

Midlands Young Umpiring Website Tutorial



Here is a document to explain how to use and interact with the MYU website. The MYU website deals with everything from your availability to watcher reports and expenses. If there is anything you do not unsure about in this document please ask, either Tom Swain or Margaret will be more than happy to assist and our details can be found on the final page!

First of all go to www.mrhua.org.uk/youthpublic which will take you to the **Midlands Young Umpiring** homepage, which looks like this:



Midlands Young Umpiring

Midlands Young Umpiring Main Information Page

14th September 2011

Welcome to the Midlands Young Umpiring section of the website.
All of the information on this part of the site can be reached from the menu items at the top of each page.

Recent News Items ...

21st July 2011

Sarah English becomes NYUPL member.

MRYUAG is delighted to announce that Sarah has increased the numbers yet again of Midland Young Umpires to reach the National Young Umpire Promising List. Late in June she received an email from Liz Pelling that read 'Following your excellent performance at the U14 Boys Tournament in May, I ... [more, see below](#)

[Click here for more details for any of these news items](#)

Forthcoming Events ...

3rd October 2011

19:00

MRYUAG Executive Meeting @ Loughborough

This is the [Midlands Young Umpiring Home](#) Page.

The [Fixtures](#) page shows all youth events in the Midlands, along with information about who will be organising umpires for each match or event.

Midlands Young Umpiring Appointment Policy

England Hockey have specific recommendations regarding young umpires officiating senior hockey matches, as follows ...

"It cannot be emphasised enough that England Hockey recommends that U18 umpires, other than those approved by the NYUAG and RYUAGs, do not umpire adult matches unless supervised by appropriately qualified and checked coaches/mentors.

Welfare precautions should ensure the deployment of young umpires to games appropriate to their stage of development."

Midland Region Hockey Umpiring Association, and specifically the Midlands RYUAG, support this policy fully.

Any appointments of young umpires to senior or junior matches will only be made after careful consideration of the abilities, welfare and development needs of any young umpires concerned.

The [Committees](#) page shows the members of the Midlands Young Umpiring.

It also shows the contacts for each County Association (both the young umpire representative **and the appointments co-ordinators responsible for appointing young umpires in each county**).

[Midlands Umpiring Home](#)

[Young Umpiring Home](#)

[Young Umpires' Area](#)

[Young Umpire Panels](#)

[News](#)

[Diary](#)

[Fixtures & Appointments](#)

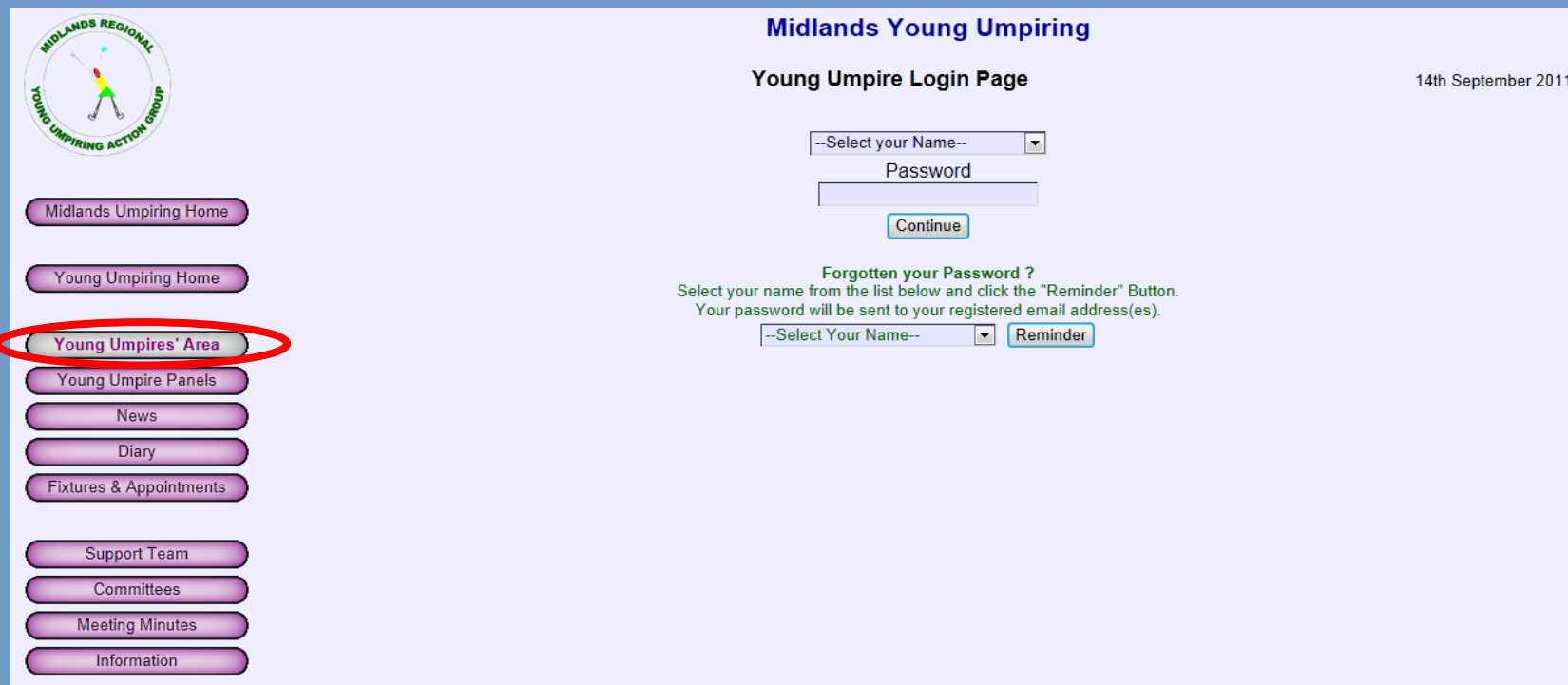
[Support Team](#)

