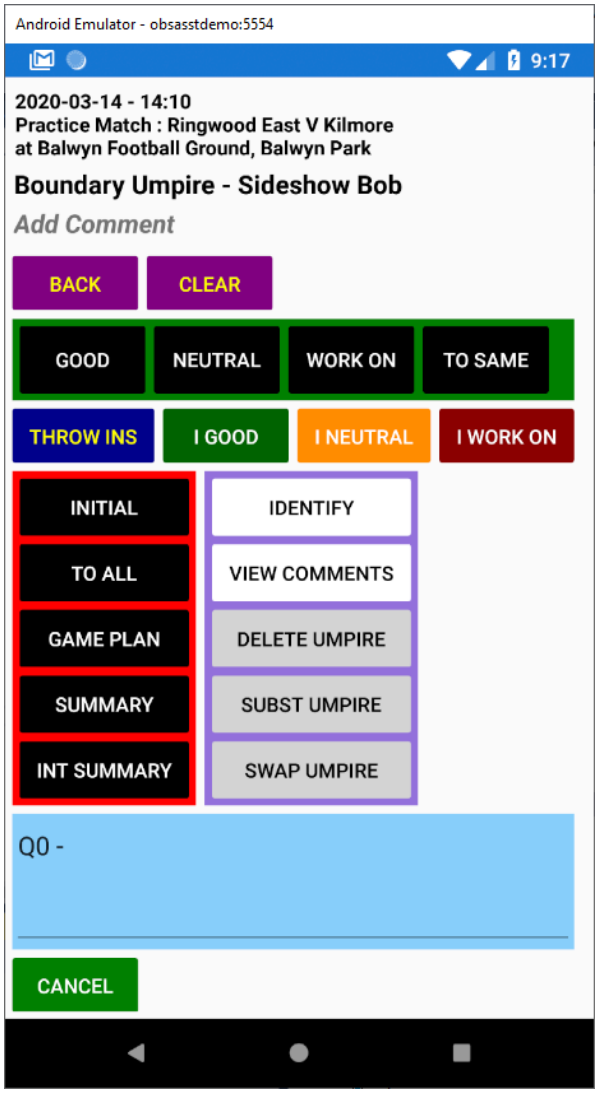
The previous section told how to add umpires – but how can we remove an umpire from the match?

From the Game screen, tap on the umpire to be removed.

In our example here, we will find the Sideshow Bob was moved to another ground and was replaced by Woody Woodpecker on the boundary.

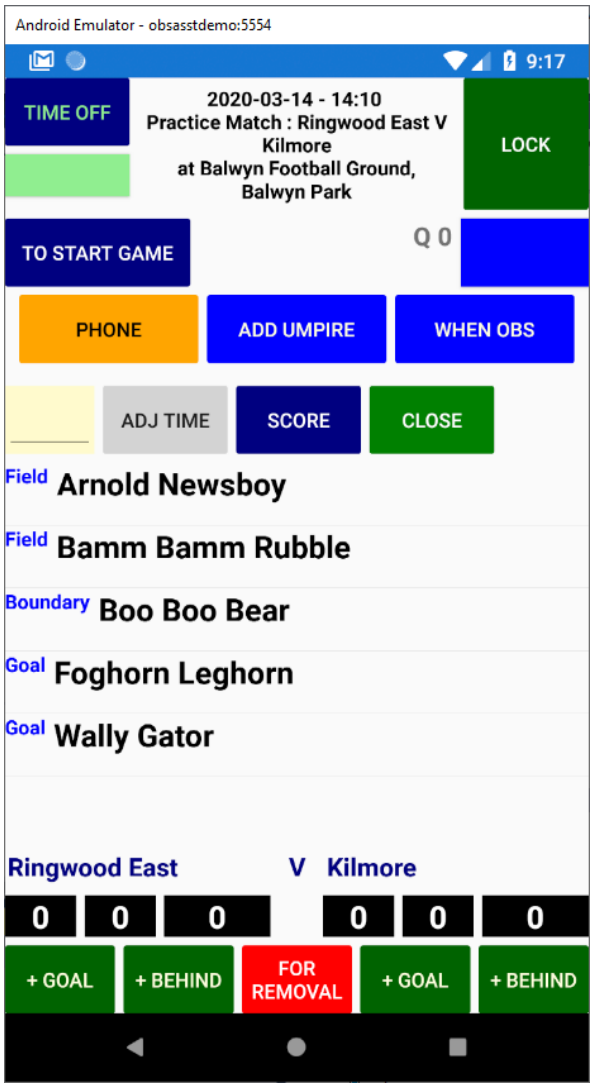
Tap on Sideshow Bob

The Sideshow Bob umpire Screen will be displayed



Tap on Delete Umpire to remove the umpire from the match. This is only allowed if no comments have been recorded against that umpire – otherwise, the original umpire stays in the match.

You can now see that Sideshow Bob has been removed from the game.

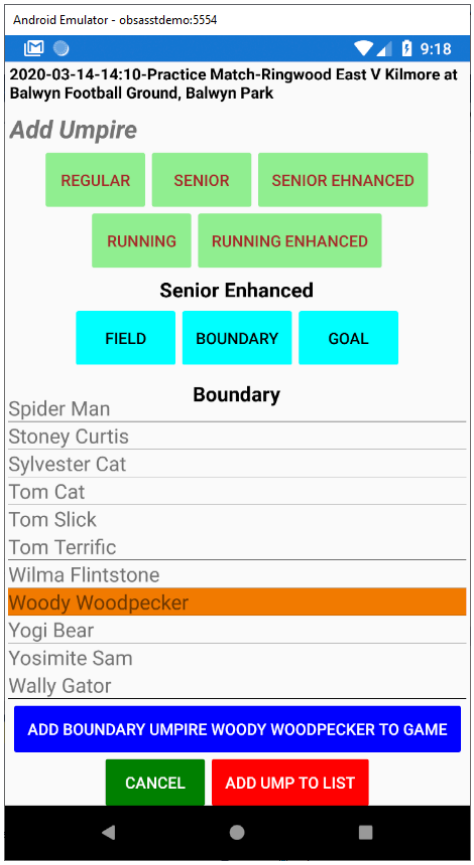


As previously mentioned, we now add Woody Woodpecker as the new Boundary Umpire.

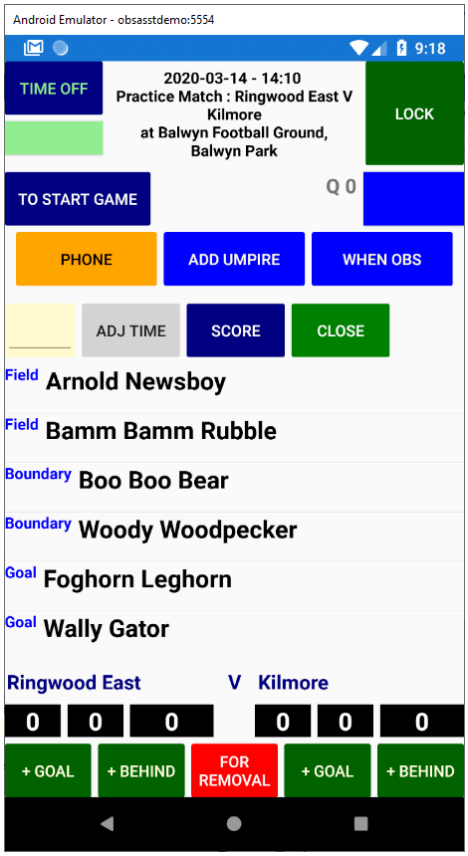
Tap on Add Umpire

From the Add Umpire screen, tap on Boundary, then Woody Woodpecker, then Add Boundary Woody Woodpecker to game.

We also select “Senior Enhanced” as the boundary umpire report type required.



Our panel for the game is now once again completed and ready for the game to begin.

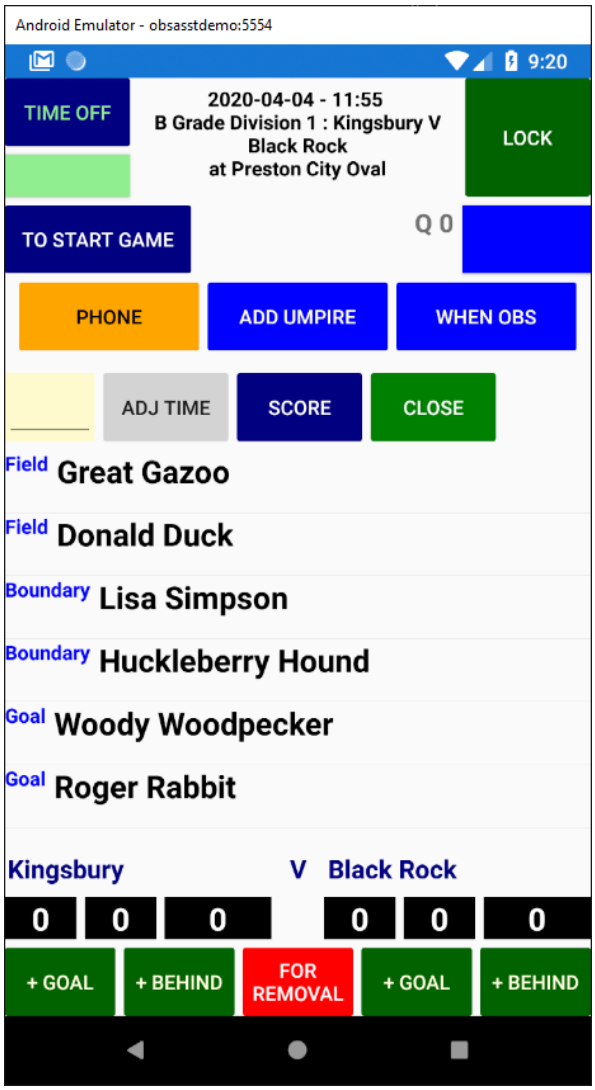


22. Part C7 – Observing Games Using the Companion

Tip: Conserve Battery Power. You need to be careful that you do not run out of battery if using the Companion all day long. Always start with a fully charged Android device. Most power is consumed when the screen is on. To save power, turn the screen off between observations. Also, if possible, you should alter the screen brightness to the lowest reasonable level for you to adequately perform your job.

From the home screen, we have just arrived ready for the B Grade Division 1 game between Kingsbury and Black Rock.

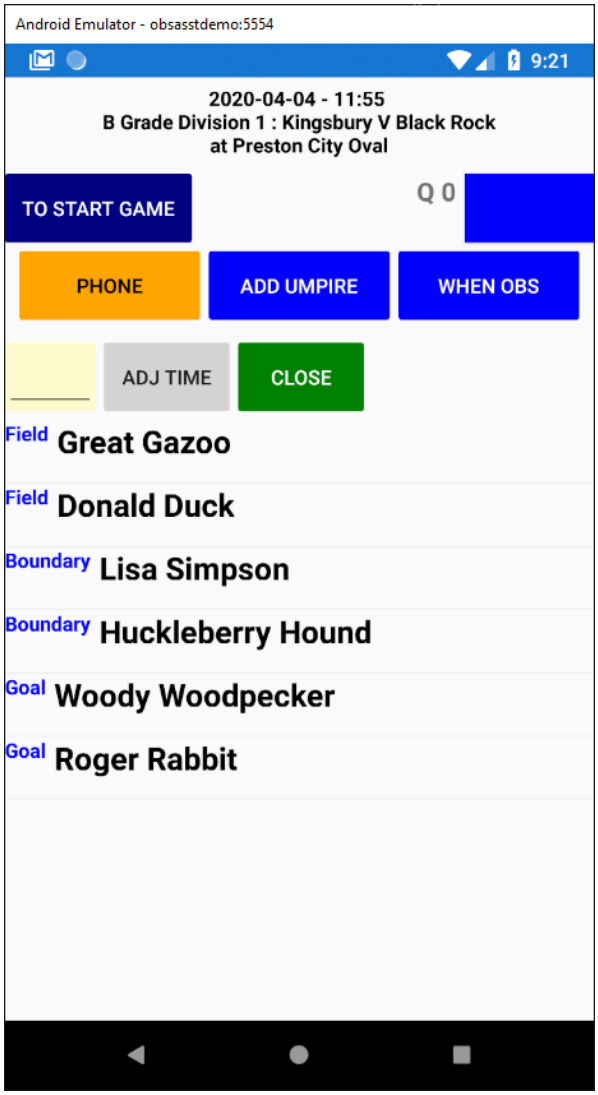
The game screen is then displayed



The game screen includes:

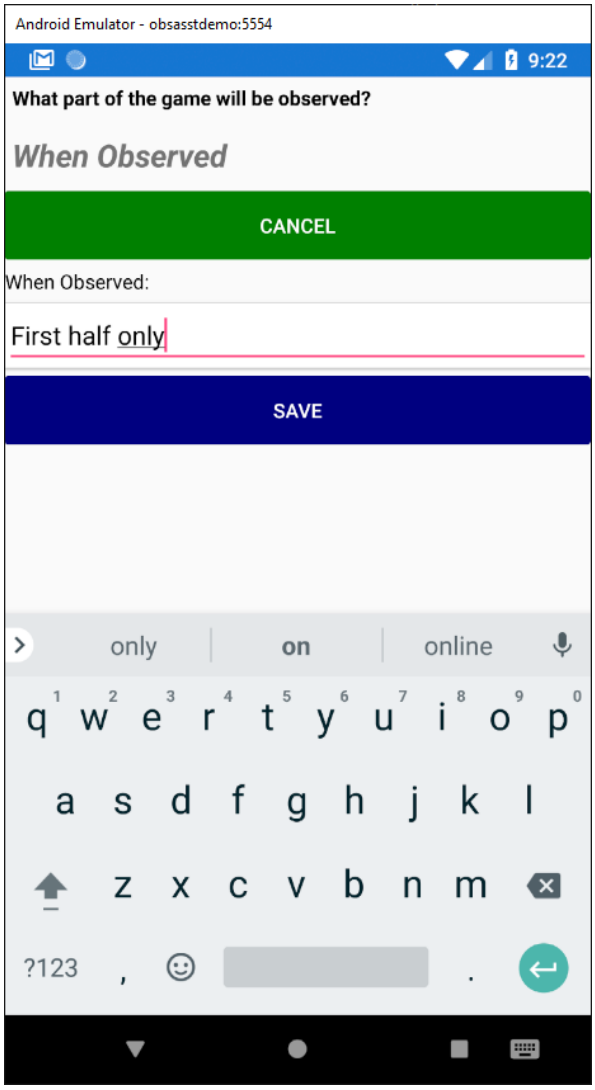
- Top left corner. Time on/time off button (if the Time on option selected)
- Top right corner. Lock/unlock buttons (if the Lock option is selected)
- Top centre. The date, time of game, division/grade, teams and ground to identify the game
- The Start Game, end period, start next period button – and other buttons described later in this chapter
- Each of the umpires and the type of umpire known to be in the game
- Second from bottom (not shown) – if Comment Switch is set, the last comments entered.
- Bottom. The score area (if the Score option is selected)

For comparison, below is the game screen where the Time on, Lock or Score options have been de-selected.



22.1. When Observed

In order to specify the observation period for the game, tap on “When Obs”



Type in a brief comment of the expected observation period such as “first half only” or “whole match”. This can be updated at any time during the game or during the review cycle in case circumstances change.

Tap Save to save the observation period.

Alternatively tap Cancel to not save/update the observation period.

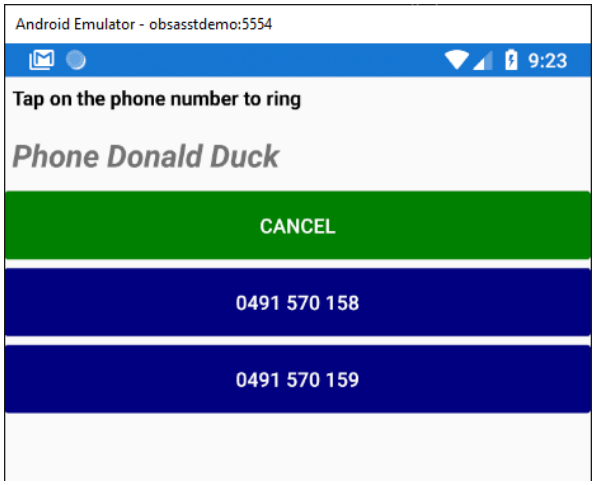
22.2. Phoning an Umpire Appointed to the Game

Sometimes, you may need to contact an umpire or coach while at the game. Whilst you could go back to the Home screen and look at the full list of umpires to phone, this is a convenient way of only considering the umpires allocated to the game – and their coaches.

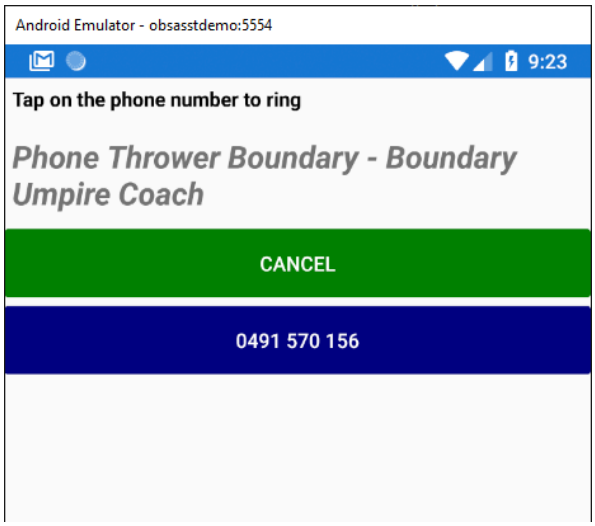
Note: This was not included to phone an umpire on the field while the game was in progress. It was included to ring the umpire who has not shown up at the ground on time to find out what is happening.

From the game screen, tap on Phone.

Then select the umpire or coach you wish to call. For example, we tap on “Donald Duck” – and then proceed as described in “Part C4 – Phoning an Umpire from the App” to phone the umpire.



Alternatively to call the boundary coach:



22.3. Identifying Umpires in the Game

Umpire identification can be described in the app so that you can more easily recognise which umpire is to be noted in an observation as the game progresses.

