

## Instructions for Match Managers

Below is a general set of guidelines to help Match Managers (MMs) raise and organise their sides in the run up to the game and on the day itself.

### GUIDELINES AND CHECKLIST OF TASKS

#### 1. Raising your side

- Try and start no later than **2 months** before the date of the match (especially for mid week games, as it helps players to book time off work to play). The earlier you start, the less stressed you will get.
- **Do not rely at all** on a bulk email to raise a side. It won't work. You will need to contact people either with emails to specific players or by phone.
- The phone is the best method of contacting people. Follow up if you leave a message. Be persuasive – tell them how great the ground and tea are...
- If you need help you raise a balanced side you can:
  - (i) Look up members / on the website database or in the handbook; please also think of approaching candidates so that they play their qualifying games;
  - (ii) Speak to other MMs (especially the MM of that game of previous years- see the handbook/website for players in previous years);
  - (iii) Ask old cricketing friends. You never know, they may end up joining;
  - (iv) Contact Matt Shales (match secretary) at [shalesmjw@hotmail.com](mailto:shalesmjw@hotmail.com) or on 07960871711 or James Allsop (chair cricket sub-committee) at [jimbillbobsop@yahoo.com](mailto:jimbillbobsop@yahoo.com) or on 07702 035972;
  - (v) If you are struggling to raise a side 14 days before the match, contact the people referred to above for advice and assistance. Don't be shy in using friends/non-stragglers, as after all they may decide to apply to become candidates!
- Once a member (or Candidate) has committed himself to play in a particular fixture. If a player pulls out less than 10 day before said fixture, they **must** arrange for a suitable substitute. If they do not, the MM has the full support of the Committee in insisting that the defaulting player pays a match fee. Communication with your team is the best way to avoid problems. Just because they committed at the Annual Dinner, doesn't mean they will remember to turn up.
- Should a player withdraw from a game that he has committed himself to play in, MMs are advised to make either the area representative, or the Match Managers' Secretary aware. It is suggested to all MMs that defaulting players should in future not be invited to play in matches and that if they do wish to play, they should ask the MM in charge of that fixture if he can be considered for selection.
- Keep in contact with you team (email is fine) in the weeks preceding the game.

## 2. Team Selection and Logistics.

### Team List.

- In raising a team, try and include committed reserves, an umpire (umpire list will be provided and all you'll need to is contact the designate umpire a week or so before the game) and a scorer. Send the list out to each of those people plus the Match Secretary and the Area Representative for the area where the match is taking place. You should inform your opposing MM and the caterer at 'home' games. **NB. For those managing a game at Ascott Park, please see pages 5&6 which explains the set up and procedure for running a game at this ground. There are also a couple of notes for other matches that MMs would be advised to read.**
- Liaise with your opposing MM / caterer (see attached list) and find out how much the match fee is likely to be – cost of hiring a ground, lunch, and tea. If you have concerns that a match fee may be too high, consider discussing with your opposing MM the possibility of agreeing with the caterer to set a budget on the amount spent on the food for the day to keep the costs down. **Try and do this two weeks before the game.**
- Contact the umpire: The Match Secretary should inform you who "your" Umpire will be on the day. It is advisable (and polite) to contact him in advance to make sure that he knows that he is due to stand for you and also that he knows where and when the match is going to take place! **Again, try and do this the week before the game.**
- If possible, it is advisable to hold yourself in reserve as 12<sup>th</sup> man.

### Administration and Logistics.

- Find out the exact location of the ground (A tip is to use the post code search facility on "Street Map" ([www.streetmap.co.uk](http://www.streetmap.co.uk)) or some other road map web facility.) Ensure that each of the people who are attending the match receives a map and directions with the team list.
- Check that your team and match officials have access to email if you are going to send this information out electronically. If you are unsure, send a hard copy to them by post. Procedures for contacting ground authorities in the event of doubtful weather should be included.