[Committees](#)

[Meeting Minutes](#)

[Information](#)

To view your appointments and availability you need to log in to your **Personal Area** by clicking on the purple tab on the left hand side labelled **Young Umpires' Area**:



Midlands Young Umpiring

Young Umpire Login Page 14th September 2011

Midlands Umpiring Home

Young Umpiring Home

Young Umpires' Area

Young Umpire Panels

News

Diary

Fixtures & Appointments

Support Team

Committees

Meeting Minutes

Information

--Select your Name--

Password

Continue

Forgotten your Password ?
Select your name from the list below and click the "Reminder" Button.
Your password will be sent to your registered email address(es).

--Select Your Name--

Reminder


You need to find your name in the **-Select your Name-** drop down box, enter your own personal password, and then click **continue** to go to your personal area.

If you are a new member you will have had a temporary password emailed to you. You must use this password the first time you log in to your personal area, and you will then be able to choose your own personal password.

If you have lost your temporary password please phone or email Margaret McLoughlin on m.mcloughlin300@btinternet.com or 07712779295 to get a new one sent to you.

Once you have logged into your personal area, you will be able to see all of your personal details at the top of the page under **Our Records**, these details can all be edited (by pressing the **Edit Contact Details** button) to make sure that they are all up to date.

The first time you log in you will have to enter all of your personal details. Next to the Edit Contact Details button is the **Change Password** button, which is where you will enter your own personal password the first time you log in.



Midlands Young Umpiring

Young Umpires' Area

Young Umpires Menu for Jamie Hooper

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Our Records

(Contact details shown underlined are displayed on public areas of the site.)

Email address(es) ... just_jamie1990@hotmail.com (main address), no additional addresses **Date of Birth ...** 10/11/90
Address & Phone ... TERM TIME -, 60 Leopold Street, Loughborough, Leicestershire, LE11 5ED no home phone number, no work phone number, 07772 641088 (mobile)
Type ... Performance A Panel.

If your date of birth is incorrect or missing, please contact the Midlands RYUAG Secretary ... ryuag@mrhua.org.uk
 If anything else is incorrect or missing, click the "Edit Contact Details" button to change as necessary.)

Edit Contact Details

Change Password

Availability

Outdoor - 24/08 to 31/10 - Entered.
 Outdoor - 01/11 to 31/12 - Entered.
 Availability for Outdoor appointments from 01/01 to 29/02
 can be entered from 01/11

[Change Availability](#)

Future (and Recent) Appointments

Appointments that have been changed are shown with the person being struck out. Umpires underlined are being watched.

Date(s)	Competition	Match / Venue	Appointments
10/9/11 13:30	MRHUA Men - Friendly Matches	South Nottingham v Leek @ <u>Bingham Leisure Centre</u>	<u>Jamie Hooper</u> , Jerry Yates (umpires)
11/9/11 09:30	Young Men - JRPC Competition - Tier 1 - U16 + U18 Boys and Girls 1st w/end	Midlands Junior Performance (JRPC) v @ <u>Cannock HC</u>	<u>James Barnes</u> , <u>Tom Cheevers</u> , <u>Sarah English</u> , <u>Will Hessey</u> , <u>Jamie Hooper</u> , <u>Jonathon Oldham</u> , <u>Vicki Smith</u> , <u>Thomas Swain</u> , <u>Laura Yell</u> (umpires) Andrew Barnes, Neil Johnson, John Litchfield,

Underneath your personal details is the **Availability** box. This box tells you if you are up to date with entering your availability, which you must do in order to be selected to umpire. You do this by pressing the **Change Availability** button inside the box:

Midlands Young Umpiring
Young Umpires' Area
Availability Edit Page For Jamie Hooper

Go Back

If you have special notes for your availability please make sure you put them against every relevant date that you are available.
 Only the notes for the particular date are shown when people are making appointments. If you are not available, any notes will be deleted.

