

# ARCADIANS

## CRICKET CLUB GHENT v.z.w.



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### MATCH MANAGER DUTIES - 2010

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The below document highlights the various responsibilities that the designated Arcadians' Match Manager (MM) has before and after a game (league or other). It is very important to ensure that the below is carried out properly, as the inability to undertake certain duties could potentially cost us vital league points.

The Board will undertake to divide MM duties fairly among all adult members of the club. Dispensation will be given to those that do not speak one of the club's 'official' languages, i.e. English or Dutch. If everybody takes his turn, every member will have this duty only twice a year (one home/one away).

All MM will be known prior to the start of the season, and their names will be published on the fixtures list page of the website. **It is the assigned MM's responsibility to inform the webmaster of any changes;** changes may be agreed up to 14 days before the match. At that time, the name on the website is the person responsible!

The MM will take care of all items specified below, and will be present during the match, either as player, 12th man or scorer. It is not his responsibility to do everything, but it is his responsibility to ensure that everything is organised and is done properly.

#### **Fixture confirmation**

In co-operation with the Fixtures Secretary (presently Martin Gregson), the MM will contact the opposition (either their Match Manager or Fixture Secretary). This is to be done preferably per e-mail, but failing that by phone. Confirmation of the fixture should be made no later than the Monday preceding the League game on the weekend.

He must ensure that the travelling opposition has his contact details (GSM) and that they have an adequate route description (see our website).

For friendly games, the MM will also ensure the start time of the game is mutually agreed with the other team. Remember: League games start prompt at 13.30.

#### **Player availability**

On Monday the MM will send a mail to all members ([members@arcadians-cricket.net](mailto:members@arcadians-cricket.net)) to request availability for the fixture of the next weekend. He will endeavour to pass on a list of all eligible and available players for selection to the Captain **by Tuesday evening**. Players who do not have access to e-mail can consult the fixture list occasionally and have the responsibility to inform the MM or Captain proactively (e.g. by text message). Only in exceptional cases (less than 11 players volunteering) will players be called individually.



Any last minute changes (illness, unforeseen events) **MUST** be relayed to the MM and in turn the Captain as soon as possible (after Friday 17:00, warning by personal phone call is mandatory – not by e-mail!).

### **Publishing of squads (all games)**

The MM will ensure that the final selection for the game will be displayed on our website (mail to [webmaster@arcadians-cricket.net](mailto:webmaster@arcadians-cricket.net)) **by Thursday** prior to the weekend's fixture. The MM will also inform all players of meeting points and times (very important for away games) in the website message.

For home games, the MM must ensure that three players are present at the ground 2 hours before the scheduled start of a League game (90 minutes before the start for friendly games) to prepare the ground (e.g. boundary flags, wickets, set up the tent, scoreboard and parasol for the scorer). Three other players will be assigned to clean up the ground after the game and store away the club equipment.

For away games, the MM will organise transport (three cars, agree a timely departure time).

### **Umpire confirmation (for home league games only)**

The MM should consult the website [www.cricket-webmanager.be](http://www.cricket-webmanager.be) to determine who will be umpiring the league game. Out of courtesy, the MM is encouraged to contact the umpire(s) on the Friday to make sure that he is aware of where our ground is, and any other details that may be necessary. (Experienced umpires will already know the way to the ground.)

### **Tea & drinks (for all home games)**

The MM will take care of Tea at all home games. If the MM plays himself in the game, he must identify a delegate (non-player) to ensure the following activities are carried out by a non-player.

Costs related to Tea will be reimbursed by the club for a fixed amount of € 35 only, unless a higher amount was explicitly agreed with the Board. Tea should be foreseen for a minimum of 28 people (2 sides of 12, plus two umpires, plus two extra). Teas can vary, but they should usually include:

- Water (5 litre bottles)
- Soft drinks (two 1.5 litre-bottles)
- Tea
- Milk
- Sugar
- Cakes
- Sandwiches or bread with cold cuts. Please bear in mind religious dietary requirements (no pork meat; some vegetarian), always a safe bet with cheese.