## 3. Pre-Match Procedures.

### 7 days before the match.

- Check that you have a scoresheet (available from the SoA website or hard copy provided by the Match Secretary) and all relevant match reporting documents (These are available in "Word" format from the club website. You should also have a match ball (Sent to you by the by post- if your contact details on the web/handbook are wrong let James

know asap) and a club flag. Flags are kept by a number of the more prolific players. Rob Pollock-Hill, Tim Hamilton, James Allsop, Tim Lerwill to name but a few. If you think you won't have a flag at the game please let James Allsop know. Many grounds don't have a flagpole so the necessity for a flag may be redundant.

- Keep an eye on the weather reports. You can access the five day weather forecast at <http://www.bbc.co.uk/weather/5day.shtml?id=1769>. Liaise with the groundsman and or the opposition MM.
- If the game is called off, notify the Umpire first (to save travel expenses), the caterers, the opposition MM and then your players in order of the distance between their home and the ground. This **must** be done by phone. You cannot guarantee that people will check their email the night before the game!

#### On the day

- Get to the ground at least 45 minutes before the start. Meet the umpire, fly the flag and greet the opposition and any candidates making their debut for the club.
- Confirm with the umpire and scorers the playing hours, drinks breaks and ground rules as agreed with the opposing captain. If there is no dedicated scorer, ensure that your players share this duty when your side is batting and delegate the completion of the scoresheet after the game to one of them.

#### 4. **Post-match Procedures.**

- Retrieve flag and ball and completed scoresheet and thank match officials.
- Collect match and catering fees and the opposition entertained. Catering costs will have to be paid on the spot, either direct or through the home MM. 11 players' match fees must be submitted to the Treasurer no matter how many members and guests play in the game. **The raising of funds to pay guests' fees and for the catering costs for matches cancelled by the MM at short notice, (for reasons other than the weather,) is the responsibility of the MM, not the Club.**
- **2013 Season Match fee capping:** The club now has a policy where in special cases a player's match fee can be capped at £15 for the day or cost of the food (and ground hire apportionment if applicable) whichever is the **lower**. This includes the £5 match fee. Any shortfall will be borne out of central club funds. The balance for lunch and ground hire apportionment if applicable should be paid by the MM on the day and then reclaimed from the Treasurer out of club funds. An example of when it would be appropriate to cap a player's match fee is where a player is in full time education or under 21. This is not a hard and fast rule and there may be deserving cases which do not fall into either category.

- Check that the scoresheet is accurate and complete with the FULL initials of Stragglers players (these should be included in the handbook) – very important for end-of-season averages. Capt, WK, Candidates © and Guests (g) should be indicated.

**There have been too many instances of MMs failing to get complete scoresheets for games. If there is no scorer, it is your responsibility to ensure the scoresheets are maintained (by rotation or a keen bean) and ask the opposition to reciprocate when you are fielding.**

Complete match report and submit it (by post or pdf attachment to an email) along with the scoresheet to Rob Pollock-Hill. Rob will ensure stats are maintained and pass the documents on to Tim Coombe who will update the website, Eyre Maunsell or to the acting IT manager (Tim Coombe) (by email if possible).

Alternatively, you can input the match report yourself by logging on to the website and instead of using your own name and password type in:

Surname:coombe

Firstname:tim

Password: pandora

Then go to the fixture list and double click on the date of your fixture. This should bring up a fixture card and at the bottom it says “Edit” click on that button and insert your results. Please also complete a short match report commenting on any significant or amusing incidences to add to the club’s annals.

- Send the account form, with a cheque for the match fee (£55) to the Treasurer (Roy Stevens’ address: Barbel Consulting Ltd, Bridge House, Restmor Way, Wallington, Surrey SM6 7AH) **no later than 7 days after the match**. You should send the flag back to your regional representative. If necessary, please inform the Match Secretary of any players’ change of address / contact details.
- Ascertain players’ availability for future matches.

