

# 6 Steps to Prepare like a Pro

**Preparation is strategy towards high  
percentage officiating.**

# Step 1 - Planning

- ▶ Specificity of detail (See the target)
- ▶ Outcome is the beginning (Start with outcome in mind)
- ▶ Fit for purpose (Don't underestimate or over-engineer)
- ▶ Plan Bs and What ifs? (Planned spontaneity)
- ▶ Articulate (Share with clarity)
- ▶ Checklist (execute with purpose - no complacency)

# SOFPAC

NAME:

Simon Taufel

## ANNUAL PLAN 2019

The following strengths I possess include...

### 1. Strengths (describe in detail):

- "Find a way" attitude
- Strong disciplined work ethic
- All round Umpiring knowledge
- The passion to go places no other (match officials) educator has gone before
- Compassion/generosity of my time to others (willingness to serve)

### 2. Areas for improvement:

What are the work aspects I need to improve (be specific)?

- Create a new career and business in performance consultancy for sports and corporates
- Don't assess / be judgmental – ask questions and be respectful – accept people and situations for who and how they are (75% of people are not like me)

### 3. Personal/non umpiring areas for development:

In addition to umpiring related areas, what areas do I need to work on to assist with my life balance? (These may include areas that will assist me post on-field umpiring) list:

- Improve health
  - Weight to drop and get to 34 waist size (88kg) – now 34.5 / 92.2
  - Flexibility to improve (eliminate back pain)
- Consideration / empathy for the views and differences of others (listen more / talk less)
- Do not lose my cool and shout / show excessive displeasure or anger

## ENGLAND v SOUTH AFRICA - TEST

ENGLAND CAPTAIN - ANDREW STRAVICK

SOUTH AFRICA CAPTAIN - GRAEME SMITH

PCT MEMBERS - KUMAR DHARMASENA (ON FIELD)

- ROD TUCKER (3RD)

- PETER HARTLEY (4TH)

- JEFF CROWE (REFEREE)

PLAYING TIMES - START 11.00AM

LUNCH 1.00PM

TEA 3.40 PM

CLOSE 6.00 PM

## MATCH GOALS

\* HIGH WORK RATE (1ST 15 MINS & LAST 15 MIN OF SESSION)

\* POSITIVE SELF TALK (I CAN, I WILL, I AM)

\* WATCH THE BALL CLOSELY (STAY IN THE MOMENT)

\* ENJOY THE OPPORTUNITY (SMILE, RELAX, COMMUNICATE)

## Pre-Series Preparation Checklist

### Preparation

- Tour itinerary – check supplied flights, accommodation schedules to ensure that they match. Hotel rooms to be provided for lengthy stopovers
- Airline tickets – correctness and timings to be checked
- Passport
- Valid visa for destination
- Pre-series medical check including immunisation check
- Research venues, airports, cities, and hotels
- Research players in series
- Copy of itinerary to family with relevant contact numbers
- Tour goals and objectives
- Review anniversaries, birthdays and other important events that will occur while away and pre-plan for these
- Pre-recorded message on mobile phone

### Items to take

- Contact lenses and glasses
- Computer, power cable and USB stick
- Camera
- Mobile phone handset and charger
- Black valuables bag
- Umpiring kit and clothes (remove sharp items from carryon luggage) – place in carryon baggage
- Snack foods/drinks (Vegemite, muesli bars etc)
- Medication – enough for the trip
- Three changes of clothes (appropriate for climate of destination)
- Music – CD case
- Personal development work to do/reading material
- Uniform
  - coat,
  - pants,
  - field shirts,
  - training gear warm up shorts and shirt,
  - socks (field and training),
  - flight socks,
  - field shoes,
  - training shoes,
  - undershirt vests,
  - tie and travel jacket
- Gifts for the local liaison officer
- Hat case with hats
- Power adaptors for countries to be visited
- Sunglasses
- Sun cream
- Watch/heart rate monitor