Dates(s)	Assoc	Availability			Men's / Women's / Mixed Events	Special Considerations / Notes
		Not Available	1 game only	Multiple games		
Wednesday 14th Sep 2011	Outdoor BCHUA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
	Outdoor EMHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
	Outdoor MRHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
Thursday 15th Sep 2011	Outdoor Young	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
	Outdoor EMHUA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	No confirmed matches yet	
	Outdoor MRHUA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	No confirmed matches yet	
Saturday 17th Sep 2011	Outdoor Young	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	No confirmed matches yet	
	Outdoor EMHUA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Friendlies	
	Outdoor MRHUA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Mid Pr	
Sunday 18th Sep 2011	Outdoor Young	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	No confirmed matches yet	
	Outdoor EMHUA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	No confirmed matches yet	
	Outdoor MRHUA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	No confirmed matches yet	
Wednesday 21st Sep 2011	Outdoor Young	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	No confirmed matches yet	
	Outdoor BCHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
	Outdoor EMHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
Saturday 24th Sep 2011	Outdoor MRHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
	Outdoor Young	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
	Outdoor EMHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	

Saturday 24th Sep 2011 Outdoor EMHUA You have an umpiring appointment. You MUST contact the relevant appointments secretary to change Availability.

In order to enter your availability you have to select the appropriate circle for each date on the system. There are three possible circles to select for each date; **Not Available**, **1 game only**, or **Multiple games**, you must select the most appropriate circle for each date (listed down the left hand side).

There is a **Special Considerations/Notes** box on the far right of the screen for each date which can be used to add any notes that you might want the selection team to know about. These notes could include transport difficulties, a certain time that you are limited to, or a preference for a certain location. PLEASE use it if you need to, it makes the lives of the selection panel so much easier if they know these details early.

Back on the main page of your personal area, under the Availability box, is the **Future (and Recent) Appointments** box. This box shows you all the games or tournaments that you have been appointed to.

Availability
 Outdoor - 24/08 to 31/10 - [Entered](#).
 Outdoor - 01/11 to 31/12 - [Entered](#).
 Availability for Outdoor appointments from 01/01 to 29/02
 can be entered from 01/11

[Change Availability](#)

Future (and Recent) Appointments			
Appointments that have been changed are shown with the person being struck out . Umpires <u>underlined</u> are being watched.			
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11/9/11 09:30	Young Men - JRPC Competition - Tier 1 - U16 + U18 Boys and Girls 1st w/end	Midlands Junior Performance (JRPC) v @ Cannock HC	James Barnes , Tom Cheevers , Sarah English , Will Hessey , Jamie Hooper , Jonathon Oldham , Vicki Smith , Thomas Swain , Laura Yell (umpires) Andrew Barnes , Neil Johnson , John Litchfield , Jenny Redford , Adam Wheeler (umpire support)
24/9/11 10:00	EMHUA Men - County Championships - leicestershire County championships	Leicester v various @ St. Margarets Pasture S.C.	Alan Bird , Simon Brown , Ben Driver , Gavin Harris , Jamie Hooper , Andrew Lamb , Santokh Moar , Malcolm Philippe , Kevin Ronson , Marc Thompson , Mark Carroll (umpires) David Straker (umpire coach)

The box shows the date and time of the game, the type of game/competition it is, the teams involved and venue of the competition and who else you are appointed with.

Near the bottom of your personal area home page is a **Useful Contacts** box that contains the contact details of all the other people that have been appointed to the same competitions that you have. It shows their name, their email address and contact numbers.

After you have fulfilled an appointment, you must log into your personal area in order to enter match feedback and claim your expenses. On your personal area home page, a box will appear under the Future (and Recent) Appointments box called **Feedback/Expense Notification**. You select which appointment you wish to claim for from the drop down box and click the **Enter Match Feedback and Expenses** button.