### General duties

As an MM you are the principal representative of the club at your fixture - both in the eyes of the opposition and new players to the club. If any player or candidate behaves inappropriately (i.e. by showing dissent or sledging either to a member of the opposition or a match official), they must be informed straightaway that such behaviour is not tolerated.

Your duties on match days will give you little time to think about the main business of skippering the side. There are two alternatives:

- (i) Appoint a player to act as Captain.
- (ii) Skipper the side yourself but appoint someone else to perform the MM’s duties on the day.

### Social Events

**Club Dinner tbc**

## USE OF "HOME" GROUNDS BY STRAGGLERS OF ASIA 2011

### Tidworth NOT BEING USED BY SOA IN 2013

Postcode: SP9 7TE. On the east side of the Salisbury road, leading south from Tidworth just outside Shipton Bellinger.

Ground hire is yet to be confirmed. Eyre will make details available. Just make sure that you split the cost of ground hire with the opposition and collect their share. Build the Stragglers' share into the match fee.

The ground will be open on arrival, but MMs will need to pick up keys at some point from Tidworth Leisure Centre reception (and sign for them). You should be the last to leave after the game and ensure all is tidy and locked up. The bins bags need to be placed in the large bin at the gate. Once the ground and gate is secure you will need to drop the keys back at the Leisure Centre, but it's normally closed by the time we finish playing. If this is the case there is now a nifty drop box on the gate of the Tidworth Oval.

Consider buying some booze from the supermarket beforehand (Tesco and Lidl in Tidworth) as there is no bar at the ground.

Catering for two of the 2012 season's games at Tidworth will be provided by Emma Harrison who can be contacted by email on [ccbyeh@aol.com](mailto:ccbyeh@aol.com) or on 07747 440718/ 01980 610 227. The agreed charge is a flat [ £300 tbc]. For this cost there will be enough for two full teams, scorer, umpires and at least half a dozen guests. I would suggest not upping the order. If possible try and collect £5 off guests who sneak in and have a full plate – otherwise each side will have to split their £150 between each team. Emma provides a fantastic spread. Please touch base with her 10 days before the game and she will discuss her proposed dish of the day! She will also want to confirm her arrival time for coffees (suggest ask for from 1045) and lunch and tea timings on the day.

Eyre/Match Secreatry will liaise with applicable MMs for 2012 catering.

The hire of the ground is managed by Aspire Defence Services Ltd on behalf of the MoD. The General Manager is A.J.K. Pickernell, and they are based at the Tidworth Leisure Centre, Nadder Road, Tidworth, Wiltshire SP9 7QN. Our point of contact is Sandie Tyler (Sports Leisure & Community Co-ordinator), who can be contacted on 01980 603416 or by email to [sandie.tyler@aspiredefence.co.uk](mailto:sandie.tyler@aspiredefence.co.uk) .] SUBJECT TO CHANGE

### Ascott Park

Address: Ascott Estate, Wing, Leighton Buzzard, Bedfordshire LU7 0PS.  
Telephone: 01296 688242 Facsimile: 01296 681904

Directions: From Wing, head north on the A418 towards Leighton Buzzard.  
The main

Ascott Park entrance will be on your right, 200m beyond which is the cricket entrance (should be marked as such), also on the right.

Ground hire is [£125 tbc] [(£62.50 per side) tbc]. SUBJECT TO CHANGE YOU WILL BE CONTACTED

Catering is arranged through Margaret Crutchfield on 01296 688878. Cost is roughly £10 per head for coffee lunch and tea, and includes all soft drinks on/off the field. There is no bar in the pavilion. SUBJECT TO CHANGE ETC

### **The Nevil Ground**

Beware being asked for a contribution for the cost of the ground hire. This is occasionally happens on the basis that as we do not have a home ground we are unable to host the Bluemantles ourselves. This has caused a nasty shock to players and so it is best to liaise with the match manager of the Bluemantles in advance to check the position.

