



Action Taken at Time of Incident: \_\_\_\_\_

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Was the incident reported verbally to any Team Executive/Governing Body?  
Yes/No

If 'yes' please give details: \_\_\_\_\_

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Umpires Signature(s): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**ONCE COMPLETED THIS FORM MUST BE SENT TO;**

Anne Craft  
HCL Secretary

**ALL REPORTS MUST BE RECEIVED WITHIN TEN (10) DAYS OF THE  
INCIDENT. THE UMPIRE(S) SHOULD KEEP A COPY.**

The following guidelines are to assist umpires in completing that form.

If two umpires are present, both should agree to a report being submitted, even though one umpire may not have personally observed the incident in question, e.g. use of foul or abusive language which may have been out of earshot. Prior to leaving the ground after the match the umpires should inform a representative of both clubs of their intention to submit a report. The following procedure should then be adopted.

- 1 Reports should be completed as soon as possible after the event has occurred and certainly within one week. You must return the completed form to the League Secretary within 10 days.
- 2 Reports should be clear, concise and easily readable. Black ink should be used as reports may require to be copied. Particular emphasis should be placed upon correct spelling of names of those involved, as reference may be made to me report at any subsequent hearing.
- 3 Reports must clearly state:
  - the HCL division;
  - the two teams involved;
  - date and venue of the match;
  - the name of both umpires;
  - name and team of any player/official involved in the incident .
- 4 You should give a *brief, factual* account of the events to include, where relevant:
  - The state of the game at the time, i.e. score, which team was batting, ground/weather conditions, etc..
  - Action taken *at the time of the incident*, e.g. involvement of colleague, team captain or club official.
  - Details of any *actual conversation* which took place. Third party information, e.g. "I was later informed ..." must *not* be included.

It is not necessary, or desirable, to write lengthy reports and any irrelevant material should be omitted.