



## Checklist for Managers

### Week before the fixture

- Team selected and invited on Teamer
- Check numbers for the match – details are on the bottom of the excel fixture sheet
- Confirm match details with the opposition
  - Date
  - Time
  - Venue
  - Numbers per side
  - Contact details if need to cancel

### 2 days before fixture

- Check you have a team on Teamer
- Send team a reminder e-mail
- Umpire and scorer volunteers

### Day of the match

#### Check weather – if the fixture needs to be cancelled

- **E-mail and phone opposition**
- **Cancel game on Teamer**
- **E-mail team with cancellation**

#### Game going ahead

- Pick up stumps, ball and border flags from pavilion
- Pavilion keys / keys for Hale Green (key for padlock and key for Scout Hut)
- Juice and biscuits for half time break
- Printed off score sheets or scorebook
- Welcome opposition

#### After the match

- Notify Tim Watson of the match score and outstanding performances
- Upload score to Play Cricket site