Three overs before the tea break, the MM or his delegate will have ensured that the kettle is on, and that all preparation has been carried out, i.e. that the tea is where it should be.

The MM or his delegate will also bring water on the ground during drinks breaks, at the umpire's request.

### **Match preparation (for all home games)**

For games that start at 13.00, the MM must be present at the ground at 11.30. He will be accompanied by at least two players on the early shift, assigned by the MM. The other players must arrive at the ground no later than 12.00. Three players should be designated to stay late and pack up after the game.

The following preparation tasks must occur before 12.30:

- Pitch swept and cover stored outside the boundary
- Boundary flags out
- Scoreboard present
- Sight screens in place (at least for league games)
- Tent assembled
- Chairs, tables, kit trunk, first aid-kit and parasol at their designated spots
- Tea preparation done and stored hygienically

### **Administration prior to and after game (for all home games)**

The MM is responsible for several administrative tasks before and after the game.

- Welcome of opposition team and umpire(s), and show them the changing rooms.
- 12th man with scorebook in place with stationery.
- Confirm the players' eligibility for BCF League games to the umpires (procedures for the 2010 season to be confirmed).
- Have a printed list of the players that will play in batting order (useful to give the opposition scorer for spelling etc).
- Collection of match fees – € 5 per player – to be collected before the game starts (note the exemptions for players driving to away games and for the person preparing tea).  
Note that for away games, an extra fee of € 5 will be charged to "passengers". Drivers who take at least one extra player with them are exempted; in return three designated drivers will receive a transport reimbursement of € 15 per away game to cover petrol costs. This extra fee will apply to all away games outside East-Flanders.
- After home League matches, the MM will ensure that both Captains and the umpires sign off the respective score-sheets to make the result official, and have to be



reported to the BCF. **Note that failure to comply with the deadline to submit the result, or inaccurate result sheets may result in a penalty for the club!**

***The procedure to report to the BCF will be confirmed later (most likely website input will replace sending the results by fax or mailing the scanned scorecard).***

The contact point for League results is the BCF Administrator, Martin O'Connor.

Tel: 014-71.91.54  
Mobile: 0474-18.65.21  
Mail: [office@cricket-belgium.com](mailto:office@cricket-belgium.com)

### **Match clean-up (for all home games)**

The MM will assign three players to stay late to pack up after the game (same items as above under match preparation). They are responsible that there is no rubbish on the ground, that the changing rooms are left clean, and that all club property is safely stored before going home. Storage room and changing rooms should be locked.

### **Scorecard for the website**

The MM must write up the scorecard after the game (copy from the scorebook) and send it to the webmaster no later than Wednesday (mail to [webmaster@arcadians-cricket.net](mailto:webmaster@arcadians-cricket.net)); the webmaster will endeavour to get it online before the next weekend.

A blank scorecard template is available on the website (on the fixtures page), to be completed and mailed to the webmaster.

### **Scorebook**

The MM is responsible to ensure the scorebook is at the game. It is the responsibility of the previous game's MM to ensure it is handed over. By default, previous and next MM should be at Thursday evening practice to ensure the hand-over (otherwise, it is the responsibility of the outgoing MM to arrange a hand-over).

### **Money box**

The same hand-over procedure applies re the money box. Only change should remain in the box (under € 10). Match fees received (minus € 35 for teas if applicable) and excess cash from the bar should be transferred to the club account (068-2414975-90), with clear references: 'match fees (date)', no later than the Wednesday after the match.

Note that, in case there is more than one match during the weekend, specific arrangements may apply for the handover between the Saturday and Sunday MMs. In this case some responsibilities (e.g. scorecards reporting) fall to the Sunday MM. If a MM cannot comply with some actions (e.g. no internet access), it is his responsibility to delegate to somebody else.

*Note: Contrary to previous years, the MM is not responsible for bar purchases; these are now the responsibility of the dedicated bar managers for the year.*