## Pre-Match Ground Inspection Checklist

- Sightscreens – big enough and in the right position
- Ground clock to be used
- Meet groundsman and discuss
  - Watering and mowing protocols for the outfield during the match
  - Choice of rollers available
  - Method and timing of repairing foot holes
  - Ability and process to use artificial lighting
  - Markings for runners
  - Remarking popping creases at drinks breaks
  - Available covers and timing to get pitch/square covered
  - Source and direction of bad weather
  - Provision of bowling markers
  - Staff location during the match
  - Spare bail and stump to be provided
- Location and signaling methods of scorers/scoreboard
- Security of umpires' dressing room
  - Restrict access
  - Where meals will be served
  - Shower / hot water
  - Right amount of space/tables
  - Supply and location of a fridge
  - Cleanliness and hygiene
- Location and notification method into Players' dressing rooms.
- Location and signaling method for 3<sup>rd</sup> umpire – video screen/lights
- Type of two-way communication devices to be used – charged / quality
- Location and appropriateness of spare balls – quality and range
- Catering – required types of food (served hot), fresh fruit (bananas) and various drinks. Timing of food and what will be supplied at the end of the days play.
- 3<sup>rd</sup> umpire protocols/teamwork
  - ability and teamwork issues associated with code of conduct reports
  - tells us if TV shows something we should know (no balls, player conflict, ball tampering)
  - tell us exactly what you see – not an abridged or your summary
  - communicate “boundary 4, boundary 6, runs as scored”
  - count balls per over yourself and overs per bowler for ODI as a backup
  - Try to refrain from radio conversation during an over unless important
  - Record time off field for fielders
- 4<sup>th</sup> umpire
  - what he is required to bring out at drinks
    - type of drink
    - saline solution
    - bananas
  - restricted access to pitch
  - mowing / rolling supervision
  - his location during play
  - may need to give time wasting warnings to batting side if instructed
  - check on fielder's condition if off the field for longer than advised or injured
- Supply of light meter and ball gauge

