



## Match Manager Responsibilities

1. Every match will have a Match manager.
2. The Match manager will be appointed by the playing Captain at least 10 days in advance. The name will be published well in advance.
3. The Match manager need not be in the playing 11. A person will be doing this almost once in a year, hence needs to do it whole heartedly.
4. All the members who speak sufficient English are eligible for this task. Members may exchange the responsibility for a given match, but must always inform the Captain well in advance.
5. The Match Manager is responsible to ensure the following tasks are performed. If the Match Manager participates himself in the match, the Match Manager may agree with a delegate to perform the tasks during the game. Nonetheless, it remains his responsibility to ensure this happens.
  - a. Availability of players:
    - i. An email asking for the availability with details for the upcoming match must be sent across to all the 12 stars members at least 5 days prior to the game.
    - ii. In the email arrange for a doodle which can be viewed by himself and the Captain.
    - iii. The Captain shall inform the Match Manager which players are considered.
    - iv. The Match Manager will then communicate the finalized team composition by email to all 12 stars members.
  - b. Arranging Transport of Kit, Players, Balls and Scorebook:
    - i. Ensure that the Kit is available to the match location. In case the Match manager is not in the playing 11, he could get help of someone who is.
    - ii. Ensure that the scorebook and match balls are available. For the BCF organized games ensure that BCF given match balls are taken.
    - iii. Arrange the commutation plan. Take a lead via email, WhatsApp group if things are not clear. The Match manager will organize the commutation plan for a timely departure and place.
  - c. Home game preparation:
    - i. At home games, the Match Manager will ensure that he or his representative is present at the ground 90 minutes before the scheduled start (one hour for friendly games) to prepare the ground with the help of all the players (e.g. boundary flags, inner/outer circles, wickets, setting up the tables, chairs, tent, scoreboard and umbrella for the scorer).
  - d. Match Report and Scorecard administration:
    - i. At BCF home games, the Match manager will distribute the team sheets to the umpire(s) and scorer(s). He will also ensure that the match results are signed off by both teams and timely reported to the BCF. (The club will be penalized when not done in time!).
    - ii. Write the Match report or arrange someone to write within 2-3 days of the Match.
    - iii. For all games (BCF organized games, midweek, friendly and tours), the scorecard must be sent across to the web-manager (This includes bowling analysis, extras, fielding details (catches, stumping's, run-outs, dropped catches etc.).
    - iv. For BCF home games, the Match manager must also submit the scorecard in CricHQ in time.



## Match Manager Responsibilities

- e. Food and drinks:
  - i. The Match Manager (or ensure another member) will prepare or arrange a light meal for both teams and the umpires (28 persons). The Treasurer will reimburse the person organizing tea with the fixed amount of EUR 75.00.
  - ii. Exceptions (i.e. a higher amount) must be approved by the Board before hand. This task also includes the serving of drinks during breaks, as requested by the umpires, and the timely preparation of the tea (three overs before the innings break).
- f. Clean up:
  - i. At home games, the Match manager must ensure to clean up the ground and store away the club equipment with the help of all the players (e.g. boundary flags, inner/outer circles, wickets, tent, scoreboard and umbrella for the scorer). All changing rooms must be kept clean before leaving. Changing rooms and storage room must be locked.
- g. Junior games:
  - i. The Treasurer will reimburse the person organizing tea with the fixed amount of EUR 50.00.



## Match Manager Responsibilities

**Checklist for reference:**

S.No	Activity	Expected Completion day during the week
1	Confirmation of the friendlies with Fixtures manager i.e. Rohan. For the league confirm with Ganesh	Monday of the week
2	Email about the match with the doodle link	
3	Make doodle - Open Link for friendlies - (Hidden link for league) Copy the admin link. Share the admin link with the captain for weekend.	
4	Kit, scorebook available at Match location?	During the week
5	Ensure the balls are available for the match.	
6	Arrange for the teas(if applicable) for home games	
7	Ensure the BCF team sheet and scoresheet print out at match location.	
8	Email with team composition to be sent.	By Thursday evening
9	Ensure travel plans are in place	By Friday evening
10	Ensure the ground readiness	1 hour before the start of the match
11	Ensure ground clean up and kit bag wrap up for next weekend	After the match
12	Ensure that scorecards are updated on: 1. BCF website: i.e., CricHQ 2. 12 Stars website.	By Tuesday after the match
13	Ensure match reports are sent	By Tuesday after the match