



THE SUSSEX MARTLETS  
CC

# Match Managers Pack 2015

## Match Managers Pack 2015

### Introduction

As chairman of The Sussex Martlets, may I send you my most heartfelt thanks for taking on the role of Match Manager in 2015.

Match Managers are key to Martlets cricket and to help you in this role, we have produced this Match Managers Pack so that you have in one place all the resources you need to make your fixture a success.

This year we have made a number of changes. In addition to updating this pack, Tim Dodd has come on board to co-ordinate Match Managers and help you ensure each fixture is smoothly run; and we also have our new website allowing tailored e-mails to be sent to our cricketing members, and which is integrated with our page on Facebook and our feed on Twitter.

In closing, I wish you every success in organizing your fixture in 2015.

Stuart Ritchie  
Chairman

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## Match Managers Pack 2015

### Raising Your Side

These guidelines will help you as Match Manager in raising a balanced side for your fixture and in ensuring your game is managed efficiently.

Our experience has shown there are typically three methods of raising a side and, it has to be added, they are not mutually exclusive. They are:

#### Plan Well Ahead

Without a doubt, this is the best method.

#### One Month Before

This sometimes works in the summer when younger players are back from university.

#### The Late Rush

This is perfect if you are brilliantly connected in Sussex cricket and have many cricketing contacts at your fingertips.

The key points are:

- It is never too early to raise your side. The recommended time frame is to start about 2 to 3 months prior to your game and to have a complete team list at least 2 weeks prior.
- E-mail is initially the preferred method of contact, with time on the phone nearer to when your fixture is due to take place, and do not forget our Facebook page and Twitter feed are available as is asking for an e-mail to be sent on your behalf from our website.
- Do please include candidates, U23 players as well as newly elected members in your side. We will also have a list available of suitable overseas players in Sussex for the summer – available from Tim Dodd. If you want to include Junior Martlets in your side – please talk to John Bettridge.
- Guest players are a possibility particularly if membership of The Sussex Martlets is being encouraged or if you have last minute cancellations but the committee asks you to fill your side with playing members of The Sussex Martlets as a priority.
- Balanced sides will allow all your players to participate to their strengths and expectations.
- Please let your team know early in the process that once they have committed to playing for you, pulling out is not acceptable unless there are exceptional circumstances and they have found you **a like-for-like replacement**.

We will stay in touch with you prior to your game to help you make sure your side is coming together. **The key to getting help is communication. If you need help, then let us know!**

## Match Managers Pack 2015

### Sussex Martlets Contacts

Each of these contacts are members of the cricket sub-committee of The Sussex Martlets.

In the first instance, please speak to the primary contacts, but if you need additional support or in the event of unavailability, please speak to the secondary contacts.

Your primary contacts are:

<b>Name</b>	<b>Role</b>	<b>Contact details</b>
Tim Dodd	Match manager co-ordinator	M: 07710 268322 T: 01798 873 421 E: tim@3dconsultingservices.com
Michael Murray	Cricket sub-committee chairman	M: 07866 607383 T: 01273 554026 E: michaelderyckmurray@yahoo.co.uk

Your secondary contacts are:

Stuart Ritchie	Chairman	M: 07818 036670 T: 01403 270988 E: stuart.ritchie@ritchiephillips.co.uk
Mark Trubshaw	Secretary	M: 07964 724220 E: mjtrubshaw@hotmail.com
Craig Talbot	Fixtures Secretary	M: 07884 251971 T: 01243 790984 E: craigfelix@yahoo.co.uk
Nick Creed	Child welfare officer	M: 07733 263912 E: nick_creed@talk21.com
Adrian Ford	Seniors co-ordinator	M: 07771 891365 T: 01903 742862 E: adrian.ford@gmx.com
John Bettridge	Juniors co-ordinator	M: 07863 022125 T: 01273 834312 E: john.bettridge@hppc.co.uk

Any queries regarding umpires or scorers should be directed to:

Mike Charman  
M: 07710 242713  
T: 01903 695865  
E: mike.charman@sussexcricket.co.uk

## Match Managers Pack 2015

### Checklist : Before the fixture

- Make it clear to all members of your side that they must be at the ground at least half an hour before start of play.
- Your team must be changed and ready to play 15 minutes before start time.
- Contact the Umpire and Scorer two weeks prior to match to confirm their attendance.
- Get spare cash/coins ready for the game – most players bring notes.
- Let your team know the match fees for the game – full details are in Appendix V.
- Please ensure your team is aware that the wearing of Martlets colours on the field is very much encouraged. Martlets colours can be obtained from Wisdom Sports in Haywards Heath.
- A template e-mail for Match Managers to send to their team not less than 2 weeks prior to the game is attached in Appendix I.