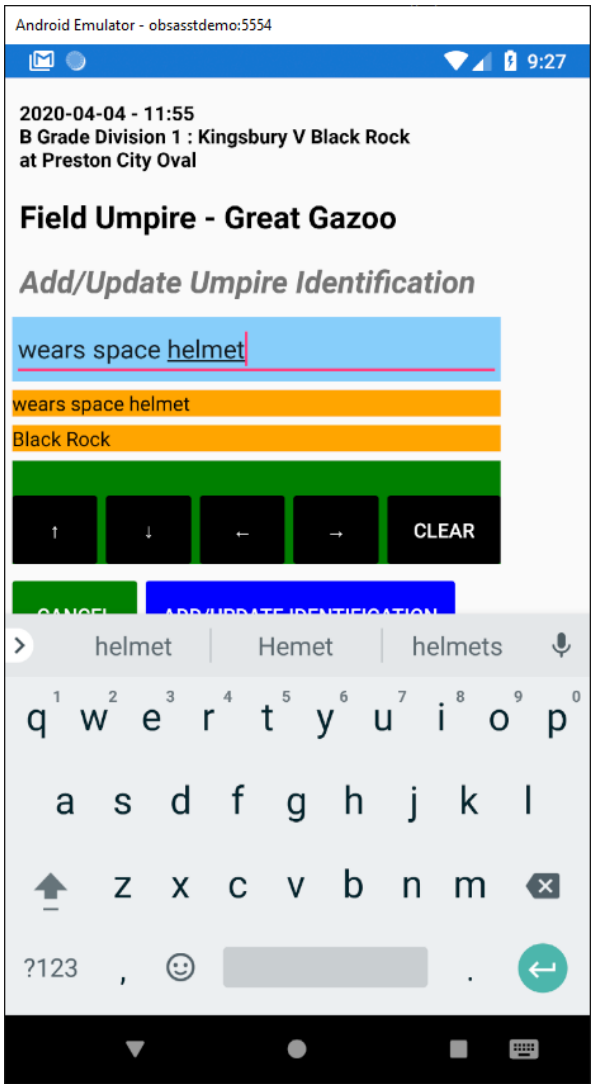
Tip: If you are not sure who is who, you can make assumptions, record identification for each umpire and begin taking observations. Should you later find out you had the wrong umpires, you can easily swap or substitute the correct umpire(s) at the next break – whist preserving the respective comments correctly. This is described in following sections.

There are two types of identification:

1. Arrow (up down left or right) to describe which end or side of the ground that umpire is starting. For example, if you are standing near the wing, a boundary umpire would be this side of the ground (down) or the other side of the ground (up), and a goal umpire would be either left or right.
2. General description (to identify umpires by sight). For example, red hair, faded socks, beard, white cap)

To identify an umpire, first tap on the umpire to move to the umpire comment screen.

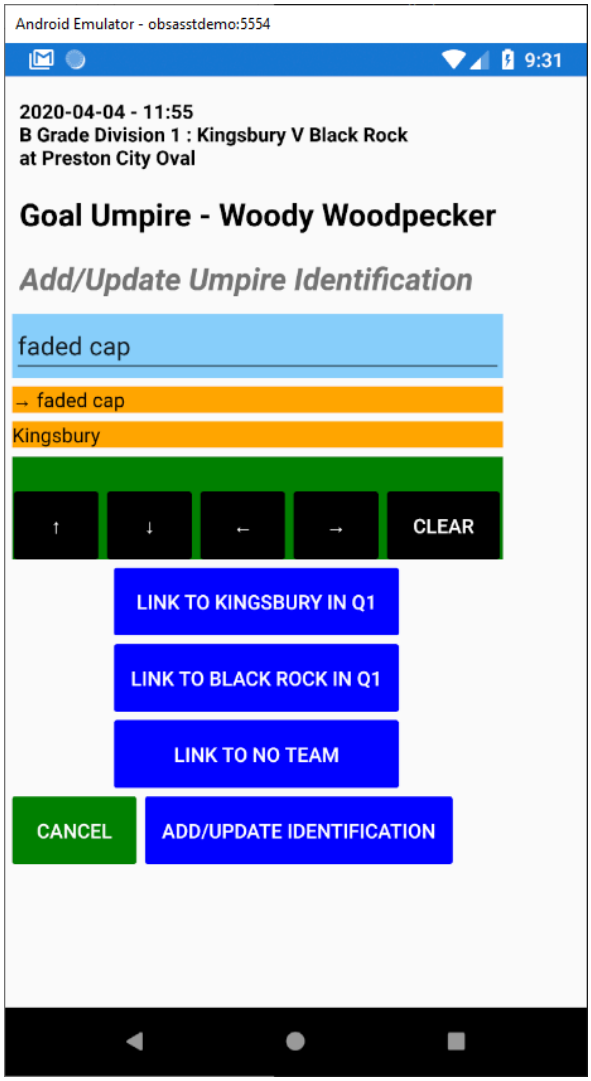
Then, tap on “Identify”



In the light blue area, you can type in or update the identification comment.

If considering boundary umpires (2 umpire system) or goal umpires, you can use the arrows.

The “Clear” button removes an arrow if selected in error.

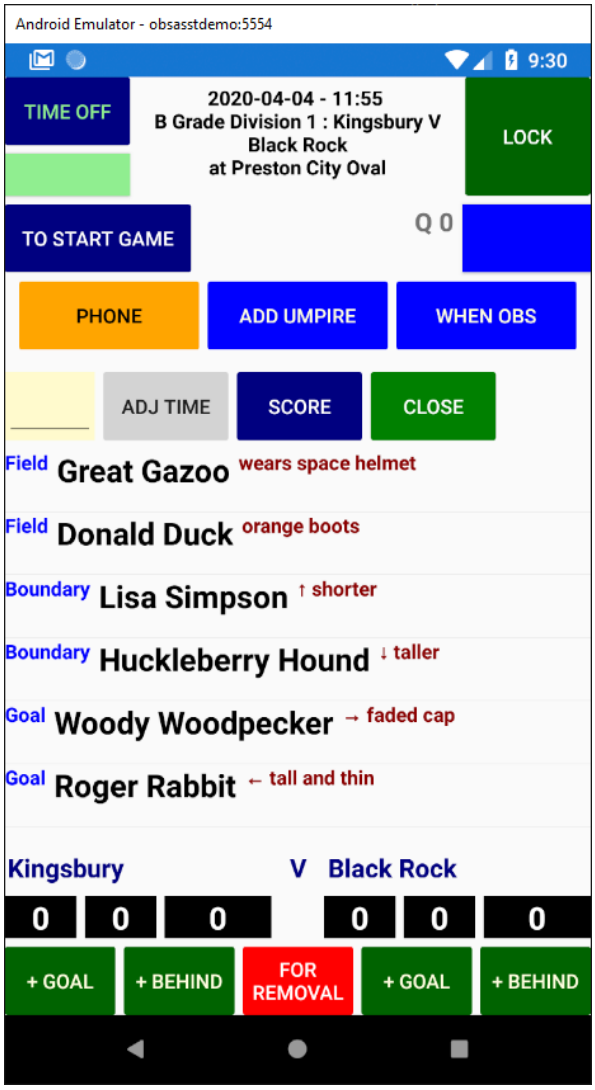


Goal umpires have additional identification information required if the “Link Scores” option is set. In addition to an arrow and optional text comment, you tap on Link To *home* team or Link To *away team* to indicate which team that goal umpire is judging during the first quarter.

Note: Linking goal umpire observations directly to scores assumes that goal umpires change ends at half time.

Alternatively, tap Cancel to NOT update the umpire’s identification.

Complete identification for all umpires for whom you require identification. Once you have checked each of the umpires so you can identify them, the game screen may now look something like this:

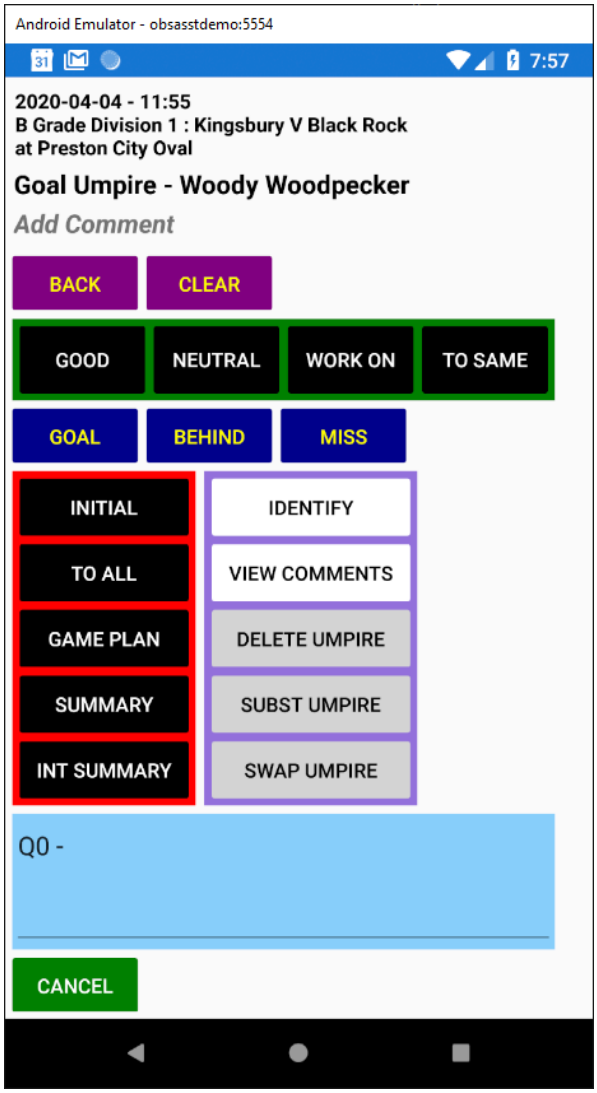


Now you can see how easy it is to now identify the umpire for whom you choose to make an observation during the game – even though you may not know the umpire well or by sight.

22.4. Swapping Umpires in Games Underway

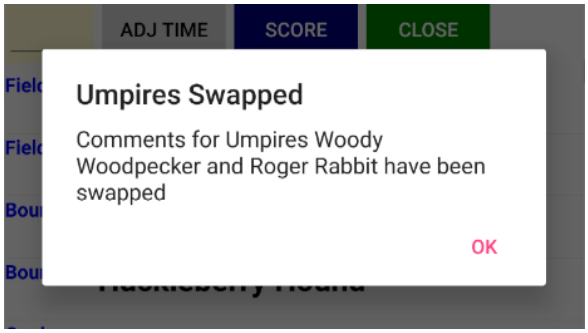
Sometimes you get to a game and have not had the chance verify who is who. So you guess! If you get it right – fabulous. If you get it wrong, what happens to all of the early comments? In such situations, the Observations Companion supports swapping umpires while preserving identification and all comments – during breaks.

For example, assume that we confused the two goal umpires and had them backwards. We may have recorded several comments for each of Woody Woodpecker and Roger Rabbit. To fix the situation, tap on one of the two goal umpires



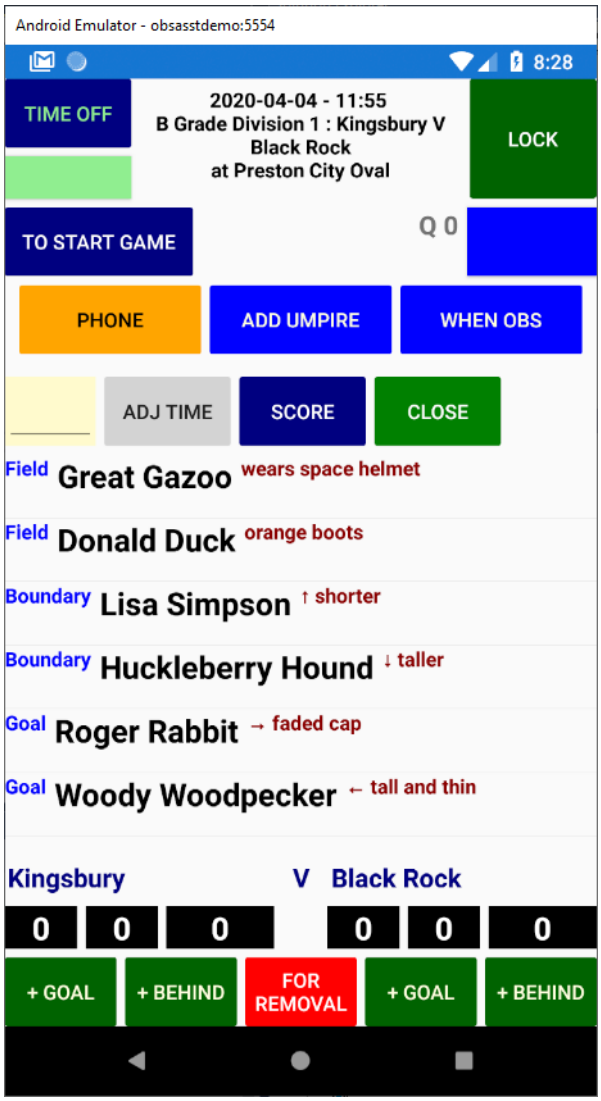
The umpires of the same type are swapped.

Note that you cannot swap umpires there are not two umpires of the same type. That is, if there is only one, three, or four – then Swap Umpire will not make sense.



You are not prompted to confirm. The umpires are simply swapped. Should you not have meant to tap “Swap Umpire”, then tap it again to swap them back.

Finally, the comments and identification are swapped.



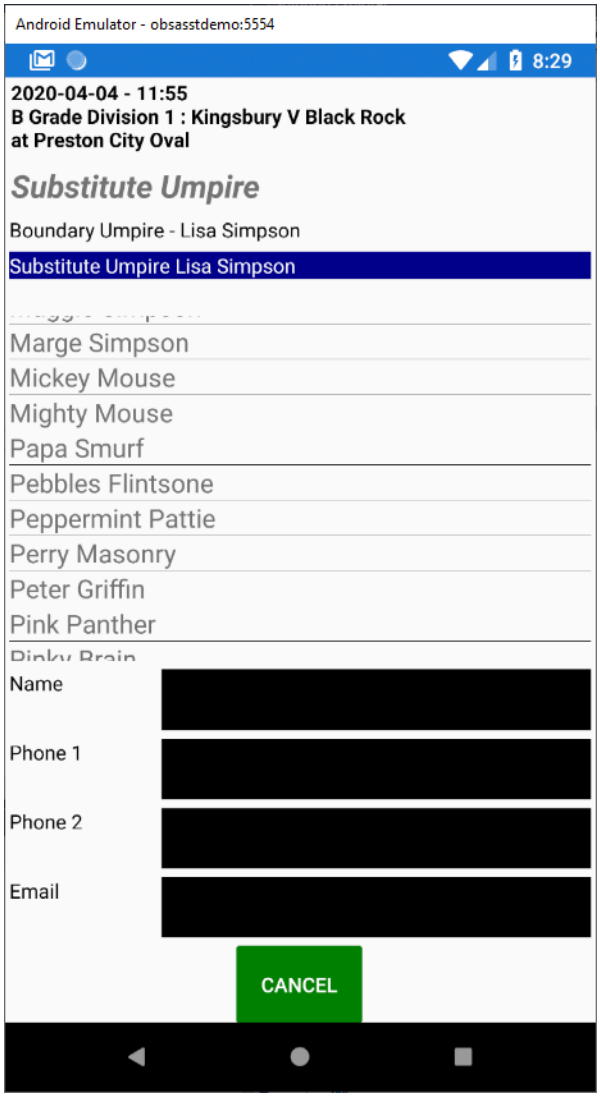
22.5. Substituting the Correct Umpire in Games Underway

Alternatively, you get to a game and similarly have not had the chance verify who is who. So you guess! But one (or both) of the umpires turn out to be completely different to who was originally appointed.

Again, the Observations Companion supports substituting the correct umpire while preserving both identification and all comments.

Tap on the umpire you want to “substitute out”.

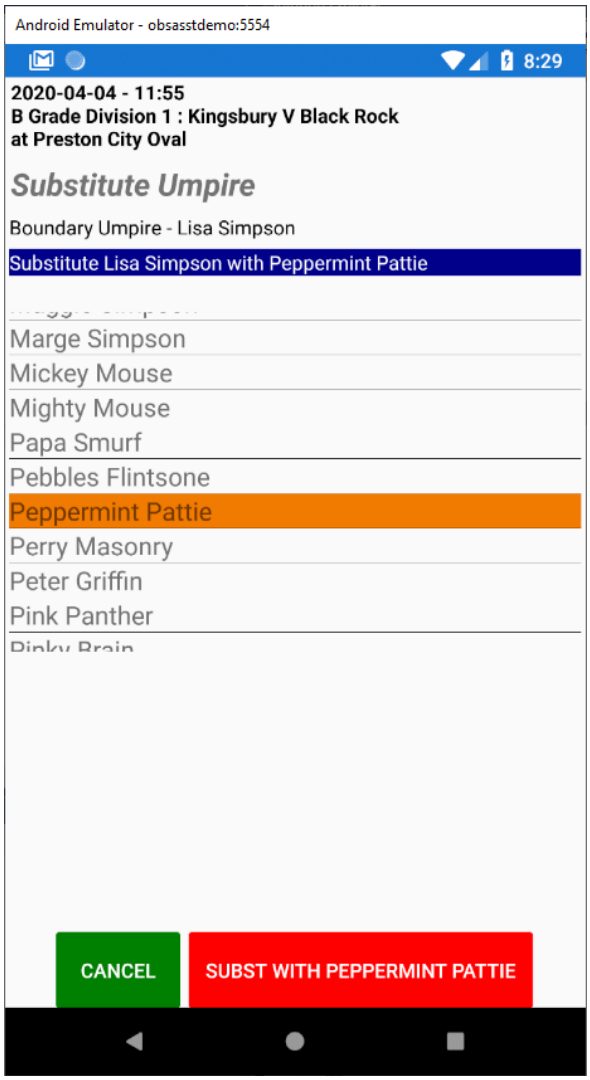
A panel is shown requesting you to select the replacement umpire.



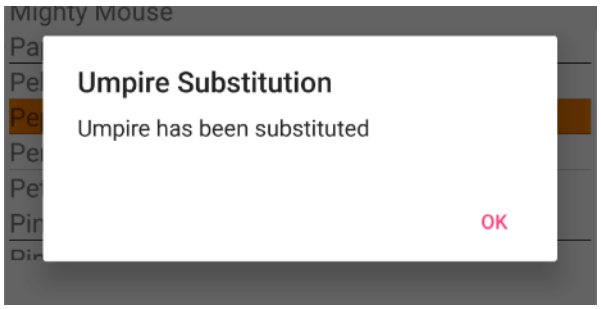
You can either:

- tap the replacement umpire (in our case Peppermint Pattie); or
- complete the name, phone and email of a new umpire not yet on your list.