*“The game begins before the  
game begins”*

# Step 2 - Knowledge

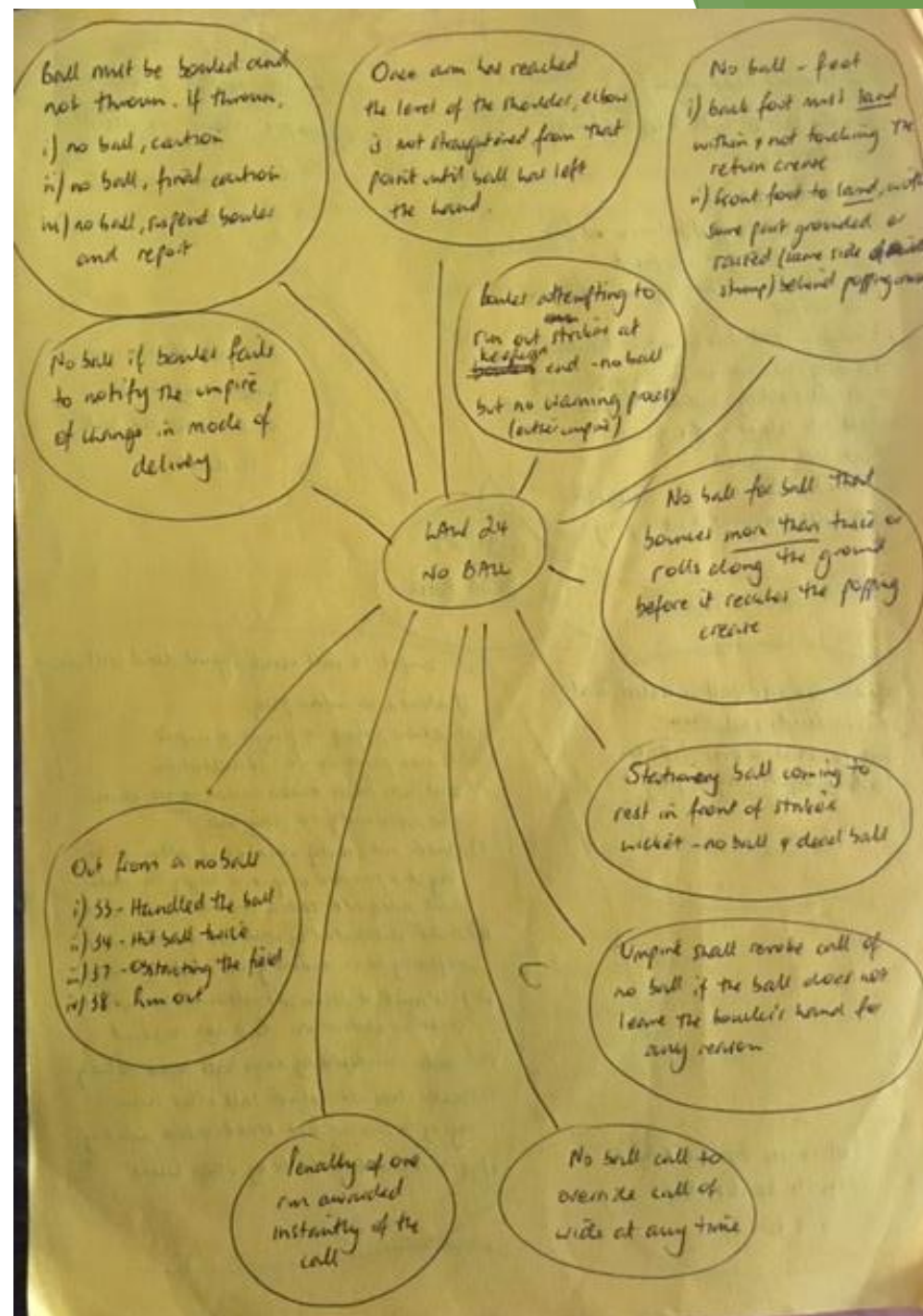




# THE LAWS OF CRICKET (2017 Code)

OFFICIAL

Marylebone Cricket Club





## ICC MEN'S TEST MATCH PLAYING CONDITIONS

### ENGLAND V SOUTH AFRICA 001 SERIES

- 11 players + 4 subs nominated - only these people can take the field.
- No runner allowed for an injured batsman
- Fielders absent for longer than 10 mins - needs to be on field for same amount of time before bowling
- Restriction does not apply for an external show
- Two new balls to be used at the start of each innings - retain possession at end of the over
- balls becoming wet and soggy can be replaced
- Max 50 overs per side / 10 overs per bowler
- Min 30 minutes interval in an uninterrupted match
- Record all delay and stoppages - over rate calculated at 4.2 min per over
- Min 20 overs per side to constitute a match
- Min 30 minutes break for interrupted match / naming of team setting first
- Max 30 minutes of extra provided when play is interrupted or delayed
- Innings completed more than 30 mins prior to scheduled interval - 10 min change and play to interval
- 45 min break if innings completed early and restart
- After using extra time - if 15 mins lost, reduce interval by amount of time lost
  - if more than 15 mins lost, reduce interval to 30 mins
  - if more than 60 mins lost, interval can be reduced with agreement captains/umpires with min interval of 10 mins
- Drinks breaks (2) at 1hr 10 mins
- Playing times - day matches
 

	Start (1st session)	day/night games	Start (2nd session)	Supplimentation & oval
10.15 - 1.45	Start (1st session)	2.00 to 5.30	6.15 to 9.45	matches start at 4pm
2.30 - 6.00	Start (2nd session)			
- If match reduced after the start, then 0% target to be set / used.
- use 3rd umpire to ensure an over is not miscounted
- Free hit after foot fault no ball - field changes only permitted if the stumps change
  - Lesco signal
- Steady and consistent application of rules
- Can consult with 3rd umpire on obstructing the field appeals
- no more than five (5) fielders on the leg side at instant of delivery
- Powerplay - first 10 overs - only two fielders outside circle and 2 stationary catching players
- and 1st block (5 overs) - max 3 fielders allowed outside the circle
- Non powerplay overs - minimum 4 fielders have to be inside the 30 yard circle
- 2nd / 3rd Powerplay blocks to be taken after 15th over and completed before 40th over in matches scheduled to be longer than 40 overs. No restriction for matches less than 40 overs.
- Powerplay signal (windmill) and top bats hands overhead for setting side powerplay
- Inform both sides and check first that powerplay is about to be taken
- Bowler limited to one bounce per over - notification (2nd bounce is a no ball / warning).
- Bowler over batsman's head standing up will be a no ball (one bounce for the over)
- Any ball above waist height is a no ball - caution (first) if likely to cause injury to batsman
- Bowler can run out non striker pre delivery - ICC protocol (refer to 3rd umpire)
- Can refer run out, hit wicket and stumping decisions to 3rd umpire (TV signal).
- Can consult on clean catch (radio) - make decision on field
- Can refer a bump ball (TV signal).
- Can consult on boundaries and also obstructing the field appeals.
- OBs to be used - one unsuccessful review allowed by both sides

## ICC REGULATIONS FOR THE REVIEW OF BOWLERS REPORTED WITH SUSPECT ILLEGAL BOWLING ACTIONS

### ICC SUSPECT BOWLING ACTION REGULATIONS 2009/10

- Umpire can call a player under law 24 on the field at any time.
- If called on the field under law 24.2 or is suspect according to an umpire or Match Referee (umpire & Referee to use naked eye/live vision when making judgement but can use slow motion video replays to confirm initial suspicions)

### Reporting Procedure

- End of match - umpire/referee to write a report detailing concerns about bowling action or concerns relating to one or more specific types of delivery.
- Within 24 hrs of the match concluding, the Referee will hand Match Officials report to Team Manager.
- 24 hrs after Team Management has received report, the Match Referee is to issue a media statement.
- ICC shall arrange for 3 copies of TV footage of the bowling spells asap. Once these tapes have been received, the ICC shall immediately write to the Player's Home Board confirming the report and enclose 2 copies of the footage & report. The 3rd copy is retained by ICC for the independent analysis of BbB.