8/10/11	MRHUA Men - Midlands Division One	Warwick University v North Stafford @ Warwick University	Jamie Hooper, Laurie Linnell (umpires)
9/10/11 12:30	EMHUA Men - EH Competitions - Over 40s Masters Cup	Leicester Veterans v Rugby and East Warwickshire Veterans @ Leicester Grammar School	Colin D Anderson, David Straker, Jamie Hooper (um
22/10/11	MRHUA Men - Midlands Division One	Warwick University v Kings Heath Pickwick @ Warwick University	Tim Benford, Jamie Hooper , Simon Widdison (umpir
23/10/11	MRHUA Men - EH Competitions - Trophy Round 2	Barton v Shrewsbury	Jamie Hooper , Jerry Yates (umpires)
27/10 to 30/10/11	Higher Men - EH Futures Cup	@ Chase Park	Tom Cheevers (umpire) Jamie Hooper (umpire) Matth Thomas Swain (reserve umpire)Edward Westbrook (
29/10/11 14:30	MRHUA Men - Midlands Division One	Barton v North Stafford @ Shobnall Fields Sports Centre	Gary Eccles, Neil Stevens, Jamie Hooper (umpires) Margaret McLoughlin (umpire coach)

Feedback/Expense Notification

25/9/11 (JRPC Competition) Midlands Junior Performance (JRPC) v @ Cannock HC ▾

[Enter Match Feedback and Expenses](#)

Your Finances with Midlands Young Umpiring

This Season

Total Appt Expenses 0.00

[View All Midlands RYUAG Expenses \(All Years\)](#)

Useful Contacts

[Email](#)
[Home](#)
[Work](#)
[Mobile](#)

The next screen looks like this.....



Midlands Young Umpiring

Young Umpires' Area

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Feedback Entry Form for Jamie Hooper

Jamie Hooper

25/9/11 Midlands Junior Performance (JRPC) v (JRPC Competition - Men)

If you did not fulfil this appointment, contact the person who appointed you - **DO NOT COMPLETE ANY PART OF THIS FORM.**

If you want to donate your expenses to the Association, you must enter the actual mileage and other costs and then donate to the Association when you complete the claim form.

Expenses ? I incurred costs as detailed below No Expenses Wanted

Total Return Mileage miles

Other Costs £

Explanation of Other Costs

Your explanation must fit in the box without scrolling, any more will be ignored.
This is information for the expenses claim only. Do not put any information about anything else.

[Submit Your Feedback](#)

[Cancel - Do it Later](#)

Personal System by...



www.texsolutions.ltd.uk

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If you drove to the event you must enter the **Total Return Millage** in the **Total return Millage** box. If you used another form of transport to get to an event; bus/train/taxi then you must enter the cost of this in the **Other Costs** box and then write an explanation of what it is for in the **Explanation of Other Costs** box, and then click the **Submit Your Feedback** button at the bottom. Please make sure you record all your feedback even if you may wish to donate it to the group later on. This helps with our records

If you have no expenses to claim because you might have shared a lift with someone else or been dropped off at the event, then you must select the **No Expenses Wanted** circle in the **Expenses** box at the top, and then click **Submit Your Feedback**.

Once you have entered all your feedback a green box will appear on your homepage in place of the Feedback/Expense Notification box saying **You are up to date with your feedback and expense notification.**

If you have had a report or assessment written for you from an event by an umpire coach, these will appear in a new box right at the bottom of your personal home page in a box called **Assessment and Coaching Watching Summary**.

Assessment and Coaching Watching Summary								
	Date(s)	Version	Type	Event	Panel	Rating	Rating	Watcher(s)
View Report	Sunday 11th Sep 2011	Outdoor	Coaching	JRPC Competition	Performance (A)			Jenny Redford
View Report	Wednesday 2nd Feb 2011	Outdoor	Assessment	BUCS Premier	Performance (A)	Excellent	above grade	Margaret McLoughlin
View Report	Saturday 22nd Jan 2011	Outdoor	Coaching	East Midlands Premier	Midlands			Margaret McLoughlin
View Report	Sunday 26th Sep 2010	Outdoor	Coaching	JRPC Competition	Performance (A)			Chloe Robertson

Personal System by...



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Inside the box is the date of the event, whether it was indoor or outdoor, the type of report, the event itself, the panel you are currently a member of, the rating you received from the event, and who wrote the report.

On the far left side of the box next to each report is a **View Report** button, click this to open the report. Once you have read the report, just click the **Go Back** purple button in the top right corner of the page to take you back to your personal home page.

If you have any other questions or queries that this tutorial hasn't answered, or are having problems with your personal page, then please feel free to get in contact with either myself
(tom.swain@live.co.uk/07590642001)

or

Margaret (m.mcloughlin300@btinternet.com/
07712779295).

I hope this helps!!!! 😊

A Big thank you to Jamie Hooper for creating this document!