Here we have tapped Peppermint Pattie.

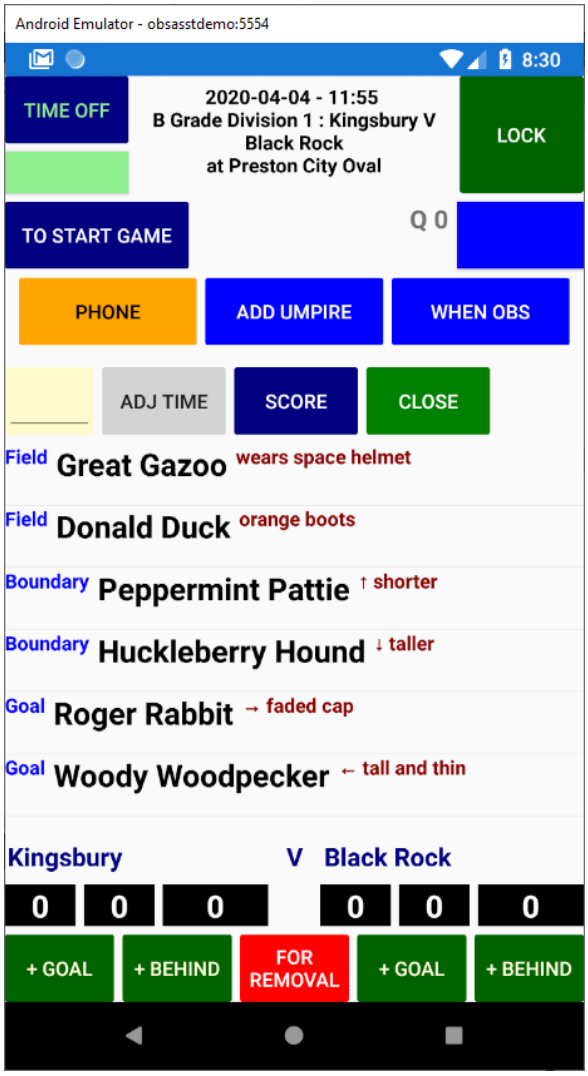


A tap on “Subst With *umpire*” and the umpire will be substituted.



Alternatively, you can tap “Cancel” to NOT substitute the umpire.

Now you can see Peppermint Pattie has replace Lisa Simpson in the Umpire List with all identification and comments moved accordingly.

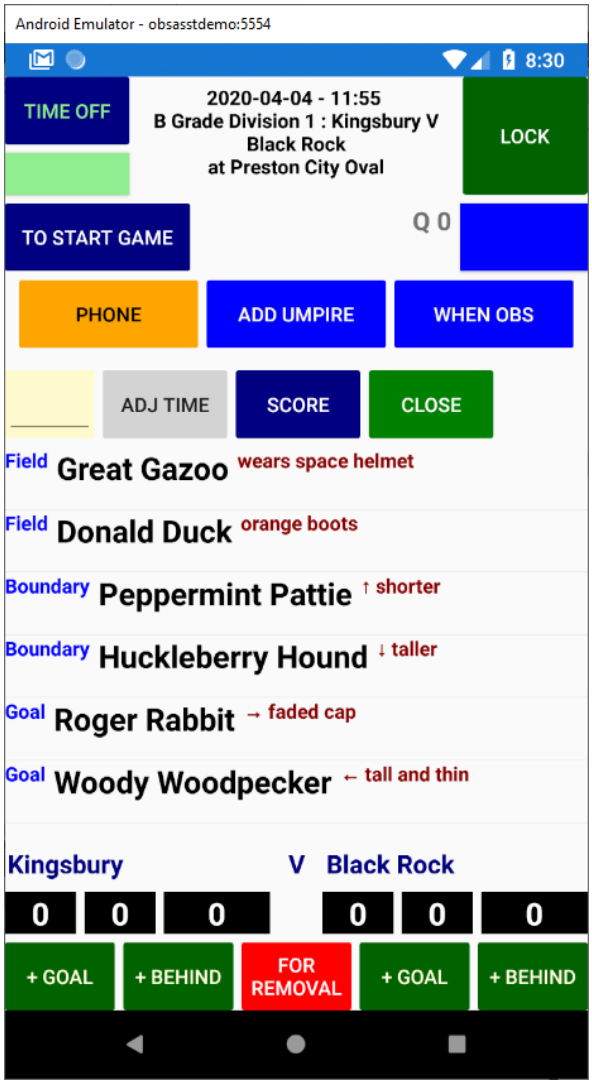


22.6. Starting A Period – Restarting During A Period/Quarter

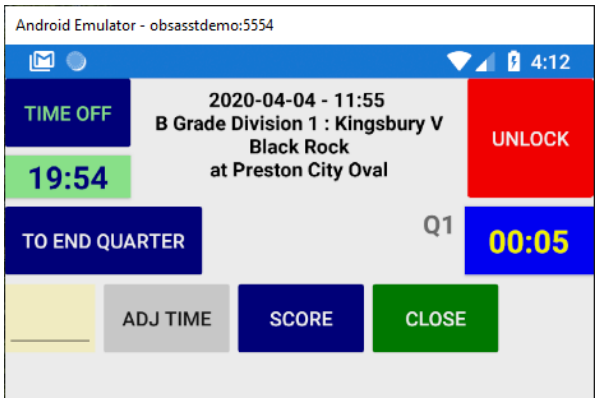
From the home screen, tap on the game you wish to observe

Before the game:

- Start by tapping When Obs to explain which part of the game you are observing
- Ensure all the umpires are correct. Removing umpires as required. Adding umpires as required. Substitute umpires as required.
- Add any identification required so you can identify umpires during the game.



To begin the game, tap on "**To Start Game**" to start the first quarter. The clock will begin ticking over.



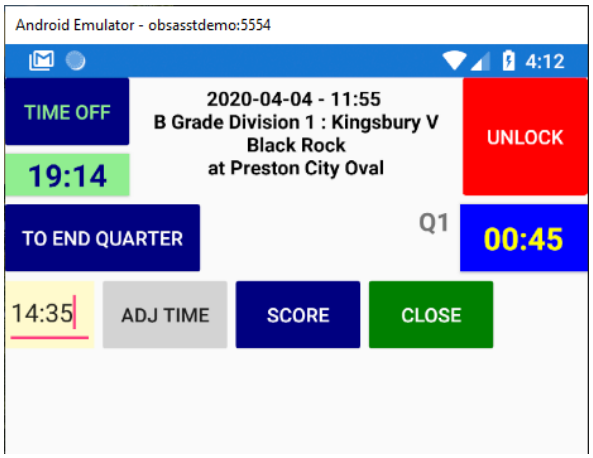
Tip: Once the game has started, you should not remove any umpires. Additionally, the Phone, Add Umpire, When Observed row will be removed from the game screen. To gain access to these functions after the game starts, you need to:

1. **Close the game – and re-select it. These functions will return for the remainder of the quarter. The app will remember the time in the quarter. OR**
2. **Wait till the next break. The functions will return at the end of a quarter or game.**

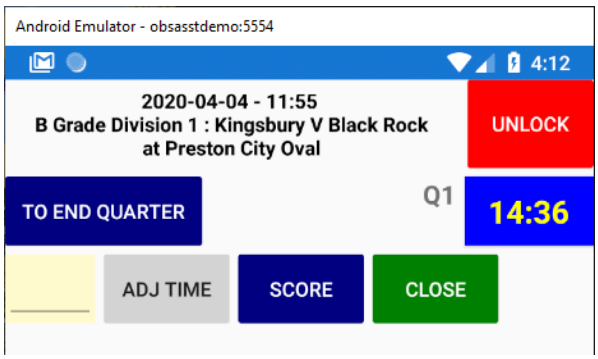
Should you be arriving for, say, the third quarter. Tap the “Start Game” button a few times till the third quarter starts. Then, if necessary, adjust the time as shown in the next section.

22.7. Adjusting the Time During A Period/Quarter

Should you need to alter the clock because you missed the start of the quarter, you can adjust the clock. For example, as the first quarter is progressing, and if you want to adjust the time to the 14 minute 35 second mark, type in 14:35 (14 colon 35) into the light yellow box and tap “Adj Time”.



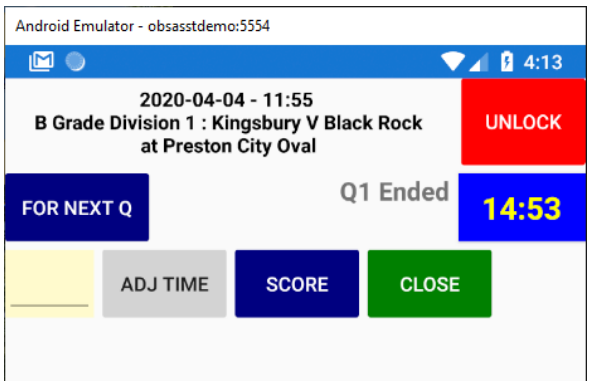
The clock will be reset to that point accordingly.



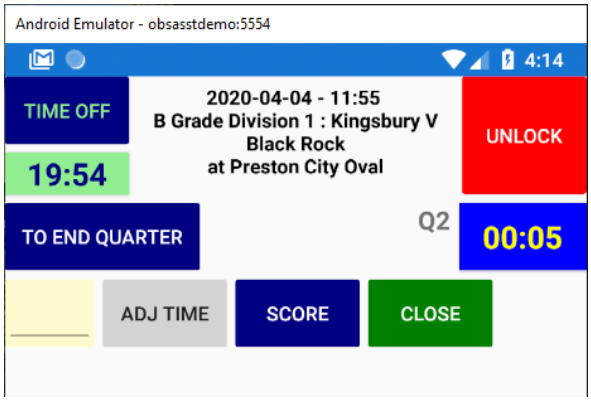
Note that when you reset the clock, the time on time off function is suspended till the next period.

22.8. Ending A Period/Quarter

To end a quarter, tap on “To End Quarter”



To start the next quarter, tap on “For Next Q” and the next period will begin.



Note: When the clock reaches the base time for the period (e.g. 20 minutes for most AFL), a single beep will be emitted from the program.

Tip: Do not despair if the program ends unexpectedly, is interrupted by a phone call, or you switch games to identify and confirm umpires (at say ¾ time) for a following game. When you restart the program and/or game, it will automatically remember when the game is up to – and maintain an accurate clock.

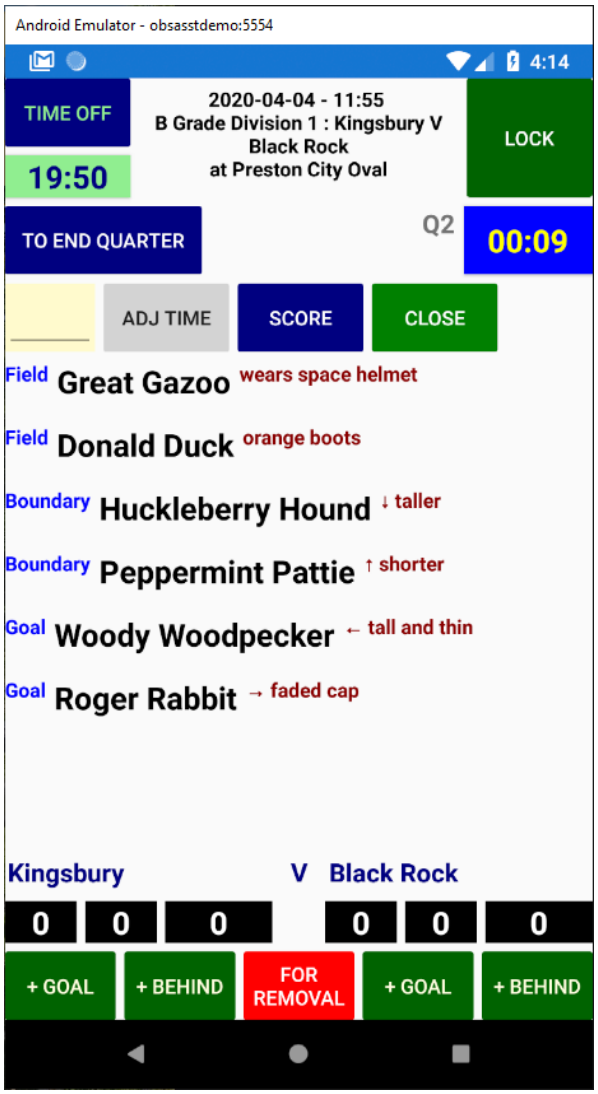
22.9. Managing A Locked Game Page

If the Lock switch is set, the top right corner of the game screen features either:

- A green “LOCK” button; or
- A red “UNLOCK” button

Tap on the lock / unlock button to alternate between the two states.

When the screen is unlocked, all of the umpires and scores are shown.



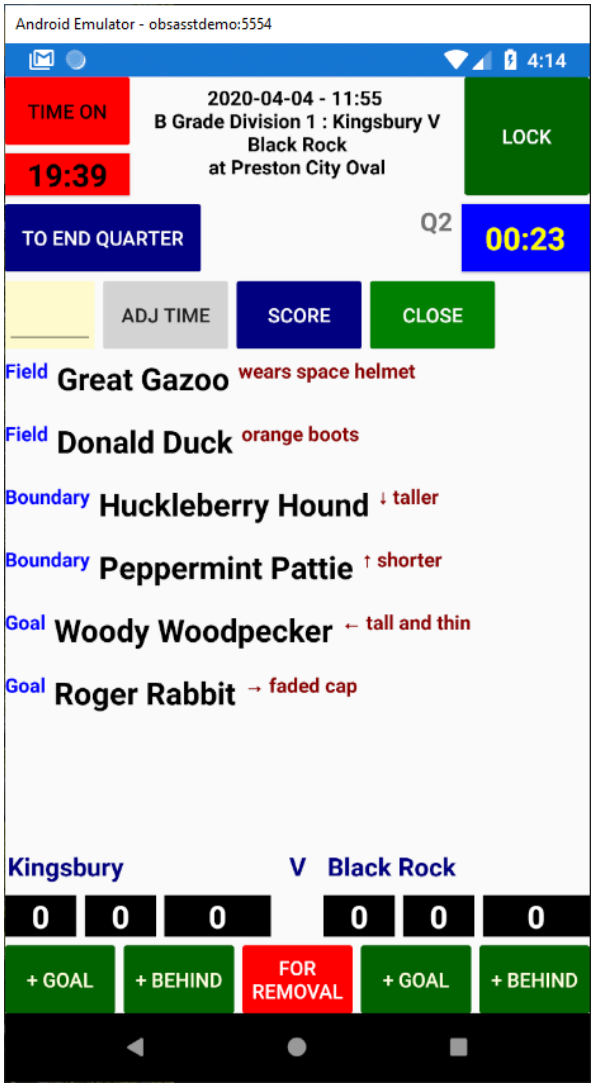
22.10.Managing Time On / Time Off

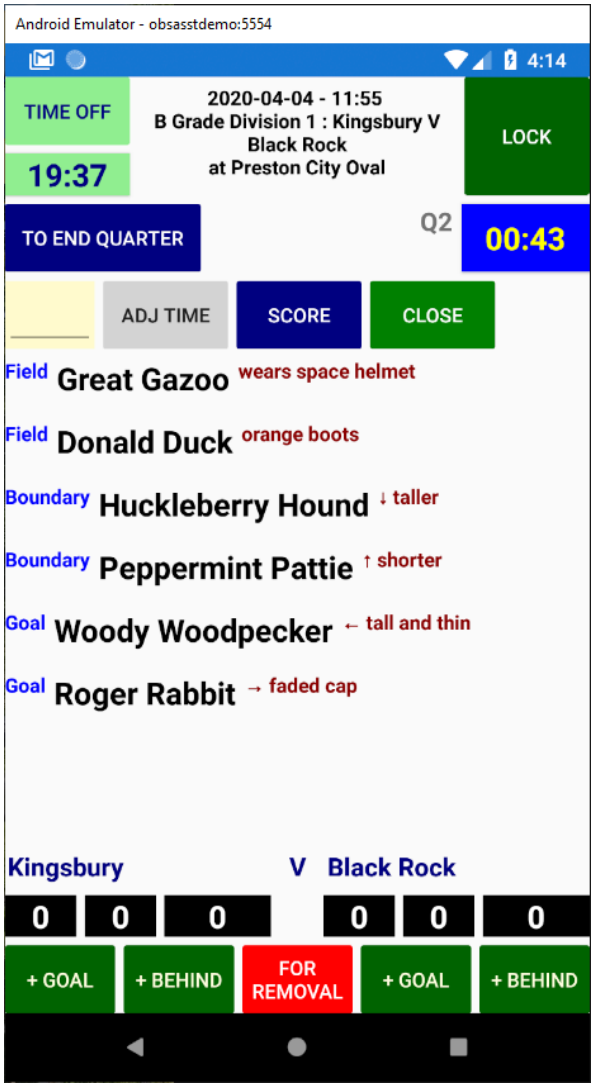
If the Time On switch is set, the top let corner of the game screen shows either “TIME OFF” and a time in blue and green, or “TIME ON” and a time in red.

When blue and green, tapping on TIME OFF – stops the countdown timer.

When play resumes, tapping on TIME ON – restarts the countdown timer.

Note: When the countdown timer reaches zero, the program will emit a double beep to alert that time has expired.


Android Emulator - obsasstdemo:5554
4:14
TIME ON
19:39
2020-04-04 - 11:55
B Grade Division 1 : Kingsbury V
Black Rock
at Preston City Oval
LOCK
TO END QUARTER
Q2
00:23
ADJ TIME
SCORE
CLOSE
Field Great Gazoo wears space helmet
Field Donald Duck orange boots
Boundary Huckleberry Hound ↓ taller
Boundary Peppermint Pattie ↑ shorter
Goal Woody Woodpecker ← tall and thin
Goal Roger Rabbit → faded cap
Kingsbury
V
Black Rock
0 0 0
0 0 0
+ GOAL
+ BEHIND
FOR REMOVAL
+ GOAL
+ BEHIND



22.11.Adding Observation Comments

When you wish to add a comment, tap on the umpire concerned. The umpire comment screen is shown.