### ICC INDEPENDENT ANALYSIS

- ICC shall appoint on an annual basis a panel of human movement specialists.
- The specialist to be used shall not be in the same country as the player reported.
- Specialist analysis to be done asap and within 21 days of report being received by Home Board.
- ICC is responsible for determining the time and place of analysis. All travel and accommodation shall be made by the ICC in consultation with the Home Board.
- A player who does not submit for analysis shall be regarded as admitting to having a suspect bowling action - will be immediately suspended until he submits for analysis.
- Within 14 days of analysis, the specialist will provide ICC with a written report.
- ICC shall immediately supply the Home Board with a copy of the report.
- If player (i) employed an illegal bowling action or that (ii) bowling action was materially different to the match in which he was reported - the player is suspended from Int. Cricket.
- If the player is determined to have employed an illegal bowling action in respect to a specific type of delivery only, the player will be allowed to continue bowling in Int. Cricket but subject to the warning that should he continue to bowl the specific delivery (s) for which he was found to be in breach, he will run the risk of being cited a second time.
- A second further report will result in the player being immediately suspended from bowling in Int. Cricket.
- Subject to the analysis being done after the initial report, the player can continue bowling. The player can be called on the field under 24.2 but another written report will have no consequence.
- If the player does not accept the specialist report, the matter can be heard by the BbB.
- Should a player be suspended for a second time with 1 day of the 1st suspension, they will be automatically suspended for 1 year. Only after this one year expires, can the player apply to ICC for a re-assessment.

*“Preparation is king.”*



# Step 3 - Fitness and diet (wellbeing)



#### As of WEEK 1: Monday 14 – Sunday 20 Nov (4 Weeks)

Swimming Session Week 1:	
Warm Up	200m easy freestyle, leg swings + stretch
Main Set 1	10 x 50m on 90 seconds (15mins)
Main Set 2	5 x 100m on 3mins (15mins)
Cool Down	Walk 2 laps + full-body stretch

Swimming Session Week 2:	
Warm Up	200m easy freestyle, leg swings + stretch
Main Set 1	12 x 50m on 90 seconds (18mins)
Main Set 2	5 x 100m on 3mins (15mins)
Cool Down	Walk 2 laps + full-body stretch

Swimming Session Week 3:	
Warm Up	200m easy freestyle, leg swings + stretch
Main Set 1	12 x 50m on 90 seconds (18mins)
Main Set 2	7 x 100m on 2.5 mins (17.5mins)
Cool Down	Walk 2 laps + full-body stretch

Swimming Session Week 4 (Offload week):	
Warm Up	200m easy freestyle, leg swings + stretch
Main Set 1	6 x 50m on 90 seconds (9mins)
Main Set 2	2 x 100m on 2.5 mins (5mins)
Cool Down	Walk 2 laps + full-body stretch

#### During matches

As a post match wind down I would like you to try to get in some small light to moderate fitness sessions. Try either of the below:

Walk 30mins (7 ½ laps of the oval)

Jog 15mins (7 ½ laps of the oval)

Swim 15mins

Plus a good full body stretch

Try and complete this 3 days out of five during the game at least!

#### Abdominals

3 x per week	
Session 1	1 x per week = 5min x Pilates routine
Session 2	1x per week – see gym program
Session 3	1 x per week = 5min Pilates routine + 3 x 30ball crunch, 3 x 30ball cross-over curls, 3 x 15jackknives



#### 1. Standing Row

- Pull shoulder blades back and down together as u pull back, try and maintain the shoulder blades back and down as you release your arms forward
- Slow and controlled movements
- Palms facing down
- Breathe out as u pull back and in as you slowly release forward



*Aus-Dietetics*

## Aus-Dietetics

July  
23,  
2004

### Simon Taufel's Food Diary Analysis

Hi Simon,

It is great that you have kept another food diary, which I have analysed for you. As you can see it is very similar to your previous couple. I think though we need to be very aware that the accuracy is reduced when there is a lot of food eaten out, as we are unsure of exactly what they add. Therefore the analysis may over or under estimate nutrients such as fat, which of course is one of the major things we focus on. This then effects the total kilojoule result as well. This has been the case for all the analysis times. The 92g fat intake for the average per day could possibly be lower when you are eating at home giving a better result.