### Checklist : The Fixture

- On arrival at the ground. Confirm catering arrangements for the day and ensure your players and the opposition captain are aware of the details.
- Be aware of timings for the day – lunch, tea, close of play and let your side and the opposition captain know.
- Encourage each member of your team to wear Club colours.
- Umpires are appointed for all games and will have the **match ball** in their possession.
- Scorers are appointed for most games – they will already have the score sheet for your game.
- Liaise with the Umpire/Scorer to fly the Martlet flag at the ground.
- If the match is cancelled, ensure that the Umpire and Scorer are advised immediately.
- If you are managing a match against a school, be sensitive to the situation and ensure the boys are given every opportunity to enhance their cricket and enjoy their day. Remember, they are prospective Martlets and will be encouraged to join us if they believe we play the game in the right spirit.
- Include all members of your side in the game – they have given their time to play for you and may have travelled a long way to get to the game.
- Endeavour to recruit suitable new players for the Club.
- Please keep on-field noise within levels that respect the Spirit of Cricket.

## **Match Managers Pack 2015**

- Ensure valuables are locked away. Security is a personal responsibility and no liability is attached to either the Match Manager or the Club.

### **Checklist: Following Close of Play**

- Retrieve score sheet from Scorer.
- Retrieve match ball from Umpire/Scorer.
- Remind Umpire to retrieve flag.
- Collect match fees and, if appropriate, settle with caterers.
- Encourage your side to socialise with the opposition after the game.

### **Checklist : After the Fixture**

Your after the fixture paperwork comprises:

- Match Managers Report.
- Match Fees Checklist.
- Candidate Nomination Forms.
- Scoresheet.

Within Seven Days:

- Please complete, scan and e-mail your Martlets paperwork to Tim Dodd at [tim@3dconsultingservices.com](mailto:tim@3dconsultingservices.com) or by post to 9 The Willows, Station Road, Pulborough, West Sussex, RH20 1RH.
- Please pay the balance of match fees to The Sussex Martlets by, if possible, internet banking to:

Sort Code: 20-98-74

Account number:00851329

or send a cheque to Ritchie Phillips LLP, Second Floor, Albany House, 14 Bishopric, Horsham, West Sussex, RH12 1QN – made payable to The Sussex Martlets.

## **Match Managers Pack 2015**

### **Fixtures at Arundel Castle**

Arundel Castle fixtures are the gems on our fixture card and we ask that you (and your team) adhere to the following points:

#### **Dress Code:**

All cricketers are expected to be smartly dressed including shirt and tie, and if available a blazer or jacket, both before and after the game. Attire such as jeans, shorts, Hawaiian shirts, are not permissible. Guests should dress smart casual. All players must wear shoes to lunch and tea.

#### **Before the day:**

1. Contact the Opposition Captain to make sure he knows the requirements for:
  - a. the timings of arrival;
  - b. providing a team sheet to the office;
  - c. lunch and tea numbers to the caterers; and
  - d. the need to bring both an Umpire and a Scorer.
2. Importantly you need to make sure the Opposite Captain also understands the need for stronger than average sides for fixtures at Arundel Castle.
3. Players are expected to wear Martlet colours on the field – please make sure they are aware of this prior to the game.
4. A template e-mail for Arundel fixtures for Match Managers to send to their team not less than 2 weeks prior to the game is attached as Appendix II.

#### **On the day:**

2. Make it clear to all members of your team to arrive at the ground by 10.45am (i.e. fifteen minutes earlier than for a normal all day fixture).
3. Make yourself and Opposition Captain known to the office at Arundel.
4. Before play:
  - a. Delivery your team sheet to the office by 11.00am.
  - b. Ensure your team is changed and ready to play 15 minutes before start time.
  - c. Advise catering numbers (for both teams including guests) for lunch and tea to the office before the start of play.
  - d. Advise the hours of play to the Opposition Captain.

## Match Managers Pack 2015

### Fixtures at Arundel Castle

5. Play will normally commence at 11.30am and will finish at 5.30pm plus twenty overs regardless of a late start or time lost during play. Lunch is 40 minutes long, tea is 20 minutes and both teams must be ready to take to the field when the bell is rung by the umpires. Please may we have no delays on getting on to the field.
6. Thank ground staff, office and catering staff at lunch.
7. As endorsed by the MCC, the Spirit of Cricket should be adhered to at all times.

***Both The Sussex Martlets and The Friends of Arundel Castle CC feel strongly that the above conditions are important and failure to conform could put at risk the continuation of the fixture in future years.***



Template E-mail to Players

Dear All,

**SUSSEX MARTLETS v XXXXXXXXX  
WEDNESDAY xxxxxxxxxxxxxxxxxxxx 2015**

Thank you for volunteering your services to play for the Martlets against xxxxxxxx at xxxxxxxx on Wednesday xx xxxxxxxxxxxxxxxxxxxx. The team is:

Xxxxxx  
Xxxxxx  
Xxxxxx  
Xxxxxx  
Xxxxxx  
Xxxxxx

Umpire xxxxxx  
Scorer xxxxxx

The match starts at xxxxx/xxxxx am/pm, so please be at the ground thirty minutes beforehand to ensure a prompt start. If you are not sure of how to get to the ground, please call me or check out the link on our website [www.sussexmartlets.co.uk](http://www.sussexmartlets.co.uk).