There are four ways to add comments in the Observations Companion.

1. Adding a regular comment
2. Adding a regular comment using voice to text
3. Add a quick group comment – when there are more than one quick group defined for that umpire type (e.g. goal umpires may feature Goal, Behind and Miss as three groups)
4. Add a quick group comment – when there is only one quick group defined for that umpire type (e.g. boundary umpires may feature only Throw Ins – as a single quick group. Field umpires may feature Ball Ups – as a single quick group).

When adding observations, the quickest way to add a comment is a single quick group. After unlocking, it is a single touch to add a generic Good, Neutral or Work On instance of it.

To add a regular observation, you tap on the umpire, the type (Good, Neutral, Work On, etc), the category/group, and the predefined comment. You can optionally tap a team it favoured. Finally, you add the observation.

In regular observations, you can also type in part or all of the comment. Alternatively, you can tap on the microphone and dictate the comment.

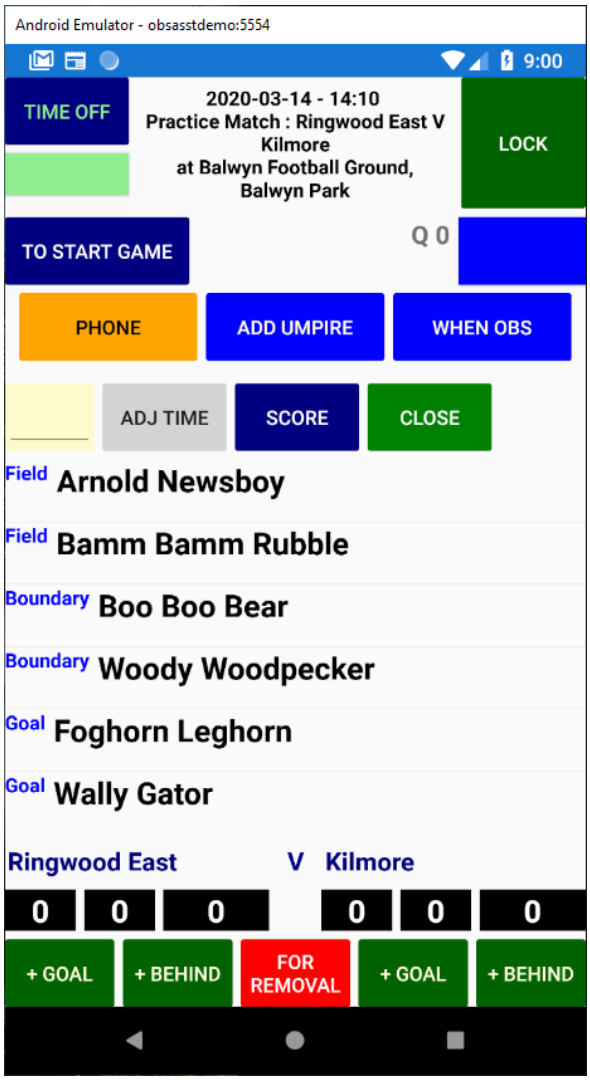
We will now examine all four methods.

From the home screen, tap on the game,

We will select the bottom game – Ringwood East V Kilmore – Practice Match.

Note that we have the Comment Switch off at this stage.

The game screen is shown.



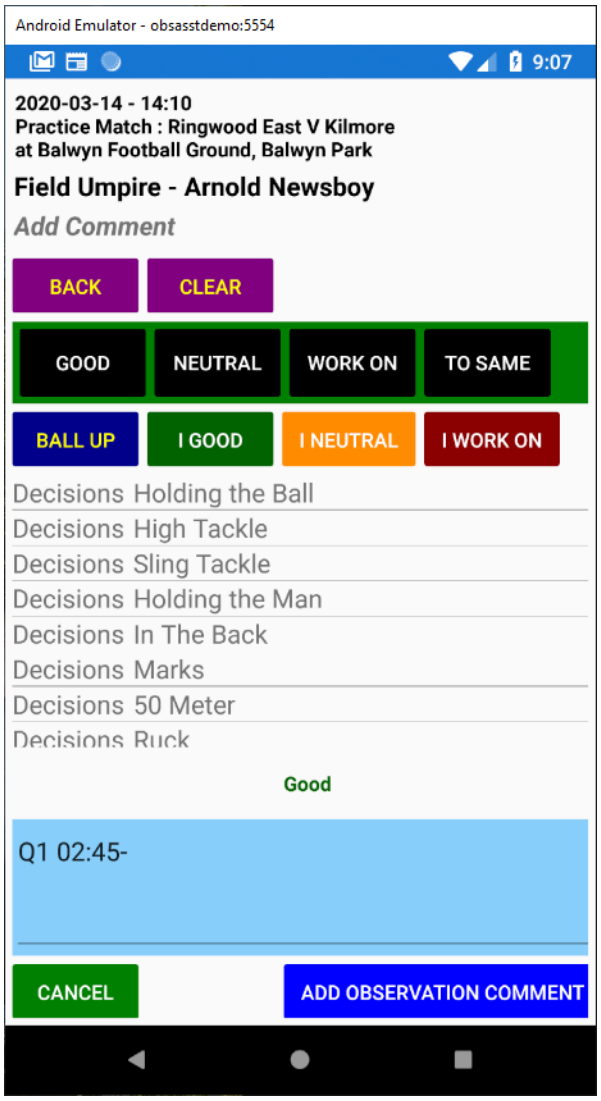
22.11.1.Adding A Regular Umpire Observation

To add a regular observation – in fact any observation comment

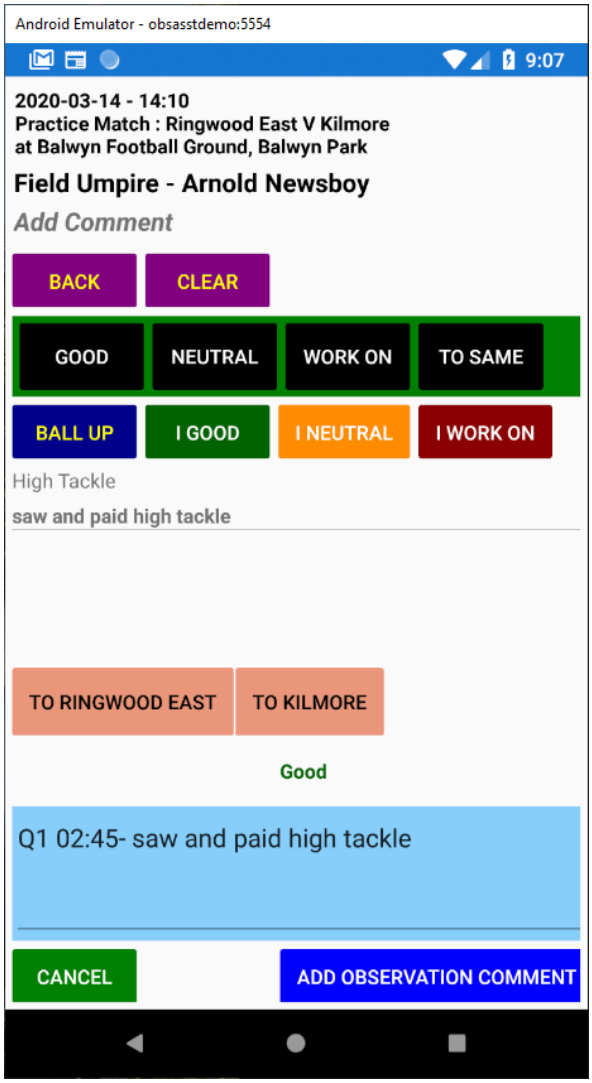
Tap on Good, Neutral, Work On or To Same as required

Tip: "To Same" allows you add the same comment to all field umpires or all boundary umpires, or all goal umpires, etc. You can always edit the individual comment for each umpire during the later review part of the process.

For this example, tap on “Good”



Then tap the comment group as applicable, e.g. Decisions High Tackle. The list of groups will be replaced with the predefined comments for “Good” “High Tackles”.



Choose the applicable comment by tapping it in the list

If only one predefined comment is available for that category and type of umpire, then it will have been pre-selected into the light blue comment box automatically. If you do not want to use the preselected comment, tap on Clear to clear the comment from the light blue comment area.

After selecting the predefined comment, you can optionally tap on “To home side” or “To away side” (if appropriate) to highlight the observation in more detail

Tap on “Add Observation Comment” to add the comment.

The locked game screen returns.

Tap on “Unlock” to show the full game screen again, or if you want to add another observation for any umpire.

Note that there are more comment types/dispositions than just “Good”, “Neutral”, or “Work On”.

Here are all the comment types/dispositions available and their meaning:

Disposition	Meaning	Description
GOOD	Good observation	A compliment that the umpire/referee has done well.
NEUTRAL	Neutral observation	something significant – but neither good nor bad.
WORK ON	Work On observation	A “need to work on” observation
TO SAME.	To All Umpires Of The Same Type observation (e.g. To all boundary umpires in the game)	Used to discuss items of ‘team’ nature you would like to share. You can update each umpire’s comment and type (to possibly good, neutral or work on) during the review process.
INITIAL	Initial comment	A general comment the observer would like to memorialise to an umpire.
TO ALL	Common observations	comment to share with ALL umpires/referees in the team.
GAME PLAN	Game Plan (or Action Plan)	To provide the umpire with a future game plan or action plan item (i.e. an item to work on)
SUMMARY	Summary	A game summary sent to the umpire
INT SUMMARY	Internal Summary	A game summary sent only to the respective coach(es) and are not shared with the umpire.

22.11.2.Adding An Observation Using Voice to Text

You can also add your own individual comment which may or may not be covered in the predefined comments. For example, you may want to record that a goal umpire did not react to a player shouting abuse at him.

Tap on the umpire

Tap on Good, Neutral, or Work On

Notice the context of groups are displayed

Leave the applicable group.

If a predefined comment filled the light blue comment box, tap on Clear to empty it. In this case, there was no predefined comment.

You can either manually type in the comment in the light blue box - or

KEY FEATURE: OR tap on the microphone at the top of the keyboard and dictate your comment directly in the light blue comment box.

Your eyes barely move away from the game.

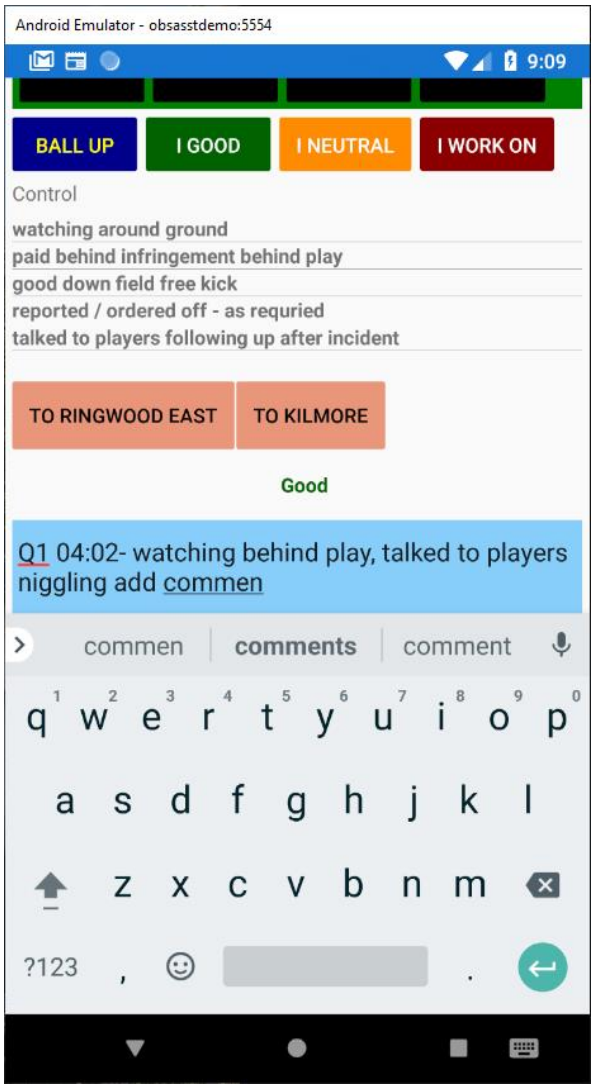
Note that use of the microphone to dictate your observation implies that Google Voice to Text has been enabled and initially trained. To assist you with this, go to https://support.google.com/gboard/answer/2781851?co=GENIE.Platform%3DAndroid&hl=en

Should you use the microphone, at the end of your comment commentary, say “add comment”. The dictated comment will be added without further pressing of buttons.

Alternatively tap on Add Observation Comment

The comment is added.

Here is an example adding a Good comment for a field umpire.



Tip: If using the Android Microphone to dictate comments, there are several "reserved phrases" which will instruct the app to do things from verbal instruction and not needing to tap buttons. These are the reserved phrases:

"add comment", "and comment" or "at comment" – adds the current comment (allows for variances in picking up your comment in outdoor conditions)

"type good" – alters the disposition of the comment to "Good"

"type work on", "type bad" – alters the disposition of the comment to "Work On"

"type neutral" – alters the disposition of the comment to "Neutral"

"type initial" – alters the disposition of the comment to "Initial"

"type summary" – alters the disposition of the comment to "Summary"

"type internal summary" – alters the disposition of the comment to "Internal Summary"

"type game plan" – alters the disposition of the comment to "Game Plan"

"type to same" or "type 2 same" – alters the disposition of the comment to "To Same"

"type to all" or "type 2 all" – alters the disposition of the comment to "To All"

"show comments" or "view comments" – moves directly to the View Comments screen

"cancel comment" – cancels the comment.

"clear comment" – clears the comment (in case of a single predefined comment being automatically selected)

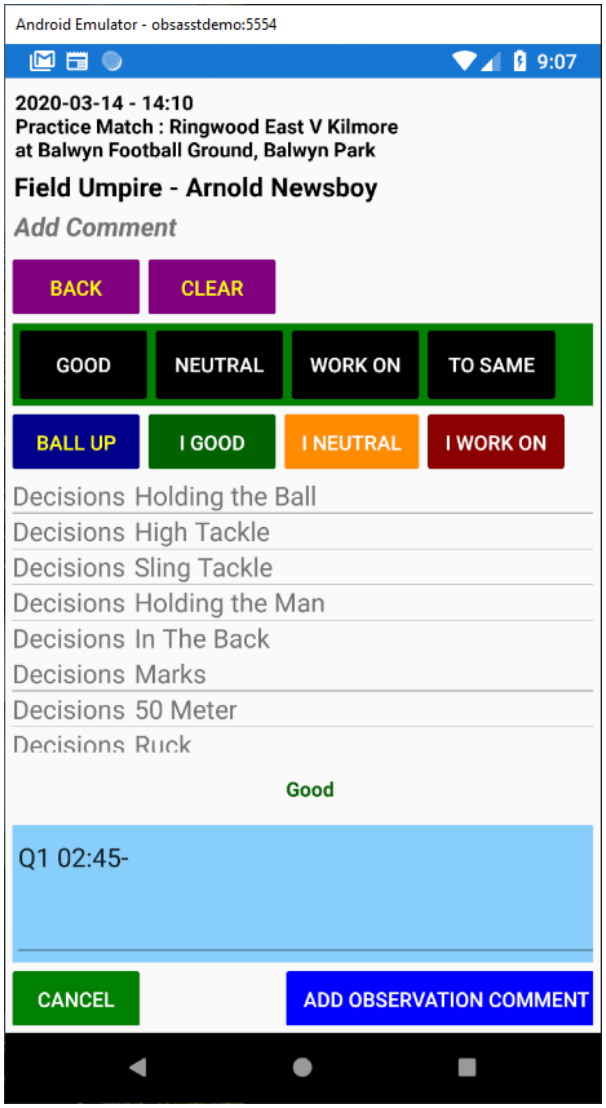
"close keyboard", "kill keyboard" – closes the keyboard on the screen

"group" followed by a group short phrase for that umpire type – alters the chosen category group for the comment.

It is quite normal to tap the microphone, dictate the comment and end with "add comment".

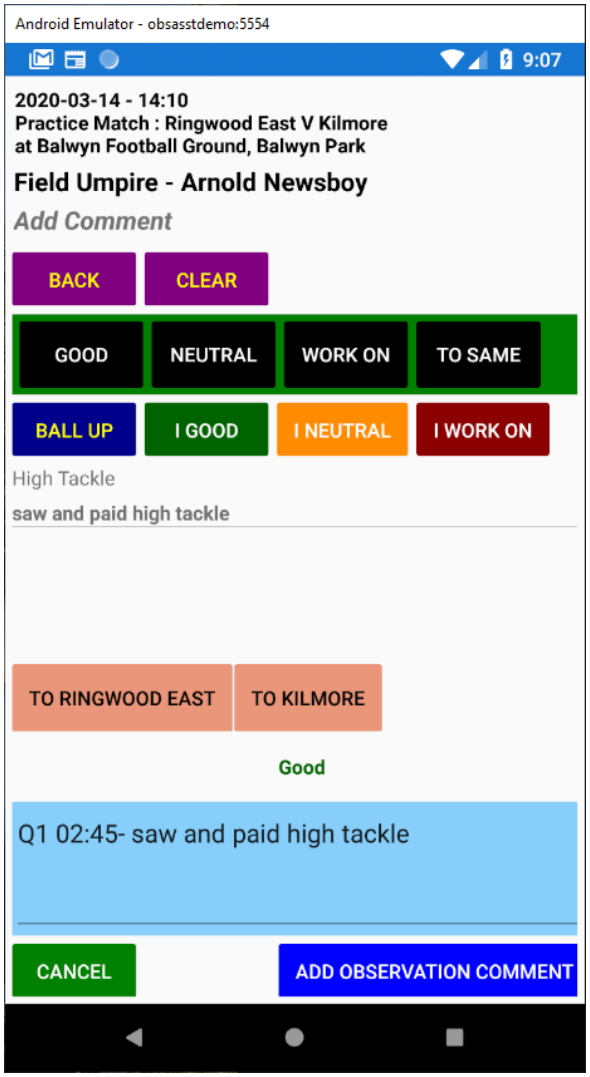
22.11.3.Adding Quick Group Fast Comments

Begin by tapping the umpire for whom you wish to add a comment. You may have needed to tap "UNLOCK" first.