Pangbourne College

<http://www.pangbournecollege.com/location.htm>

Drive up the drive and turn right after the tennis courts and continue up to and across the parade ground. The cricket pitch is down the track at the end of the parade ground.

# NOTES ON COMPLETION OF SCORESHEET.

Our annual handbook follows as closely as possible the conventions set down by Wisden. E.g.

1. Caught = c (not Ct). Bowled = b.
2. Bowler's surname only is required, but if 2 players have the same surname, an initial should follow the name.
3. FULL initials and correct surname spelling of Stragglers batsmen are essential for meaningful end-of-season averages to be produced.
4. Totals must tally with runs scored by the batsmen plus extras.
5. Please identify Captain (Capt), Wicket Keeper (WK), Match Manager (MM), candidates © and guest players (g).

**STRAGGLERS OF ASIA v**

at ..... (location) on ..... (date)  
 Won by/Lost by (runs/wkts)/Match drawn

..... [team Umpires:

batting first]

FULL Initials and Name	How out/fielder	Bowler	Score
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

**Extras**

FoW	1-	2-	Total	3-	4-	5-	for	6-	7-	8-	9-	wkts dec
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**Bowlers**

Name	o-m-r-w	Name	o-m-r-w	Name	o-m-r-w
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.....[team batting last]

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

**Extras**

FoW	1-	2-	Total	3-	4-	5-	for	6-	7-	8-	9-	wkts
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**Bowlers**

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### **Match Manager's Financial Account**

The match manager must collect all monies due for match fees, lunches, teas, etc.

Pay over the amount for lunches, teas etc to the oppo MM or caterer, and then **send the residue to Treasurer** Roy Stevens, Barbel Consulting Ltd, Bridge House, Restmor Way, Wallington, Surrey SM6 7AH email: [roy@purvis-stevens.com](mailto:roy@purvis-stevens.com) in the form of a **cheque made payable to Stragglers Of Asia**. This cheque should total **£ 44.00**.

<b>Players Name</b>	<b>Member (M) Candidate (C) Guest (G)</b>	<b>Amount Due</b>	<b>Amount Paid</b>
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
<b>Total Monies Collected</b>			<b>£</b>
<b>Cost of lunches/teas etc</b>			<b>£</b>
<b>Any other disbursements claimed</b>			<b>£</b>
<b>Balance (cheque payable to "Stragglers of Asia CC" sent to [     ] )</b>			<b>£ 55.00</b>

## **General Match Report**

Stragglers of Asia v \_\_\_\_\_ Date \_\_\_\_\_

### **Result:**

**Scores**

**Notable Performances**

**Batting**

**Bowling**

**Fielding**

**Non-cricketing Issues (ie. side raising difficulties, behaviour of members / Candidates etc)**

**Umpires**

**Recommendation re future of Fixture:** Continue / Discontinue / Review  
**Reason for recommendation to discontinue or review.**

**Would you be willing to run the game next year?**

**Note.** Please return completed report together with the completed scoresheet to the Match Secretary / Keeper of the Records. Preferably you can now input the Match Report by logging on to the SoA website and entering:

Surname:coombe

Firstname:tim

Password: pandora

**STRAGGLERS of ASIA CC**

**To: All Players and Officials**  
**From:**  
**Tel:**  
**Email:**

**TEAMLIST**

**for the Match v [            ] at [name of ground] on [Date] start time:[       ]**

	Name	Tel
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		
<b>7.</b>		
<b>8.</b>		
<b>9.</b>		
<b>10.</b>		
<b>11.</b>		

**12<sup>th</sup> Man:**

**Reserves:**

**Umpire:**

**Scorer:**

**Pitch Fitness Enquiries.**

**Match Fee:            £**

**Meal Charges:        £**

**Ground Directions.**

(Map attached)

**Please acknowledge receipt of this teamsheet.**