The percentages of carbohydrate, fat and protein however are very good. If we break up the carbohydrate though, the sugars were 223g to the starch 153g. It would be better to reduce the sugar intake. The sugar is of course including sugar from fruit, however a lot is from fruit juice, which we have discussed about reducing.

Your fibre intake is excellent at 33g, with the desirable being over 30g.

As we have already discussed the diary and suggestions for improvement I have not gone into great detail.

If you have any questions please give me a call.

Regards  
Simone Austin  
Cricket Australia Dietitian

Ph(03) 9304 2273

Nutrient	1998	1999	2002	2003	2004	July 2004
Carbohydrate	250g	473g	373g	358g	337g	380g
Fat	130g	78g	55g	101g	102.5g	92g
Fibre	25g	35g	30g	35g	35g	33g
Kilojoules			10,685kJ	12,480 kJ	14,760kJ	12,770kJ
Protein			127g	143g	182g	155g

	Average % of total energy intake 2003	Average % of total energy intake 2004	Average % of total energy intake July 2004
Carbohydrate	50%	42%	50%
Protein	20%	24%	22%
Fat	30%	34%	26%
Alcohol			2%



*“It’s what you do when no one else is watching that determines your success, when they are.”*

# Step 4 - Relaxation



# *Sleep*

## *A PERSONAL ROUTINE*

**7 to 9 hours**

**improved immunity**

**better productivity**

**“Mondayitis” and jetlag**

**Lack of sleep ~ drunk**  
**4 hrs = 0.08%**

*“Most of you prepare/practice until you get it right. The best in the world prepare/practice until they can’t get it wrong.”*

# Step 5 - Focus





What am I going TO DO to achieve my goals (in the next 12 months)?

**GOAL 4.1:** Create a new career and business in performance consultancy for sports and corporates

**I am going to ..... (actions)**

- Network with colleagues in the field of consultancy and training (sports and corporate)
- Write a business plan
- Write a book to position myself and my messages
- Attend training workshop on presentation / keynote skills
- Identify business partners
- Create the training products (style and content)
- Create a website for the new business
- Establish a client network to promote the product
- Do more keynotes and training sessions and ask for feedback (keep, stop, start)

#### **7. Keep, Stop, Start Doing**

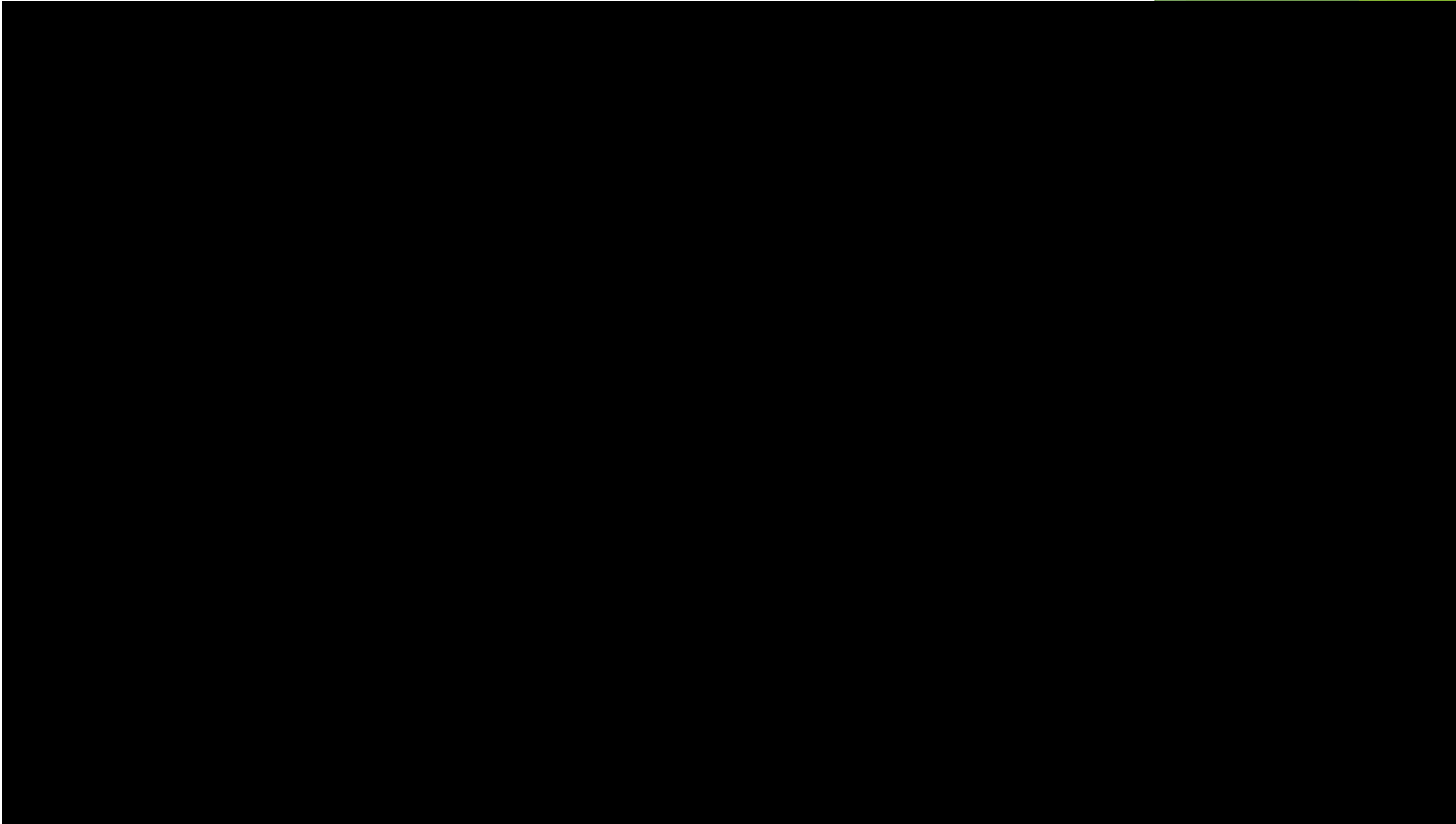
In the next 12 months (2019), what is one action I will undertake in the following areas?