Tap on Good, Neutral, Work On, or To Same as required

Instead of selecting the category of the observation, tap on the “Quick Group” (in this case there is only one “Ball Up”).



Select predefined comment, and/or type in or dictate the comment.

Optionally tap the team advantaged

Add Observation Comment

Tip: Notice that the screen has now become locked. This is because the game lock switch was set to on. If it had NOT been set to on, the standard game screen would have been displayed without an “Unlock” button.

Tip: If the Comment Switch is set, should you wish to immediately update the last comment, it will be displayed toward the bottom of the screen. Simply tap it and the app will display Comment Update screen.

Tip: Should you wish to see all the comments for a particular umpire, tap on the umpire, then tap “View Comments” from the umpire comment screen. Then you will be able to easily scroll through all comments for that umpire.

22.11.4. Adding Quick Group Comments (Where Only One Quick Group Defined)

Should there be only one Quick Group defined for the umpire type, the app features a single tap to add a generic Good, Neutral, or Work On occurrence.

For example, in for boundary umpires, there is only one quick group defined in the default settings – Throw Ins. As there is only one… the remainder of the row features quick instant add buttons

I Good – to enter and record an observation of a good “throw in”

I Neutral – to enter and record an observation of a neutral “throw in”

I Work On – to enter and record an observation of a ‘work on’ “throw in”

If you wanted to add more information to the comment, use the previous approach.

22.12. Viewing and Updating Comments

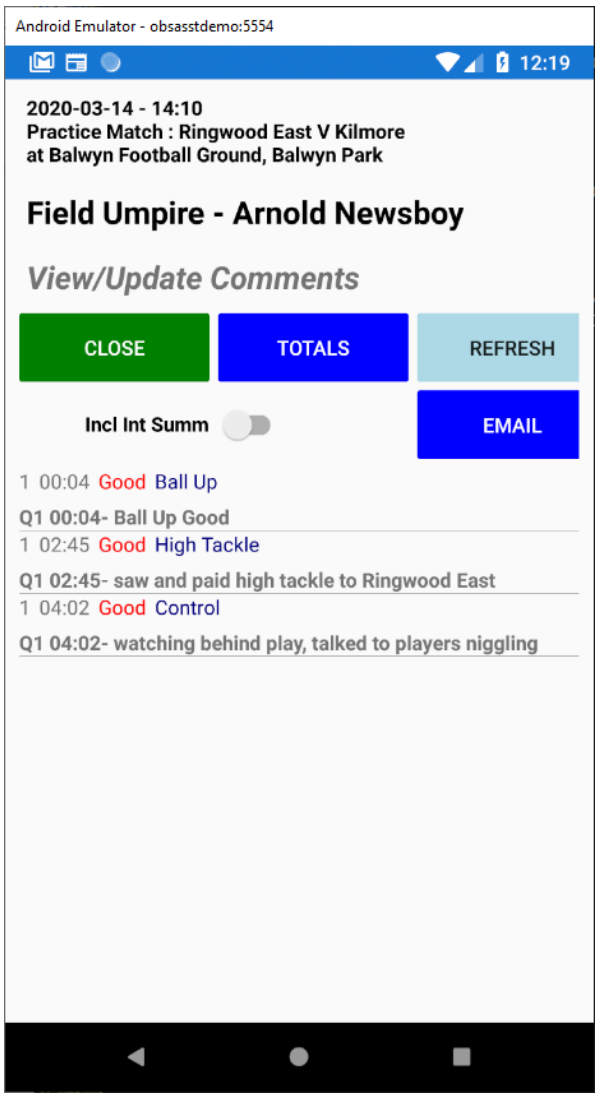
To look at all comments for a particular umpire, tap on the umpire to bring up the umpire comment screen, then tap“View Comments”

This is an ideal format to go through observations with an umpire during a break or after the game – if appropriate.

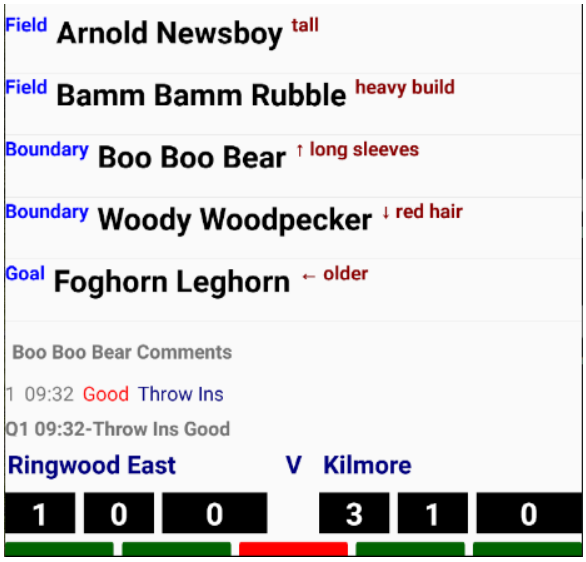
By default, this list of comments **will not include Internal Summary** comments – if entered already. However, should you want the internal summary to be included (if present at this stage), flick the Incl Int Summ switch – and any internal summary if present, will be displayed

22.13.Updating Comments

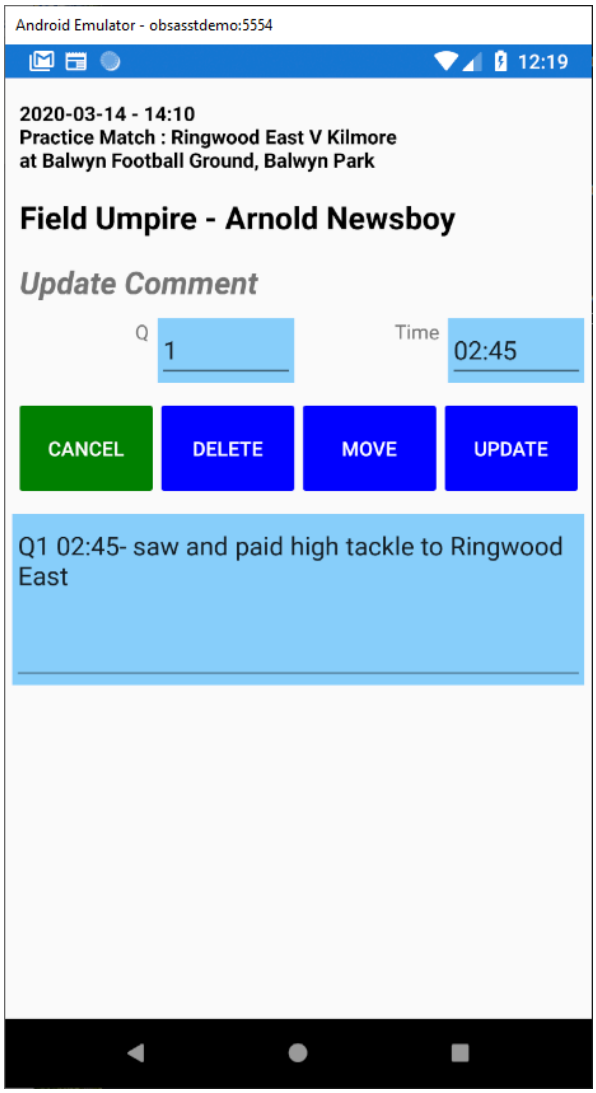
To update a comment, tap on the comment to be updated from the View Comments screen:



Alternatively, should the “Comment Switch” be set, the game screen will feature the last added comment. To update (or delete) the comment, tap on the comment.



The Update Comment screen is displayed.



You can update the comment – and tap on Update

Alternatively, you can remove the comment – tap on Delete

Or you can move the comment to a different umpire (in case you entered it under the wrong umpire) – tap on Move. When you wish to move a comment, a screen will be show with a choice of permissible umpires to move the comment. Tap on that umpire and the comment will be moved.

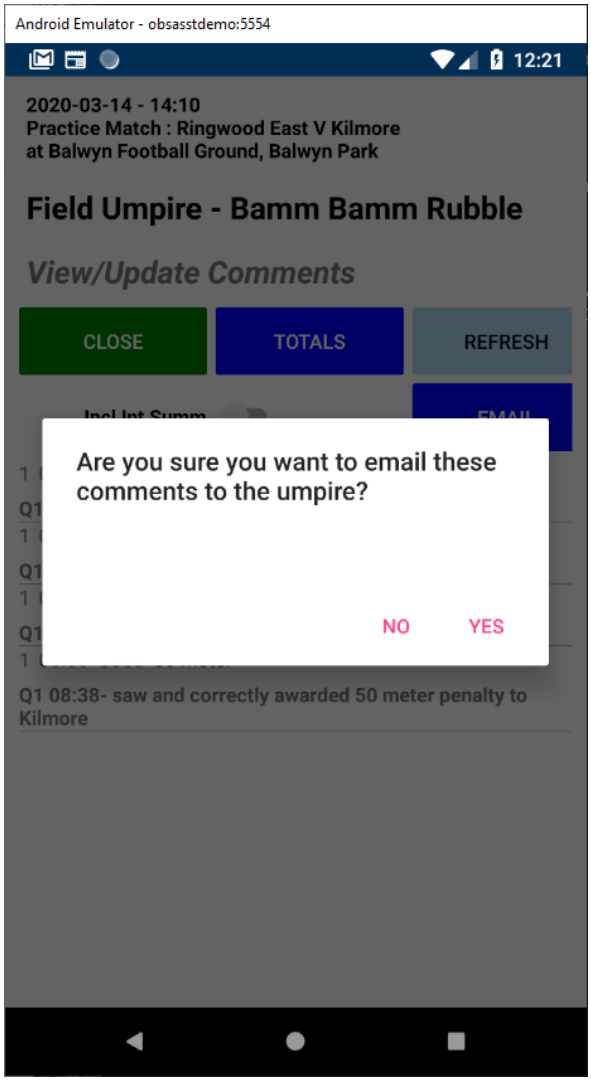
Note that you cannot update the comment group from the Companion. Should you enter the wrong comment group for an observation, you need to correct it during the Review process on Windows.

22.14.Emailing Progress Comments to the Umpire

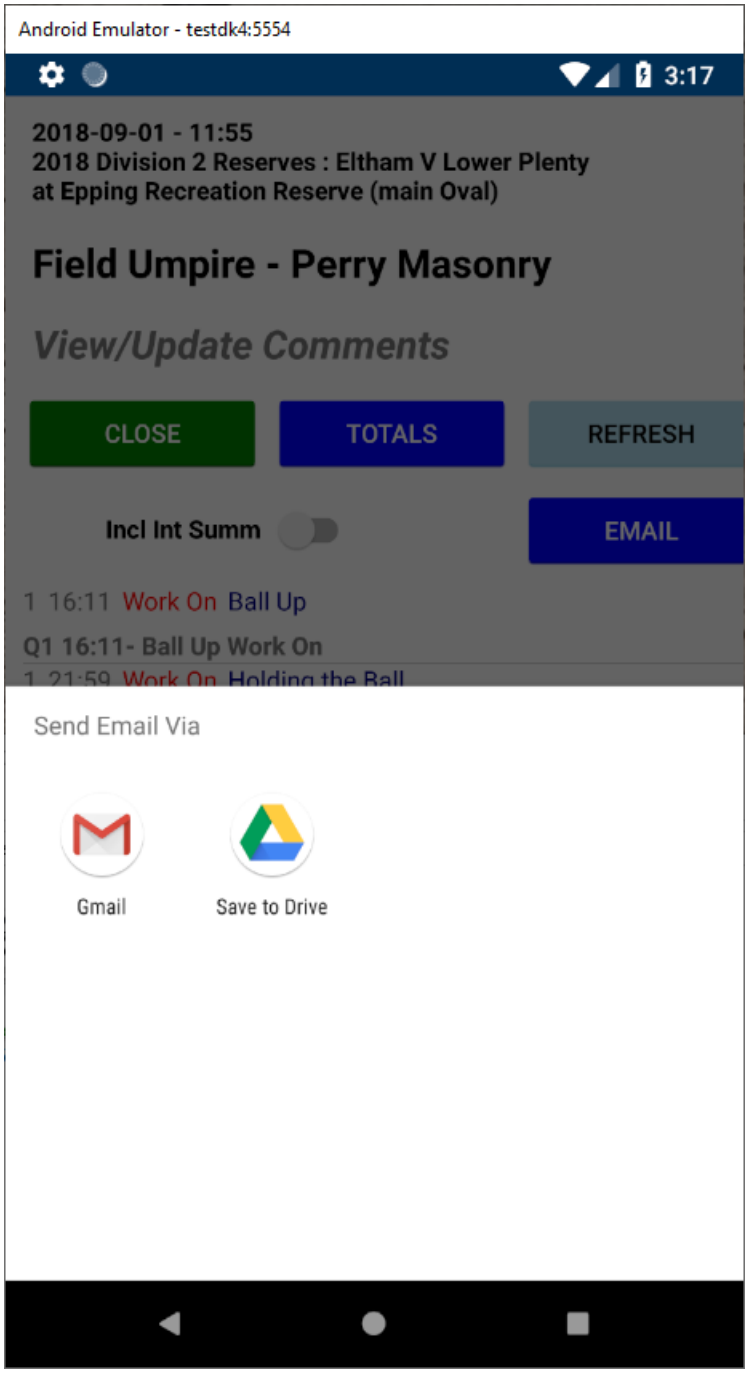
View/Update Comments is ideal for visiting the umpire at a break or immediately after the game – to walk through their performance during the game.

Should the umpire request a copy of the uncleansed unreviewed comments prior to the review process - and you agree to email the umpire the comments (this is not the normal thing to do), then:

- From the View/Update Comments screen
- Tap on Email

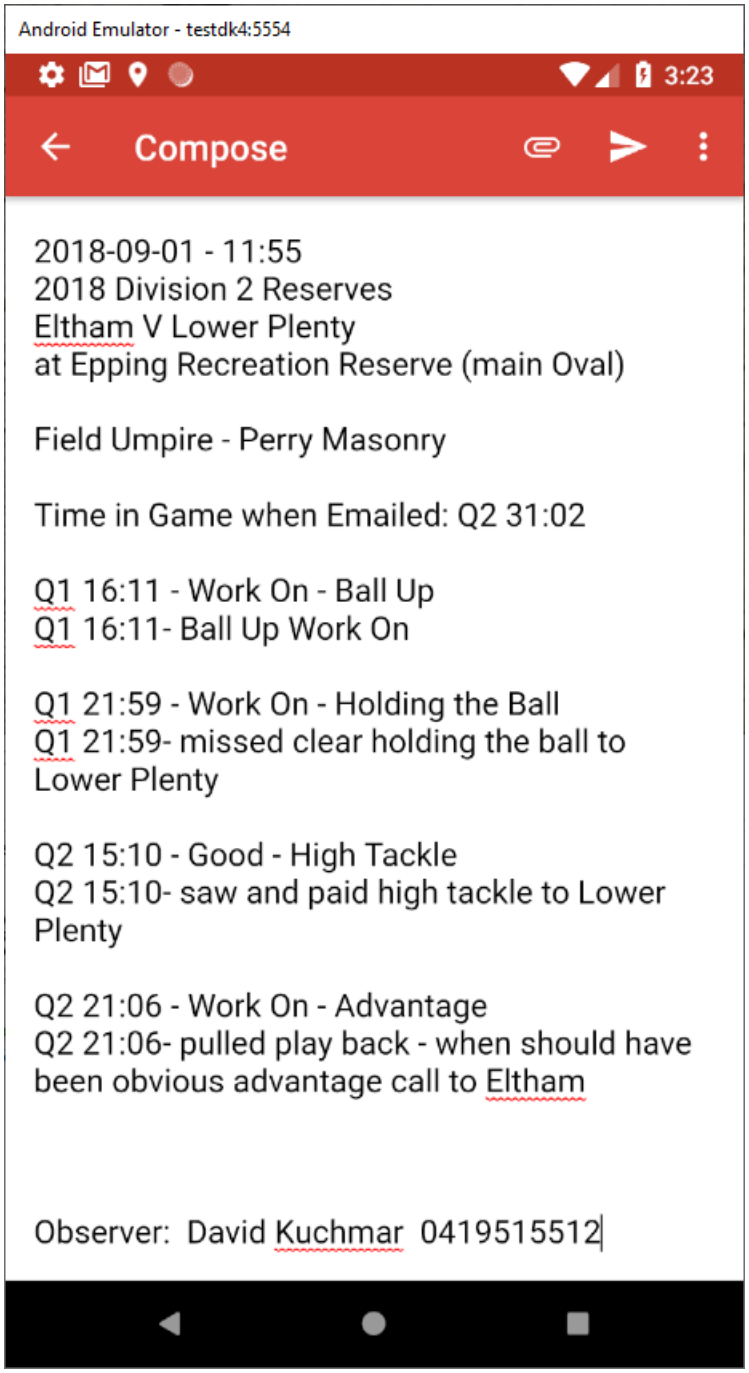


- If you are sure you want to email the umpire with the comment, tap on YES – otherwise tap on NO



- Select your email client of choice. In this case, Gmail is appropriate
- The email app is then launched and the email populated. Check to the recipient email is correct. Check you are happy with the content.

- Scrolling to see the full email



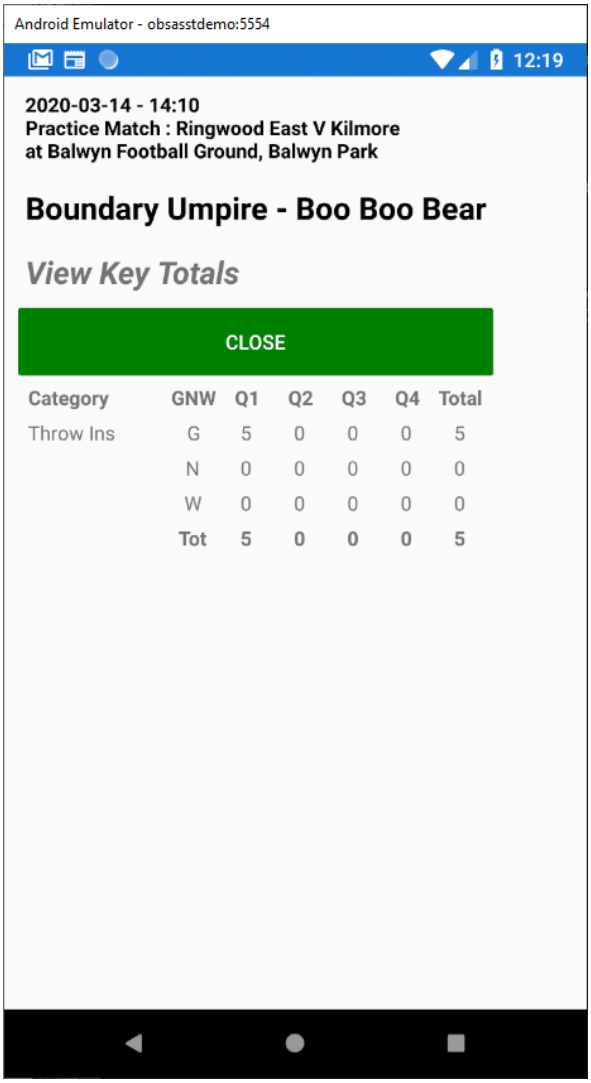
- Tap the SEND button in your email client. In this case it is the right pointed arrow near the top of the screen.
- Otherwise, do not send the email
- Tap on the back key to return to the Observations Companion.

