

# ARCADIANS

## CRICKET CLUB GHENT v.z.w.



### **Match Managers checklist 2010**

(H – home games; A – away games; L – league games; F – friendly games)

<i>Day</i>	<i>Activity</i>	<i>H</i>	<i>A</i>	<i>L</i>	<i>F</i>
Thursday (week-1)	Hand-over money box/scorebook from the previous MM;	✓	✓	✓	✓
Monday	MM asks availability	✓	✓	✓	✓
Monday	MM contacts opponent to confirm the fixture	✓	✓	✓	✓
Tuesday	MM confirms available players to Captain	✓	✓	✓	✓
Wednesday	Captain selects the team, MM informed	✓	✓	✓	✓
Thursday	MM ensures webmaster puts team on the website, incl., - for home games: early shift, late shift - for away games: drivers, meeting point/timing	✓	✓	✓	✓
Friday	MM contacts umpire(s) to confirm match is on, route to the ground etc.	✓		✓	
Match day	MM & Early shift arrive to prepare ground League: 2 hours before start; else 90 minutes before start	✓		✓	✓
	Before match: MM cashes in match fees	✓	✓	✓	✓
	Before match: MM welcomes visiting team/umpires	✓		✓	
	Before league match: team selection/batting order for umpire & scorers	✓	✓	✓	
	During match: MM or delegate takes care of tea and drinks	✓		✓	✓
	After match: Late shift cleans up and closes building	✓		✓	✓
	After match: MM settles accounts (fees, tea) with Treasurer	✓	✓	✓	✓
Monday	MM reports result to BCF league manager	✓		✓	
Thursday	Hand-over money box/scorebook to the next MM	✓	✓	✓	✓