<b>Keep doing</b>	Working hard, being positive and constructive.
<b>Stop doing</b>	Giving in to the temptation of thought that I'm right and everyone else is wrong. Being impatient for others to fit in with me.
<b>Start doing</b>	Show greater acceptance for different priorities in others. Balance passion for work with downtime to relax and enjoy other activities.



*“When the opportunity comes along, it’s too late to prepare.”*

# Step 6 - Self development / self evaluation



- **Legacy** – James Kerr (Culture, Leadership and the All Blacks).
- **Black Box Thinking** – Matthew Syed (Resilience, growth mindset).
- **Crucial Conversations** – Kerry Patterson (title is self explanatory).
- **The Speed of Trust** – Stephen M.R. Covey (How building trust is important to improving efficiency and reducing cost).
- **The Meaning of Luck** – Stephen Waugh (a good cricket book with so many life and business lessons).
- **Seeing the Sunrise** – Justin Langer (as above but might be helpful to better understand how he got to the number 1 coaching role).
- **The Happiness Trap** – Dr Russ Harris (Resilience, effective communication and building better relationships).



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REGIONAL PERFORMANCE MANAGER



UMPIRE SELF ASSESSMENT

This will assist your Regional Performance Manager to balance the information received from the ICC, from referees and captains. It makes a good starting place for discussion about your umpiring. You must complete a self assessment for every match and share it with your RUPM within 48 hours of completion of the match. Complete the form on computer and attach it to an email to:

June 2010 Version 1

Match:	Pakistan	v	England	TEST	Number in series:
Venue:	Abu Dhabi	Partner: Ahsan Raza	Start & End Dates:	13/2/12	Number in series: 1st
On Field Self Assessment of:			Simon Taufel	ICC PANEL Elite	

OVERALL MATCH GRADE	GUIDELINES	
Your overall performance for this match	<p><b>Highly accurate</b> in decisions, plus strong management and presence – A</p> <p>Solid performance throughout match + effective relationships with players and colleagues – B</p> <p>Understandable errors with good recovery in performance – has had better matches – C</p> <p>Below <b>good performance</b> – too many errors, a negative impact on this match – D</p>	<b>B</b>
COMMENTS: The reasons for your overall grade above for this match...		
I performed very well in areas of technique and match management but made an ordinary decision to give out Cook LBW and on review was overturned with a clear inside edge. I then had a marginal LBW overturned on Malik and am disappointed that technology did not support my onfield decision. Not an enjoyable match or good feeling about the performance.		