22.15.Viewing Quick Group Summaries

Tap on “Totals”, you see the current Quick Totals for that umpire during the game so far:

It shows totals by quarter and Good/Neutral/Work On with all subtotals shown.

These can optionally be included when producing reports for umpires and coaches.



Close when finished with Quick Totals

22.16.Managing Scores During the Game

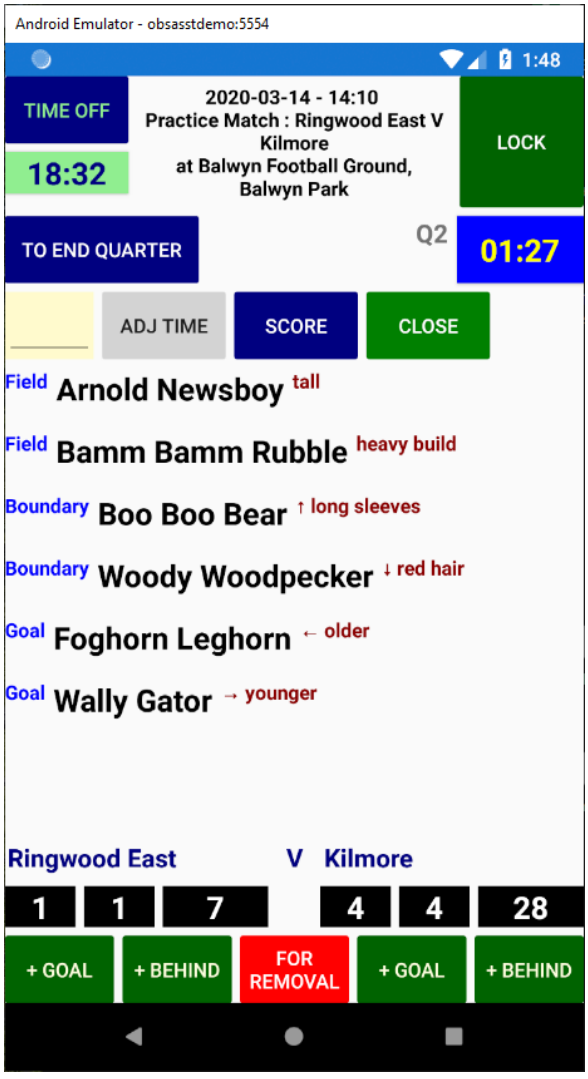
The usual way to keep track of the score is to use the manual buttons at the bottom of the game screen.

22.16.1.Manually Adding and Removing Scores

First you need to ensure you have the “Record Scores” switch set. This will show the scores at the bottom of the game screen.

You then press the buttons to add or remove scores from the home or away side as indicted.

Below is score addition mode:



Left buttons:

- + Goal to add a goal to the home side
- + Behind to add a behind to the home side

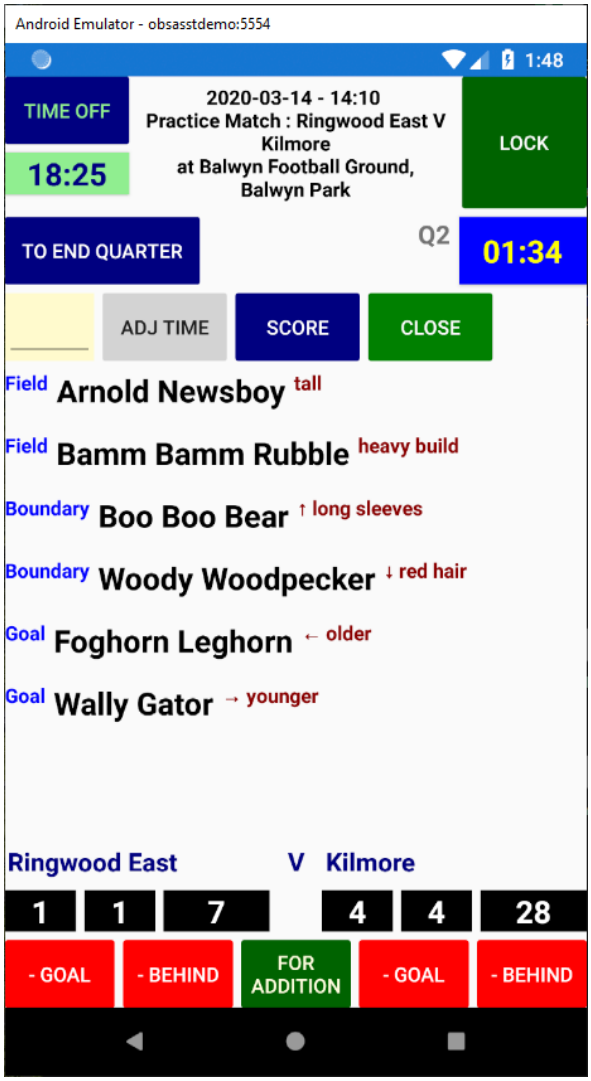
Middle button toggles add score and remove score modes

Right buttons

- + Goal to add a goal to the away side
- + Behind to add a behind to the away side

If you toggle with the middle button, the colours reverse to highlight you would be removing scores.

Below is score removal mode:



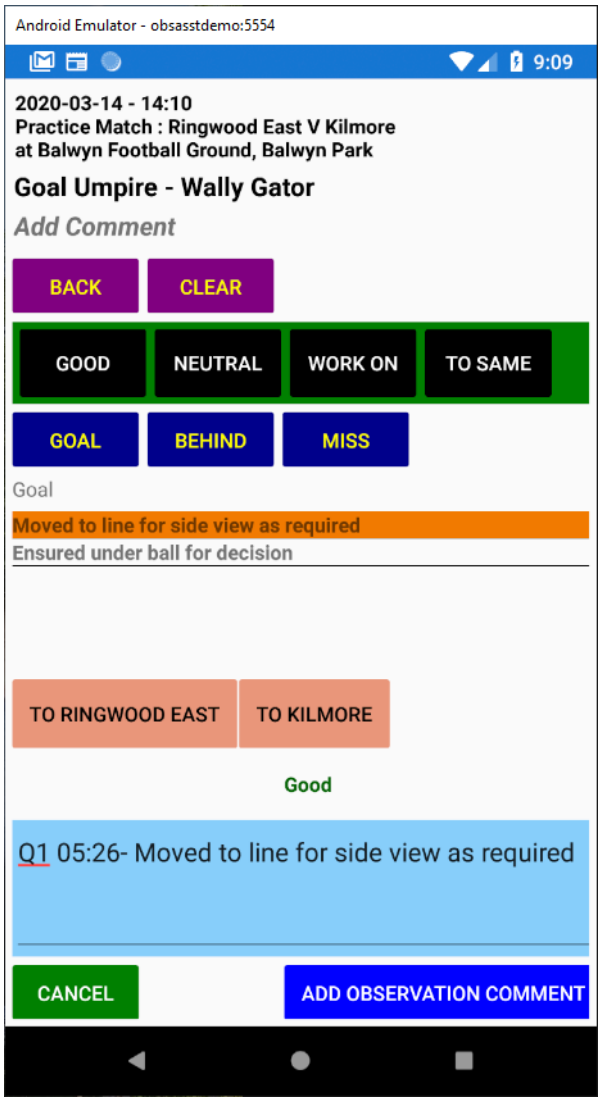
22.16.2.Automatically Adding and Removing Scores

If the “Link Scores” switch is set, then adding a goal umpire observation for a goal or behind will automatically add the appropriate score without using the manual buttons.

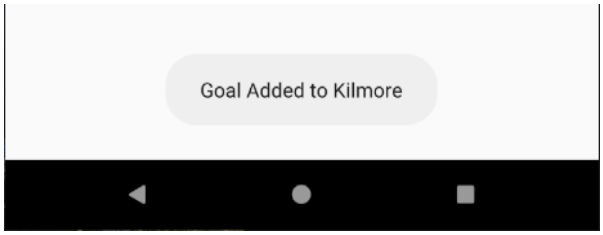
During the umpire identification process, you link each goal umpire to the end they will start the game.

Then when you add an observation to a goal umpire, and indicate group categories Goal or Behind, then the score is added automatically with the observation.

Here is an example of adding such a goal umpire observation



When you “Add Observation Comment”, the score is also added:

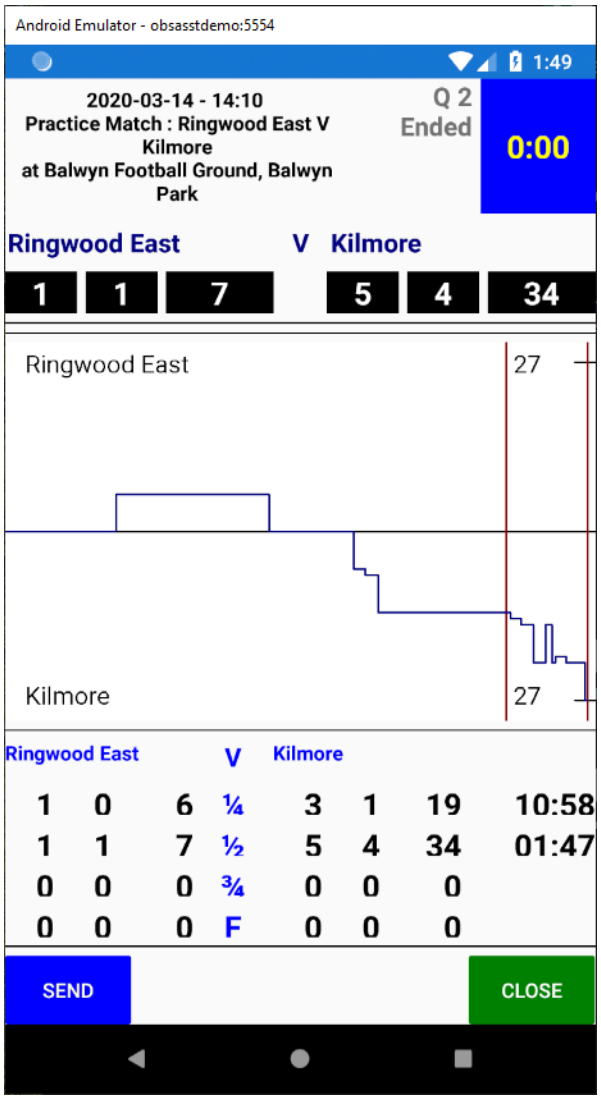


22.17.Viewing the Score Summary During the Game

If the “Record Scores” switch is set, then tapping the “Score” button on the game screen will show:

- The current quarter and time within the quarter
- The current score
- The quarter by quarter scores so far
- The game’s score worm

Here is an example as at half time in our practice match:



22.18.Sending the Score Summary via Social Media

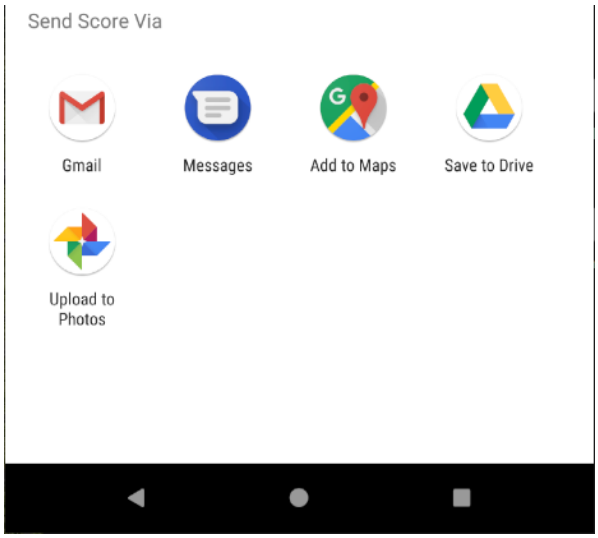
From the score viewing screen, it is easy to share the current screen image with all types of social media. This include (but is not limited to) Email, SMS/MMS, Messenger, Facebook, WhatsApp, Viber, Instagram and Twitter.

Tap on the send button – closes the score screen.

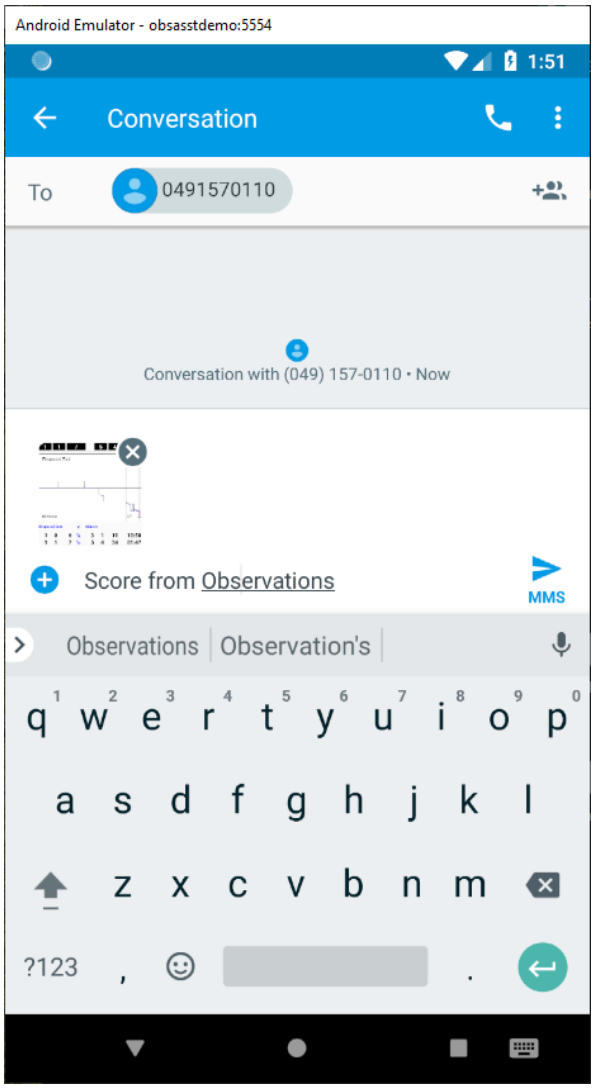
Select the social media app which you wish to send the image

In the example below, we are selecting “Messages” which indicates SMS/MMS

Your device will show additional choices based on your installed application base.



Include any individual targets for the image. Here I have typed a phone number. Most of the time you will use known contacts.



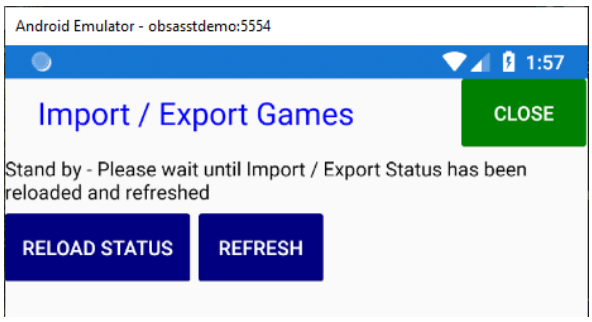
Send using the opened social media page. In this case MMS.

23. Part C8 – Exporting Game Data from the Companion to OneDrive

When all games have been observed, you need to export the games back to OneDrive for importing into Observations for Windows.

Tap on Import and Export from the home screen.

The app will determine the current status of import and export in the background. WAIT TILL IT COMPLETES



The analysed status of games will be displayed.

Here it shows that we added observations to both our games. They are listed as “Ready to Be Exported”. In addition, we added the new game we added which is “New Game Ready to be Exported”.

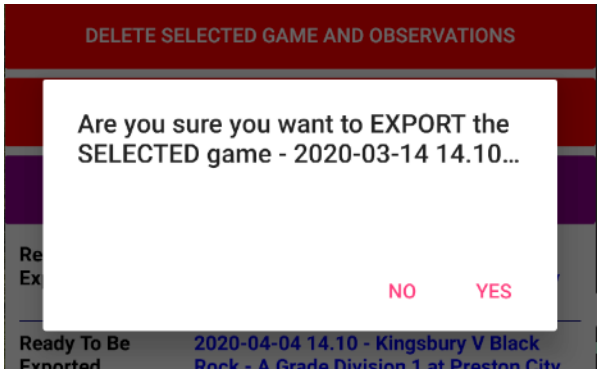
Normally, you would tap on “Export All Games and Observations” to export the game.

Other options include:

- “Deleting all Games and Observations” – each game selected would be deleted including all observations; and
- “Deleting all Observations Only” – removes all observations – but NOT the game. Effectively this renders the game ready for starting from scratch.

If I only wanted to action ONE game, I would first tap the game:

And then tap on “Exported Selected Game and Observations”.



Confirm you wish to export the game.

The updated status of export and import is then displayed. You can see the game which has been exported. The remaining two games are untouched.

Android Emulator - obsasstdemo:5554
2:05
Import / Export Games
CLOSE
Import / Export Status Reloaded
RELOAD STATUS
REFRESH
REFRESH METADATA ONLY
DELETE ALL GAMES AND OBSERVATIONS
DELETE ALL OBSERVATIONS ONLY
EXPORT ALL GAMES AND OBSERVATIONS
New Game Observations Exported Ready for Windows
2020-03-14 14.10 - Ringwood East V Kilmore - Practice Match at Balwyn Football Ground, Balwyn Park
Ready To Be Exported
2020-04-04 11.55 - Kingsbury V Black Rock - B Grade Division 1 at Preston City
Ready To Be Exported
2020-04-04 14.10 - Kingsbury V Black Rock - A Grade Division 1 at Preston City
Import / Export Status Reloaded

Finally you can see the Practice Match has been removed from the available games on the Home Screen.