The Club asks our teams to wear Martlets' colours so please come suitably attired Wisdoms in Haywards Heath is our stockist for Club caps, shirts and sweaters.

Match fees are £xxxx which will cover the cost of catering as well. Fees for those under the age of 23 are £xxxx. Please bring cash on the day.

If, eventually, you find you cannot play for any reason, Club rules state that it is your responsibility to find a like for like replacement.

Should the weather prove threatening, I will be on my mobile xxxxx xxxxxx to provide up-to-the-minute travel advice!

**Finally, please would you acknowledge receipt of this e-mail.**

I am very much looking forward to seeing you.

Best wishes.

**Template E-mail to Arundel Players**

Dear All,

**SUSSEX MARTLETS v XXXXXXXXX  
WEDNESDAY xxxxxxxxxxxxxxxxxxxx 2015**

Thank you for volunteering your services to play for the Martlets against xxxxxxxx at xxxxxxxx on Wednesday xx xxxxxxxxxxxxxxxxxxxx. The team is:

Xxxxxx  
Xxxxxx  
Xxxxxx  
Xxxxxx  
Xxxxxx  
Xxxxxx

Umpire xxxxxx  
Scorer xxxxxx

The match starts at 11.30am, so please be at the ground forty five minutes beforehand to ensure a prompt start. If you are not sure of how to get to the ground, please call me or check out the link on our website [www.sussexmartlets.co.uk](http://www.sussexmartlets.co.uk).

As this is an Arundel fixture:

- a. The Club asks our teams to wear Martlets' colours in the field of play so please come suitably attired – Wisdoms in Haywards Heath is our stockist for Club caps, shirts and sweaters.
- b. You need to be smartly dressed including shirt, and tie and if available a blazer or jacket, both before and after the game.
- c. As endorsed by the MCC, the Spirit of Cricket should be adhered to at all times.

Match fees are £25 which will cover the cost of catering as well. Fees for those under the age of 23 on 1 January 2015 are £20. Please bring cash on the day.

If, eventually, you find you cannot play for any reason, Club rules state that it is your responsibility to find a like for like replacement.

Should the weather prove threatening, I will be on my mobile xxxxx xxxxxx to provide up-to-the-minute travel advice!

**Finally, please would you acknowledge receipt of this e-mail.**

I am very much looking forward to seeing you.

Best wishes.

## Candidate Nomination Form

**FOR CANDIDATES INTERESTED IN BECOMING  
FULL PLAYING MEMBERS OF THE SUSSEX MARTLETS**

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Connection with Sussex: \_\_\_\_\_

School: \_\_\_\_\_

**Cricketing achievements since school:**

University: \_\_\_\_\_

League: \_\_\_\_\_

Other: \_\_\_\_\_

**Skills Data:**

Batting: RHB/LHB

Batting No: \_\_\_\_\_

Bowling: RAF/RAM/RAO/RAL LAF/LAM/LAO/LAL

Wicket Keeper? \_\_\_\_\_

Dates when not available to play during the coming season e.g. University Term:

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Proposer: \_\_\_\_\_

Signature of Seconder: \_\_\_\_\_

Signature of Endorser: \_\_\_\_\_

**(Member of Cricket Sub-Committee who should then activate this form)**

This form is to be completed by the Candidate who should be proposed and seconded by members of the Club who are totally committed to recommending the Candidate as suitable for membership.

Match Managers Report

Sussex Martlets CC vs.

Played at:

Date:

Play commenced:

Weather conditions:

Umpires:

RESULT:      Won              Drawn              Lost              Rain              Cancelled  
(delete/mark as appropriate)

SCORES:

MANAGER'S Comments on match, performances and players:

CANDIDATES General observations regarding suitability for election:

## Match Fees Checklist

**SUSSEX MARTLETS CC**  
**MATCH FEES CHECKLIST**

SUSSEX MARTLETS v \_\_\_\_\_

DATE \_\_\_\_\_ VENUE \_\_\_\_\_

	NAME	PLAYING CATEGORY (Full / YP/Junior)	FEE £
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
<b>TOTAL MATCH FEES</b>			£
Less: Cost of catering per head      No: _____ at £ _____			£
<b>Balance due to/(from) The Sussex Martlets</b>			£

Match Fees are as detailed in Appendix VI.

**2015 Subscriptions and Match Fees**

	<b>£</b>
Match fees:	
- Arundel fixtures:	
~ Full	25
~ U23	20
- Other fixtures:	
~ All day	20
~ Afternoon	15
- Seniors fixtures (afternoon games only):	
~ Non-playing member	20
~ Playing member	15
- Juniors:	
~ Arundel fixtures	10
~ Other fixtures	5
<b>For Information:</b>	
Joining fees:	
- Playing – full	30
- Playing – under 23 years (incl. of subs to age 23 years)	70
- Non-playing (incl. seniors and golf)	30
Subscriptions:	
- Full	40
- Under 23 years – not paid £70 joining fee	20
- Non-playing	20
- Juniors	Nil

The definition of an U23 player is one who is under the age of 23 years on 1 January 2015.