"PLEASE PROVIDE COMMENTS BELOW ON EACH OF YOUR GRADES AND THE REASON WHY"							
MARK B	Critical Decisions - out/not out	A	B	C	D	N/A	COMMENTS
	Accuracy of OUT decisions		x				1. Gave Cook out LBW to Hafeez. My gut feel told me there was an <b>edge</b> but I ignored it. Perhaps it was the influence that Eng still had a review left if I got it wrong, where as Pak <b>had none</b> left. A poor decision and I should just call it the way I see it and not be concerned with anything else.
	Accuracy of NOT OUT decisions	x					2. Gave out Malik LBW to Broad - technology had the ball impacting outside off stump although all on the ground at the time and on seeing the replays did not agree with the graphic. Really frustrated with this system of magnificity - it just looked out. Have requested screen grabs to review.
	Consistency of all decisions		x				
	Confidence in making all decisions	x					
MARK C	General Decisions	A	B	C	D	N/A	COMMENTS
	<b>Proactive control</b> of the match, apply/visit Laws & Playing Conditions & clothing equipment regulations	x					Did as much as we could to prepare and have the ground authorities deal with potential problems. They did not follow through on sightcreens, spectator movement and

June 2010 Version 1

UMPIRES SELF ASSESSMENT FORM

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Response to match and player pressure	x					room facilities.
Accuracy of no balls, leg byes & wide calls	x					A couple of tight wide calls – either just inside the guidelines or just down the leg side.
Decisions on ground, weather & light	x					Lights turned on at appropriate time of 5.06pm.
<b>MARK D</b>						<b>GUIDELINES</b>
Match Management						<p>Strong management and presence – <b>A</b></p> <p>Effective relationships with players and colleagues – <b>B</b></p> <p>Steady support of colleagues – <b>C</b></p> <p>Ineffective involvement for this match – <b>D</b></p>
Live out the PCT code						<p><b>Please explain why you gave your grade...</b></p> <p>I did my best not to let my disappointment at lack of support from liaison officer and ground authorities to affect my demeanour. Post match I was asked for my input and honest thoughts which were taken as being critical of the performance of the other members of the team when I said "we are better than that". If honest constructive comment is going to be taken this way and if the referee feels the need to "defend" others, then my approach and tone must be altered.</p>
Contribution to the spirit of the game & consistent attitude to both teams						<p>Cook apologised to me for challenging my LBW decision and I told him that there were no hard feelings – part of the game now and we had a good relationship. Communicated well and helped all bowlers from both sides.</p>
Code of Conduct application, reporting of breaches & support bowling actions						
Proactive in managing conflict issues						
<b>MARK E</b>						<b>GUIDELINES</b>
Self-Management & Teamwork						<p>Effective presence without being obvious, shows enjoyment – <b>A</b></p> <p>Effective relationships with PCT and hosts – <b>B</b></p> <p>Well prepared &amp; steady support of colleagues – <b>C</b></p> <p>Little involvement in this match – <b>D</b></p>
Protection of positive body language, confident image & match enjoyment						<p><b>Please explain why you gave your grade...</b></p> <p>Did not enjoy the match from start to finish. I had input on the lack of security leaving the hotel – no security in the bus or no police escort. A plain breach of our security and we continued on. Then arriving at the ground, the room was not set up according to instructions and there was a lack of tables and towels. Not a big deal but things continued to add up. Poor management of sightcreens and spectators with multiple interruptions and a total of nearly 7 minutes in delays. No water from the hot tap post match and no shower possible – all these things on top of two decisions over turned led to a frustrating day.</p>
Fitness, alertness & concentration						
Match preparation, dress and appearance						
Attended ground for inspection, participated in England net						

UMPIRES SELF ASSESSMENT FORM

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Cooperation, and communication with on-field partner & PCT	x					practice, pre game meeting with PCT and goal setting exercise.
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This was not an enjoyable game from me with lots of off field difficulties compounding an average game on the field. I made one poor decision and had another tight one that just looked good, overturned. Having said that, I had two other tight decisions upheld and it seems I've had a lot of tight calls to make recently. There is no doubt in my mind that DRS **has the ability to** undermine an umpire's confidence with instant feedback and often some strange and confusing results. My **main focus** now is to continue to work hard, stay positive and show leadership with my attitude and performance.

Appeals – LBW (11), Caught (2), run out (1), Stumped (2 – 1 referred) = Total (15). A very high number of appeals for an ODI.

Match goals ...

1. work hard and rest tomorrow
2. watch the ball closely – pre delivery self talk
3. high standard of decision making
4. enjoy the match and support team

While doing some good things including good positioning for run outs, calling of wides and calling of waist high full toss from Finn, I was disappointed with having two decisions overturned. I did not achieve the last two goals and need to address these issues in my next game.