Tip: If you are only demonstrating the app, you can delete all observations only for either all games by tapping "Delete All Games and Observations". To delete only one game and observations, first tap the game, then tap on Delete Selected Game and Observations. Similarly, if you only want to remove the observations and not the game. Be careful, once you delete the observations, they are gone!

:

Tip: Should you NOT actually get to a game, you can delete the game (and its observations) by tapping on the game, then tapping DELETE SELECTED GAME AND OBSERVATIONS.

24. Appendix 1 –Observations Customisation

There are several ways to customise Observations for Windows

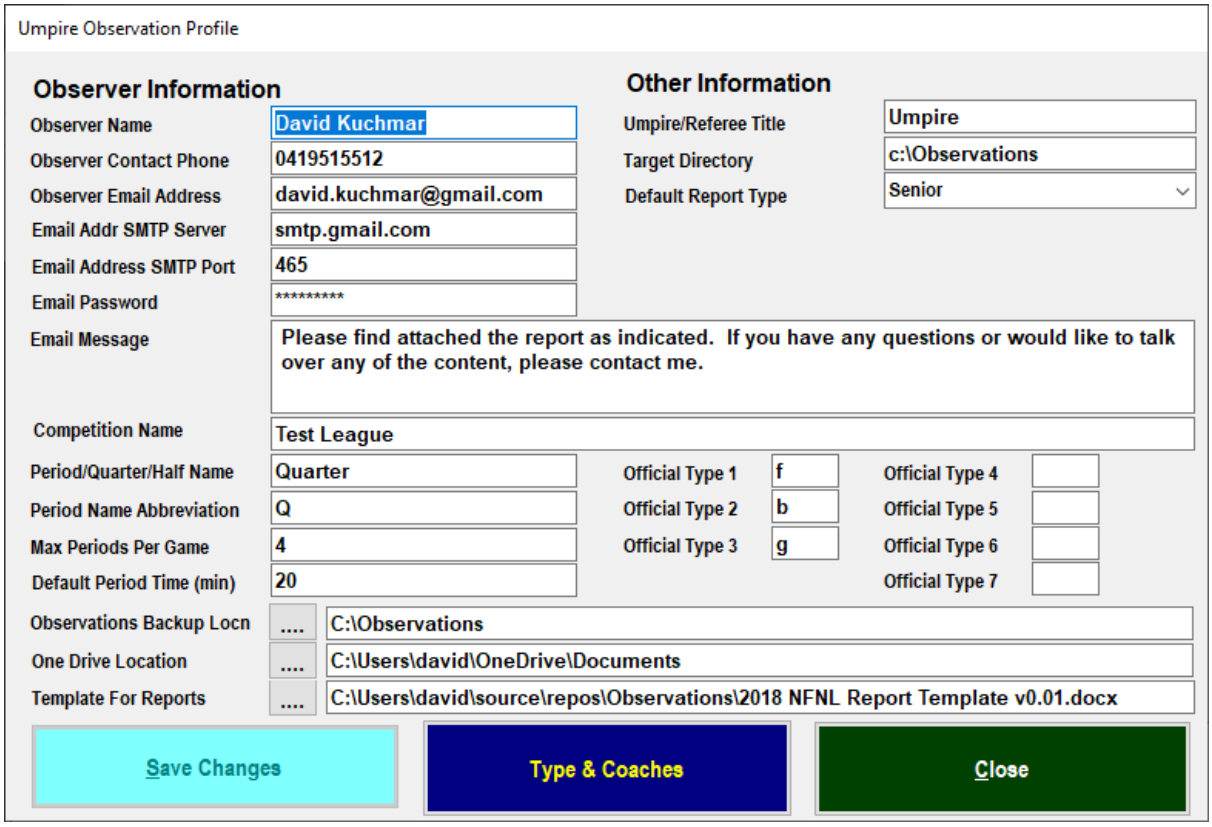
1. Profile Settings
2. Default Report Types
3. Assigning Default Report Types Per Grade and Umpire Type
4. Specifying/Updating Report Categories and Groups – and their Predefined Comments
5. Creating a Report Template

24.1. Profile Settings

Here are details of the various profile settings.

Once set up, the profile will rarely need updating. If you do need to:

- Click on Show Minor Functions
- Click on Update Profile
- The Observation Profile form is displayed



Fields and their meaning/instructions are as follows;

Field	Meaning/Instructions
Observer Name	Enter your name. It will be contained in the signature of all emails sent by the system
Observer Contact Phone	Enter your phone number. It will be contained in the signature of all emails sent by the system
Observer Email Address	Enter your email address. It is the “from address” when sending emails from Observations and is contained in the signature of all emails sent by the system.

Email Addr SMTP Server	This is available from your email provider and is called the SMTP Server name. The server name for Gmail is 'smtp.gmail.com' See Appendix 2 for more information on Email Security if using Gmail.
Email Address SMTP Port	In order to send emails from your account, you need to provide the SMTP Port number from which to send. The SMTP Port number for Gmail is **465**. In most other emails, the port is either **465** or **25**. Please check with your email provider. Other common email port numbers are **2525, 587, 587 and 2526**
Email Password	This is your email password. It is encrypted when stored in the database and not displayed in clear text anywhere in the system – nor if searching the database manually. It is needed to sign on to your email server to send emails on your behalf.
Email Message	This is the text of the email sent to sporting officials and coaches – along with attached pdf versions of reports.
Umpire/Referee Title	The title for an umpire in the sport. "Umpire" for AFL. Possibly referee for other sports.
Target Directory	This is the directory that all generated reports (Word documents and PDF documents) are stored. If in doubt, leave this as 'C:/Observations'. Only change it if your organisation's standards say otherwise.
Default Report Type	This is used when converting games from Schedula to provide the default report type for each umpire. It is used when no other defaults could be located by the app.
Competition Name	This is the name of your competition or umpiring group. For example: Northern Football Netball League
Period/Quarter/Half name	Quarter, or Half, or Period, etc. This is the name given for each portion of play in the games to be observed. For AFL, this is typically Quarter. For Ice Hockey, it would be Period/
Period name Abbreviation	Q, or H, or P, etc. This is the abbreviation of the name given for each portion of play in the games to be observed. For AFL, this is typically Q
Max Periods Per Game	In AFL, this is typically 4. In Soccer, it is typically 2. In Ice Hockey, this is typically 3.
Default Period Time (min)	This is the default length of a period (excluding time on). For AFL, this is 20 (minutes).
Backup Location	This is the location where the system saves backup files. If in doubt, set it as 'C:\Observations'. Only change it if your organisation's standards say otherwise – or – if you have a permanent backup drive connected to your computer.
OneDrive Location	This is the default location on your hard drive which represents your "OneDrive" directory. OneDrive is Microsoft's cloud. Assuming you have a Windows license, sufficient OneDrive space is available for free from Microsoft. Observations will only use a few megabytes per season. Usually, the OneDrive directory is 'C:\Users*xxxxx*\OneDrive'. where *xxxxx* is your Windows logon id.

	Consequently the OneDrive location would be the Observations sub-directory such as 'C:\Users\xxxxx\OneDrive\Documents"
Template for Reports	If you want to use the default template, leave this field empty. Otherwise, click the button marked "…." and select the file to be the word template for all Word reports. It would usually end in .doc, .docx, .dot or .dotx If left empty, a blank page will be used for all reports. The create a template for use in this system, only include letterhead information into the documents header section and/or footer section. This would typically be an icon of your sporting organisation and the name of the organisation. This is described later in this appendix.
Official Type 1	The abbreviation used for the first type of official. For AFL, it is 'f' for field umpire
Official Type 2	The abbreviation used for the second type of official. For AFL, it is 'b' for boundary umpire
Official Type 3	The abbreviation used for the third type of official. For AFL, it is 'g' for goal umpire
Official Type 4	The abbreviation used for the fourth type of official.
Official Type 5	The abbreviation used for the fifth type of official.
Official Type 6	The abbreviation used for the sixth type of official.
Official Type 7	The abbreviation used for the seventh type of official.

- **Click on Save to Save changes to the profile**
- Alternatively click on Types & Coaches to review the defaults for each official type listed in official types 1 through 7

24.2. Customise Umpire Types

Based on the "Official Type's 1 through 7" above, you can provide more detailed information about the type and the person in charge of those officials.

To set or update this information, click on "Types & Coaches". The form is then extended by the Type and Coach Default Settings.

Update each row, one for each type. Alternatively add additional rows for new types. Or Remove rows for types not required.

Then click on "Update Types" to save the changes. No changes will be saved until you click on Update Types. Shown is an example of supporting, say, Emergency Umpires and Interchange Stewards.

Type and Coach Default Setting

	Disp Seq	Typ	Description	Coach Description	Coach Name	Coach Contact	Coach Email	Coach Email CC1
▷	1	f	Field	Field Umpire Coach	Field Whistler	0491 570 110	field@contoso.com	
	2	b	Boundary	Boundary Umpire Coach	Thrower Boundary	0491 570 156	thrower@contoso.com	field@contoso.com
	3	g	Goal	Goal Umpire Coach	Wavey Flags	0491 570 159	wavey@contoso.com	field@contoso.com
*								

For each row,

Field	Meaning/Instructions
Disp Seq	Numeric. This is the sequence that umpires are displayed throughout the system (e.g. When listing officials in a match). In the example above, all field umpires would be displayed before all boundary umpires, then all goal umpires, emergency umpires and interchange stewards.
Type	This the “official type 1, 2, 3, 4, 5, 6 or 7” set on the profile page
Description	A description of the type (e.g. Goal)
Coach Description	A description of the “coach” for this type (e.g. Goal Umpire Coach)
Coach Name	Name of the coach for this type
Coach Contact	Phone or contact number for this coach
Coach Email	Email address to send emails to the coach
Coach Email CC1	Optional additional email addresses to cc when emailing a coach (e.g. Assistant coach, etc) separated by a semi-colon (e.g. “david.kuchmar@gmail.com; charlie.brown@contoso.com”)

24.3. Review Default Report Types by Grade

The five different report types are as follows:

Report Type	Description
Regular	A regular report for an umpire contains: • Match, umpire and observer information • Categories and groups which feature an assessment per group as well as the observations made related that group • Game plan, or action plan, providing one or more focus items for the umpire to work on • Any initial, common and summary items allocated to the umpire
Senior	These are designed for more senior umpires who do not require a lot of detailed feedback. A senior report for an umpire contains: • Match, umpire and observer information • Game plan, or action plan, providing one or more focus items for the umpire to work on • Any initial, common and summary items allocated to the umpire It is the same as Regular without the categories and detailed observations.
Senior Enhanced	These are designed for more senior umpires who do not require a lot of detailed feedback – but adds a summary of groups. A senior report for an umpire contains: • Match, umpire and observer information • Summary by Category/Group • Game plan, or action plan, providing one or more focus items for the umpire to work on • Any initial, common and summary items allocated to the umpire It is the same as Regular without the categories and detailed observations.

Running	A **Running Sheet** report is provided for sporting bodies that do not wish to provide comments grouped by categories. Alternatively, this may be the best way to walk through a match with an umpire either during or immediately after a match before it has been reviewed and summarised. A running sheet report for an umpire contains: • Match, umpire and observer information • All observations in Quarter, Time of Quarter sequence of recording • Any initial, common and summary items allocated to the umpire
Enhanced	An **Enhanced Running Sheet** report is the same as a Running Sheet report but adds the summary by Category/Group into the report.

Under Observations for Windows only, when an umpire is added to a game, the Report type allocated for that umpire is derived from the Default Report Type Table. The system uses the game Grade and the Umpire Type to look up the default report type. This is designed so that senior grades can have Senior reports, and other grades can have Regular reports – or variations as required.

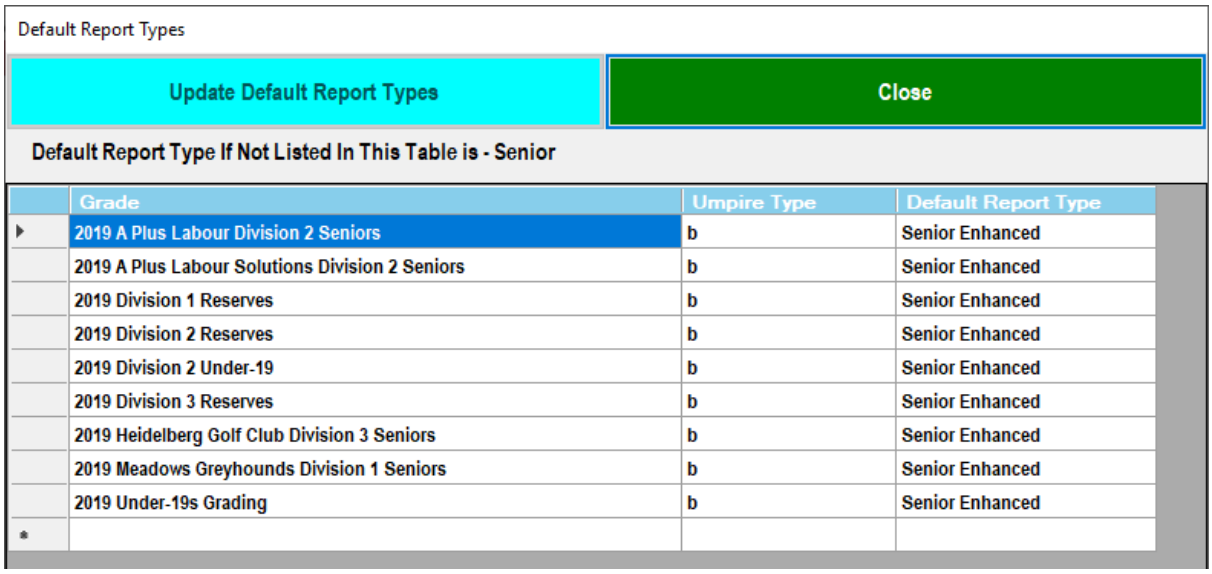
Should there not be a report type specified for that grade and umpire type, the Report Type is derived from the Profile Value for "Default Report Type" provided.

Should you believe a different report type is required when producing the report, you can override the report type at report creation time.

To establish the Default Report Type table:

(a) From the Observations home form, Show Minor Functions.

(b) Click on Upd Default Report Types.



(c) This example shows that all boundary umpire grades provide a default report type of Senior Enhanced. All other umpire types/grades will default to the value in the Profile.

(d) Manipulate the table as follows:

1. To update a row, you can only update the Default Report Type column
2. To add a row, go to the bottom row with the asterisk (*) and type in the Grade EXACTLY as Schedula or you game entry will specify the grade, the umpire type, and the default report type.
3. To remove a row, highlight the row but clicking in the left margin of the row till the whole row is highlighted, then click the <Delete> key.

(e) Changing this table will not alter the report types for umpires already appointed to games in the system.

24.4. Review Reporting Categories and Predetermined Comments per Umpire Type

For each umpire type, you identify one or more categories. For goal and boundary umpires there is only one category. For field umpires there are two categories by default: Decisions and Match Management.

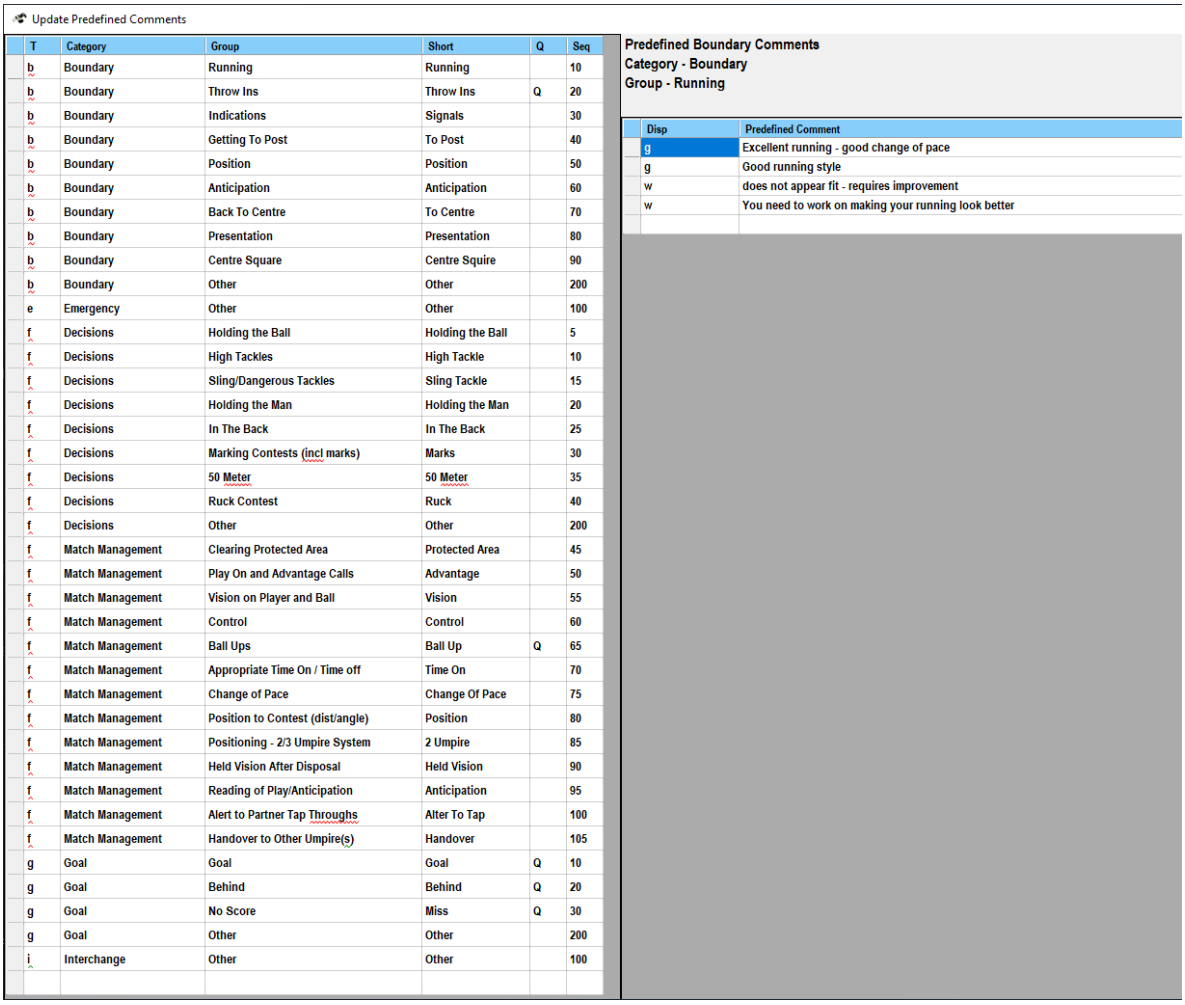
Within each category, there are one or more Groups. Each umpire type must include a group called “Other”.

