

The purpose of the forms is to ensure that all teams follow the same protocols and rules as required by the SMJFL.

At the game – HALF TIME

Competition Match Report (CMR)

The home team manager will bring the umpire(s) the CMR book

Team Sheets

- The team managers will bring the umpire(s) their team sheets
- Umpire(s) to ensure that each name has a jumper number beside it
- Umpire(s) to ensure that each name either has a signature, or the name has been crossed out
- Umpire(s) to ask the team manager to correct any errors

Leave all this paperwork in the Umpires' Room until the conclusion of play

AFTER the game

Complete the Competition Match Report (CMR)

- Where **Best & Fairest votes** are required to be allocated (Under 11 – 18 competitions excepting Under 12 girls competition), umpire(s) to complete this section in private – asking the Team Managers to step out of the room if necessary.
- The umpire is to return the team sheets to the Team Managers after all paperwork is complete.
- Umpire(s) to take the white copy of the CMR for reference when completing the online component of the CMR – the home & away team managers take the green & pink copies (respectively).

Player Report Form

1. Umpire to ring Team Leader: Football Operations & Umpiring IMMEDIATELY on 0421 170 756 – preferably before completing report sheet. Copy of report sheet to be texted to same number BEFORE you leave ground.
2. If more than two umpires report the same player, you still only need ONE Player Report Form. However, two separate incidents cannot be made on the same report sheet.
3. Umpire(s) to complete all sections of the Player Report Form – match & player details
4. Umpire(s) to select the specific offence for which player (or official) was reported
5. Umpire(s) to complete the Details of the Report – ensuring that you document ALL THE FACTS (and ONLY THE FACTS) relevant to the player or official being reported.

Eg – I was officiating as the field umpire in the 3rd quarter when an incident occurred. The play was in the vicinity of the wing when player Scott Thomas (number 15 of Mordi-Brae) was reported for striking John Bate (number 3 of Prahran).

Ensure Umpire(s) print and sign name

6. Home & away team managers to print and sign name
7. Umpire to take **green** copy of form – for reference when completing the CMR online

CMR online – after the game

MUST BE COMPLETED AND SUBMITTED BY 9PM ON THE SAME DAY AS THE MATCH.

Umpire game payments are linked directly to the completion of the online CMR.

1. Use the Match Day Paperwork app to upload CMR info and B&F votes.