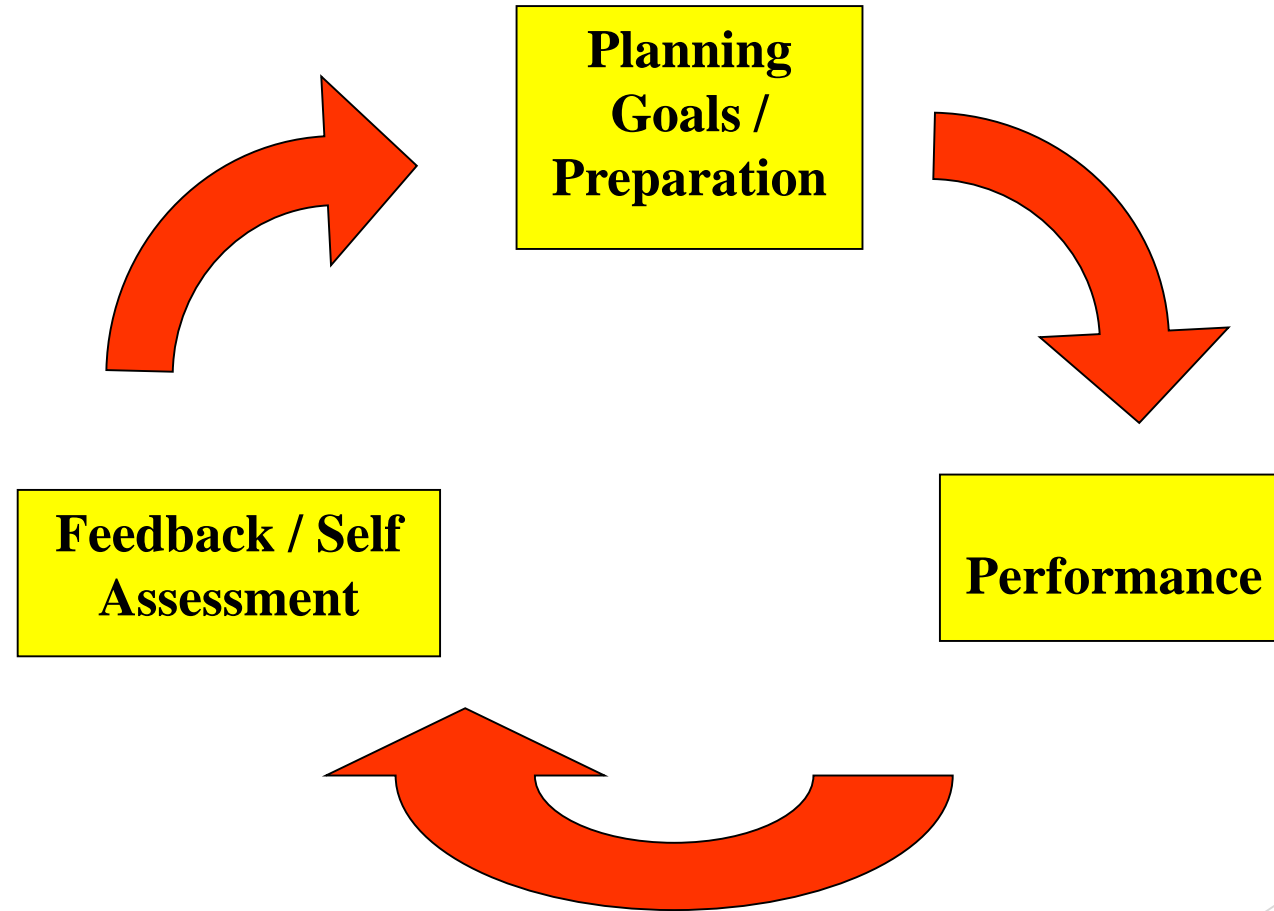
Are there any techniques that you need advice to help improve your umpiring skill levels and performances?

I need more information to convince me that Hawkeye is accurate as I have concerns about height and predicted impact based on the examples seen in this match. I request screen grabs of the LBW I gave out (Morgan off Ajmal) and the LBW appeal on Malik that was overturned. I find some of the results puzzling which undermines my confidence and judgement.

I also need to have a system put in place to ensure what is discussed and agreed to at ground inspections (with ground authorities) **actually accepted** and executed. Whilst I did not let them distract them from what I had to do on the field, they put extra pressure on the PCT and reduced the smooth flow of the match.

Degree of Difficulty of Match	High ← → Low				
	5	4	3	2	1
GWL, pitch, crowd noise, temperatures etc			x		
Intensity of the Fixture (High profile match involving Top 5 sides, series situation, number of appeals & difficulty of appeals etc)		x			

# Continuous Improvement Cycle







QUESTIONS FROM YOU

Stump the ump!

# Summary - 6 Steps to Prepare like a Pro

- ▶ 1. Planning
- ▶ 2. Knowledge
- ▶ 3. Fitness/diet
- ▶ 4. Relaxation
- ▶ 5. Focus
- ▶ 6. Self development/self evaluation