To review your Categories, Groups and Predefined Comments:

(a) From the Observations Home Form, click on Show Minor Functions

(b) Click on Upd Predefined Comments

(c) The list of all such information is listed



T	Category	Group	Short	Q	Seq
b	Boundary	Running	Running		10
b	Boundary	Throw Ins	Throw Ins	Q	20
b	Boundary	Indications	Signals		30
b	Boundary	Getting To Post	To Post		40
b	Boundary	Position	Position		50
b	Boundary	Anticipation	Anticipation		60
b	Boundary	Back To Centre	To Centre		70
b	Boundary	Presentation	Presentation		80
b	Boundary	Centre Square	Centre Squire		90
b	Boundary	Other	Other		200
e	Emergency	Other	Other		100
f	Decisions	Holding the Ball	Holding the Ball		5
f	Decisions	High Tackles	High Tackle		10
f	Decisions	Sling/Dangerous Tackles	Sling Tackle		15
f	Decisions	Holding the Man	Holding the Man		20
f	Decisions	In The Back	In The Back		25
f	Decisions	Marking Contests (incl marks)	Marks		30
f	Decisions	50 Meter	50 Meter		35
f	Decisions	Ruck Contest	Ruck		40
f	Decisions	Other	Other		200
f	Match Management	Clearing Protected Area	Protected Area		45
f	Match Management	Play On and Advantage Calls	Advantage		50
f	Match Management	Vision on Player and Ball	Vision		55
f	Match Management	Control	Control		60
f	Match Management	Ball Ups	Ball Up	Q	65
f	Match Management	Appropriate Time On / Time off	Time On		70
f	Match Management	Change of Pace	Change Of Pace		75
f	Match Management	Position to Contest (dist/angle)	Position		80
f	Match Management	Positioning - 2/3 Umpire System	2 Umpire		85
f	Match Management	Held Vision After Disposal	Held Vision		90
f	Match Management	Reading of Play/Anticipation	Anticipation		95
f	Match Management	Alert to Partner Tap Throughs	Alter To Tap		100
f	Match Management	Handover to Other Umpire(s)	Handover		105
g	Goal	Goal	Goal	Q	10
g	Goal	Behind	Behind	Q	20
g	Goal	No Score	Miss	Q	30
g	Goal	Other	Other		200
i	Interchange	Other	Other		100

Disp	Predefined Comment
g	Excellent running - good change of pace
g	Good running style
w	does not appear fit - requires improvement
w	You need to work on making your running look better

(d) To update the information, update as listed below. You may need to click on a new row for the previous update to be processed.

- To update a predefined comment, click on the Category/Group row on the left – and update the appropriate comment on the right
- To remove a predefined comment, click on the Category/Group row on the left – click on the comment you wish to remove on the right – and click the <Delete> key.
- To add one or more predefined comment, click on the Category/Group row on the left – and add a new row on the right specifying the disposition (g for good, n for neutral, w for work on) and then add the comment.

- To add a new Category/Group, add a new row on the left – specifying the umpire type, the Category, the Group, a short name for the Group, a Quick Flag if applicable, and a sequence number which will sequence the categories in a report or review.
- A Quick Flag is denoted by a Q in the appropriate column. You can have up to four Quick Flags per umpire type.
- To update an existing category/group, you can only update the Quick Flag or the Sequence Number. All other attributes are read only. If you need to, it is recommended you add a new category group – and minimise use of the old one.
- To remove an existing Category/Group, you must first remove each predefined comment associated with it, then highlight the Category/Group row by click on the margin at the left of the row – then clicking on the <Delete> key. You cannot remove a Group which has been commented on during the season.

24.5. Create a report template with your League's/umpire's logo (optional)

By default, Observations creates all Reports (except History reports) in Microsoft Word and sends them as PDFs in emails.

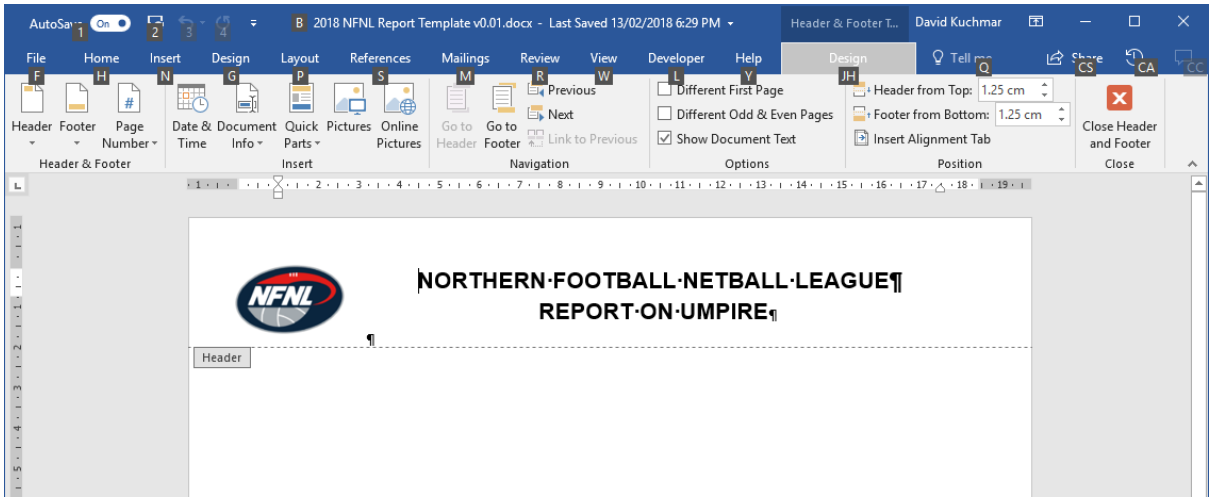
If you do not provide your own report template, Observations will use "plain sheets of paper" for the report.

To help you customise for your league or association, we provide the Profile option of specifying a local file which is your report template.

Should you wish to create a report template, it is recommended you ONLY place information in the word document's Header and/or Footer. You can include logo's – or other "letterhead" information you require.

You should save your template as either a ".doc", ".docx", ".dot" or ".dotx" file in a directory. Then go to the Profile to update Report Template to point to the template document.

Below is an example of a report template.



25. Appendix 2 – More About Emailing Reports and Email Security

The system uses encrypted communication with Microsoft to send emails. Therefore, you need to provide private information for the system to send an email on your behalf from your email server.

The system will log on to your email server which means it needs specific information as listed in the Profile to do this.

Note that your email password is never displayed anywhere in the application. It always remains encrypted in the system.

It is recommended you use Gmail for your account to represent your role as observer as the system is fully tested with google. Gmail is tested and works perfectly with Observations for Windows. However, other email providers should also be fine. You may need to ask your email provider for the correct **Email SMTP Port**.

HOWEVER, Google does not like ***unregistered programs*** (such as Observations for Windows) sending emails on its behalf. Consequently, you need to specify you email account with the "Allow Access from Less Secure Apps" option in Google.

I usually do not have this option allowed. My recommendation is to have this option OFF. When you are just about to send emails using Observations:

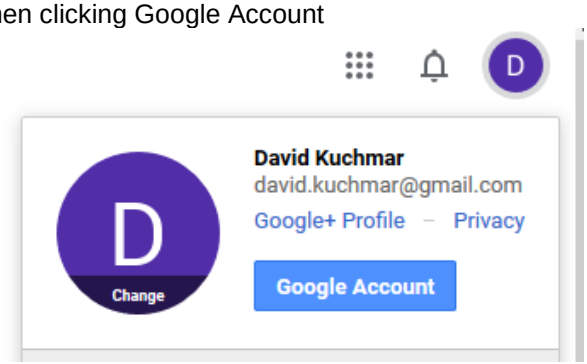
(a) Turn on Allow Access from Less Secure Apps

(b) Send Emails

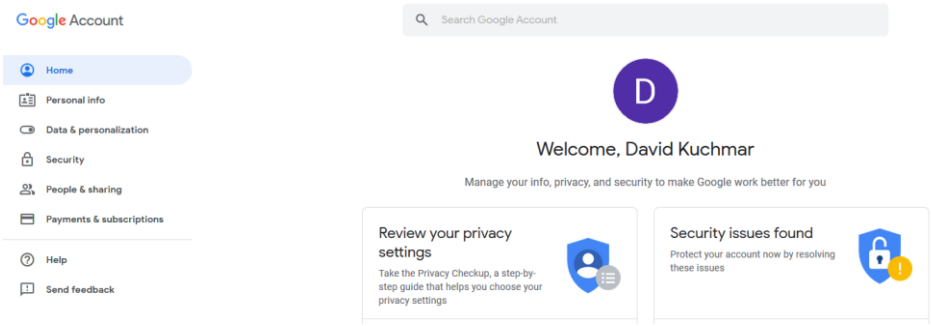
(c) Turn off Allow Access from Less Secure Apps

To change this setting in Gmail:

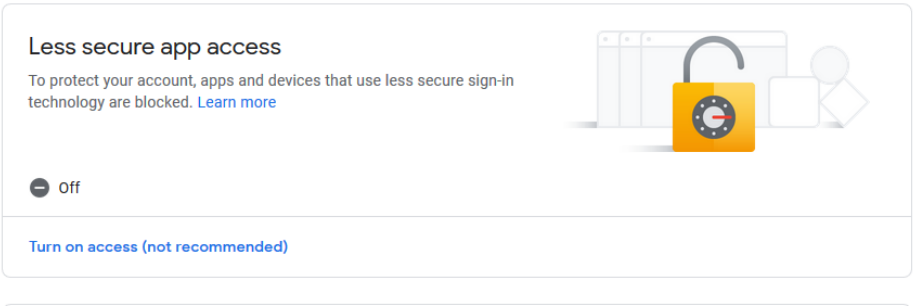
1. Log into google.
2. Proceed to Manage Account by clicking the circled letter on the top right of the screen and then clicking Google Account



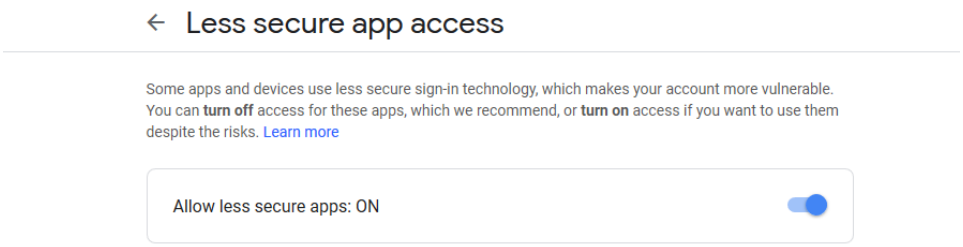
3. From the Google Account Screen, click on "Security" in the left margin



4. In the Security Screen, scroll down till you find

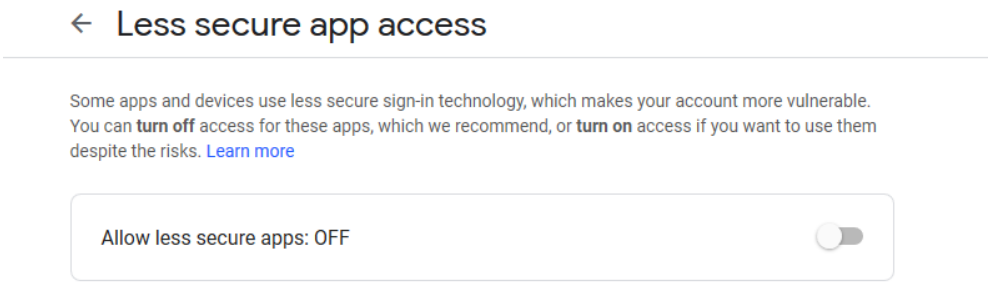


5. Turn on Access (even though it says not recommended)



Leave the screen active and swap back to Observations

6. Send your emails
7. Turn OFF “Less Secure” Access



8. Close Google Account windows in your browser.

26. Appendix 3 - Prerequisites

26.1. Observations for Windows Prerequisites

Observations is a Windows application which will run on Windows 8, 8.1 or 10 PC, Laptop, Convertible or Tablet.

Requirements:

- MS Office 365 (or equivalent Microsoft Office products – Word and Excel) for Umpire Reporting (MS Word for individual and coach reports, MS Excel for importing umpires, importing fixtures optionally from Schedula, and creating historical reports)
- Internet access to install and register - and to email reports

26.2. Observations Companion for Android Prerequisites

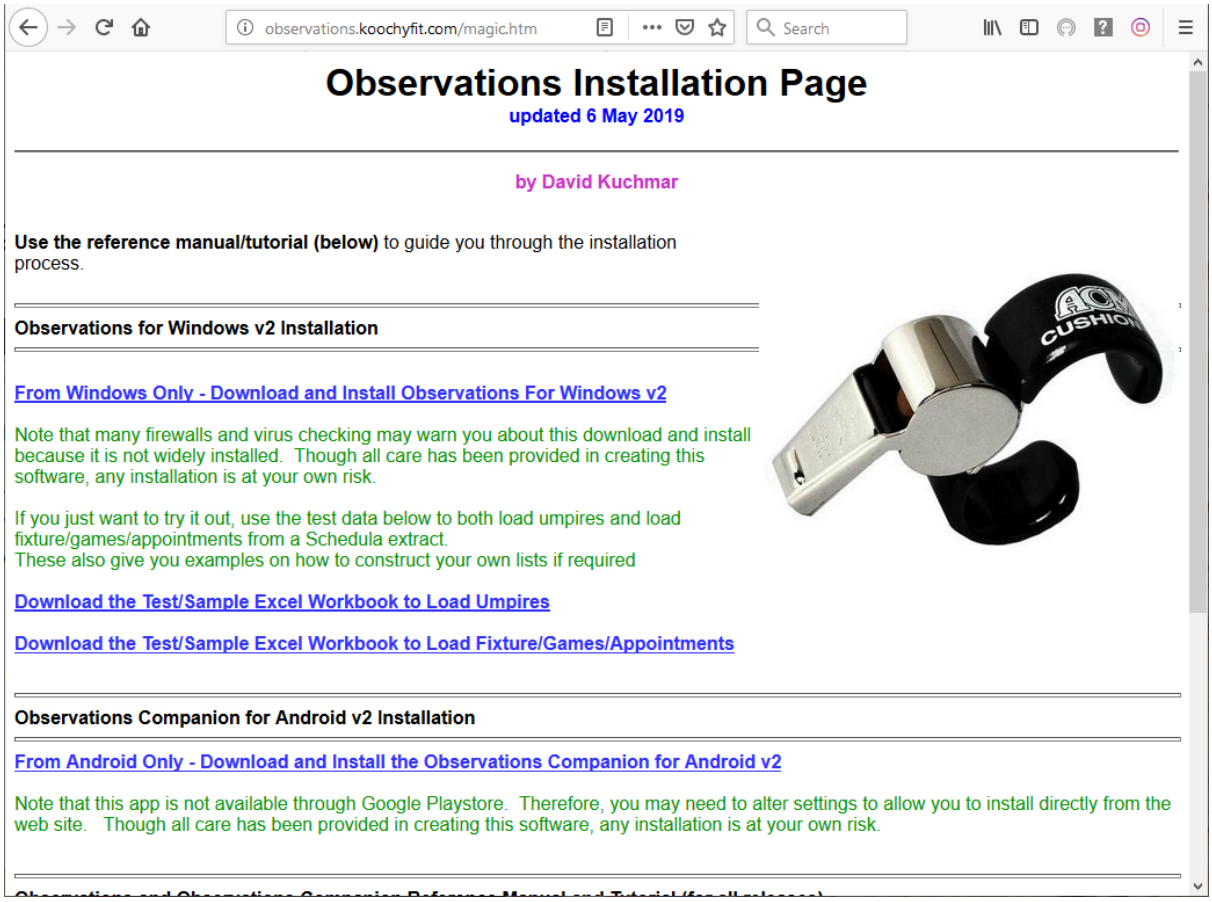
Observations Android Companion is an Android application. It will run on Android Ice Cream Sandwich or higher

Requirements:

- Observations for Windows must be first installed, registered and configured (**EXCEPT** if using the Observations Companion to **only** keep track of scores) You need also have Exported Metadata from Observations for Windows.
- Internet access to install, to email reports directly, and if you use built in Google “voice to text” to record comments
- You need a Microsoft OneDrive account to move files between Windows and Android. To find out what a OneDrive account is – and how to create one, see Appendix 5.

27. Appendix 4 – Downloading the Test/Sample Data

If you simply want to test the applications with sample data, the download page contains two files for you to download.



Click on “Test/Sample Data to Load Umpires” and “Test/Sample Data to Load Fixture/Games/Appointments” and each file will download to your “Downloads” directory.

You can examine it there.

28. Appendix 5 – How to Create a Microsoft OneDrive Account

If you are to use the Observations Companion for Android, then you will require a Microsoft OneDrive account.

You probably already have a Microsoft Account. You need it to log in to Windows 10.

If you have purchased Microsoft Office 365, you will have been given a 1 TB OneDrive account already.

If you don't have a Microsoft account, you can easily create one.

1. Go to http://onedrive.com
2. If you have a Microsoft Account, Click on Sign In to sign in using your Microsoft account id and password (Windows, OneDrive, Xbox Live, Office and Skype – they are the same account).
3. If that worked, then you already have a OneDrive account. By default you are given a 5 GB storage account. For use with Observations, you should not exceed about 30 MB for a single season - which is less than 1% of that limit.
4. If you did not have an account, click on “Sign Up for Free” and follow the prompts. Create an account usually with your email address as the user id.