



THE SUSSEX MARTLETS

Sussex Martlets CC

Match Managers Pack 2026

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Match Managers Pack 2026

Introduction

As chairman of The Sussex Martlets Cricket Sub-Committee, may I send you my most heartfelt thanks for taking on the role of Match Manager in 2026.

Firstly, I must give thanks and show the whole club's appreciation for the work Darryl Rebbetts has done in this role over the past few seasons. Darryl has left enormous shoes to fill, but I do not think the club could have possibly been left in a better position for me to smoothly transition into the role.

As you will know, Match Managers are key to the continued success of Martlets cricket and to help you in this role, we have produced this Match Managers Pack so that you have all in one place the resources you need to make your fixture as successful and enjoyable as possible.

This is particularly important in 2026 as reflecting the demand for cricket from our members, we are organising a minimum of 36 matches for the Martlets, 6 for the Juniors, 17 for the Over 40's and 5 for the Women and Girls.

This year we have further simplified our processes by reducing the number of forms to be completed and we have greatly streamlined our post-match administration, so that all you have to do is send a simple email with certain details (including pictures of the scoresheets) and pay using internet banking any monies collected straight into the Club's bank account.

The biggest piece of feedback received from you, the Match Managers, from the 2025 season was the sheer number of players dropping out last minute before a fixture. This year we want to emphasise that the responsibility falls on them, the player, to find a replacement and not you, the Match Manager. The role of Match Manager is not meant to be one of stress, but one of fun and we want to bring that feeling back into being a Match Manager.

Responsibility for helping match managers will this year be provided mainly by the Chairman of the Cricket Sub-committee and the respective Over 40s, Junior and Women and Girls Managers. Details of other useful committee contacts can be found on page 3 of this pack. Please do not hesitate to contact any of us if you have any problems relating to a game you are match managing.

The Club has an updated child safeguarding policy and has reproduced the playing restrictions for children playing in our matches, both of which are available on our website. Please pay regard to these guidelines given the absolute importance that we conduct ourselves correctly.

In closing, I wish you every success on and off the field with organising your fixtures in 2026.

George Read
Chairman of the Cricket Sub-committee

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 though 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. **It is not recommended!**

The key points are:

1. It is never too early to raise your side. The recommended time frame is to start 2 to 3 months prior to your game and to have a complete team list at least 2 weeks prior.
2. E-mail, WhatsApp and social media are initially the preferred methods of contact, with time on the phone nearer to when your fixture is due to take place. The newly created Sussex Martlets WhatsApp community is a great place to recruit players. Don't forget our Facebook page and Twitter feed are available, as is asking for an e-mail or text to be sent on your behalf to all cricketers.
3. 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. If you want to include Junior Martlets, please talk to the Juniors Organiser.
4. Guest players are a possibility, particularly if membership of The Sussex Martlets is being encouraged or if you have last minute cancellations. However, the committee asks you to fill your side with playing members of The Sussex Martlets as a priority.
5. A balanced side will allow your players to participate to their strengths and expectations.
6. 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**.
7. The club is looking to drive social media engagement this season. The aim is for each fixture to have its own Instagram post, providing a high-level summary of the day, accompanying any pictures. Please do encourage your team, along with yourself, to capture the day with pictures and videos to share with the WhatsApp Community! Be aware of safeguarding if you have u18s in your side.

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 as soon as possible!**

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Sussex Martlets Contacts

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

Your primary contact is:

Name	Role	Contact details
George Read	Cricket Sub-committee - Chairman	M: 07506 933001 E: gpr@rockreefer.com

Your secondary contacts are:

Name	Role	Contact details
David Whelpton	Chairman	M: 07831 840000 E: dwwja@aol.com
Alan Newman	Fixtures Secretary Umpires and Scorers Organiser	M: 07773 266673 E: allan.newman1@btinternet.com
Mike Charman	Treasurer	M: 07710 242713 E: charmanmike@gmail.com
Derek Horsham	Over 40's Manager	M: 07808 410805 E: dhgrownedup@hotmail.com
Adam Lloyd	Juniors Manager	M: 07973 817555 E: adam@jandagroup.co.uk
Alice Noakes	Women's Captain	M: 07306 029890 E: alicemnoakes@gmail.com

Match Checklists

Checklist: Before The Fixture

	Tick:
1. Players selected should ideally be Club members, overseas players or guests/candidates for membership. Lapsed members should not be selected. If uncertain, check with the primary contact listed above or chairman/secretary/treasurer.	✓ / ✗
2. Check catering is in place with Fixture Secretary. For Arundel and schools this is organised already and for most ground hire. If we must provide catering, Truffles Bakery is a possible source, contact the Fixture Secretary for details.	✓ / ✗
3. Your team must be changed and ready to play 15 minutes before start time.	✓ / ✗
4. You may find it useful to set up a WhatsApp group for the match, if you do, please remember to include the match officials.	✓ / ✗
5. Contact the Umpire and Scorer two weeks prior to match to confirm their attendance.	✓ / ✗
6. Get spare cash/coins ready for the game – most players will bring notes. If easier and you feel comfortable doing so, you can ask your side to directly bank transfer you their match fees.	✓ / ✗
7. Let your team know the match fees for the game – full details are in Appendix VII.	✓ / ✗
8. 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 our Gray-Nicolls online club shop.	✓ / ✗
9. As soon as your team is confirmed but certainly the day before the fixture, email/text/WhatsApp your team to the appointed scorer so that he can load it on to Play-Cricket.	✓ / ✗
10. A template WhatsApp group message to send to your side for the day can be found in Appendix I. Alternatively, a template e-mail for Match Managers to send to their team can be found in Appendix III. Please copy this email to your Umpire and Scorer.	✓ / ✗

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Match Checklists

Checklist: On The Day

11.	In cases of inclement weather, check the game is on, by contacting the ground, opposition Match Manager or Club Fixture Secretary.	✓ / ✗
12.	On arrival at the ground. Confirm catering arrangements for the day and ensure your players and the opposition captain are aware of the details	✓ / ✗
13.	Be aware of timings for the day – lunch, tea, close of play and let your side and the opposition captain know.	✓ / ✗
14.	Encourage each member of your team to wear Club colours.	✓ / ✗
15.	Umpires are appointed for all games and will have the match ball in their possession.	✓ / ✗
16.	Scorers are appointed for most games – they will already have a score sheet for you.	✓ / ✗
17.	If the match is cancelled, ensure that the Umpire and Scorer are advised immediately. Also, advise the opposition or the Club Fixture Secretary so that he can contact opponents and confirm the cancellation with the appointed officials.	✓ / ✗
18.	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.	✓ / ✗
19.	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.	✓ / ✗
20.	Endeavour to recruit suitable new players for the Club.	✓ / ✗
21.	Please keep on-field noise within levels that respect the Spirit of Cricket.	✓ / ✗
22.	Ensure valuables are locked away. Security is a personal responsibility, and no liability is attached to the either the Match Manager or the Club.	✓ / ✗
23.	Please share any pictures worthy for social media in the WhatsApp Community. The club is really trying to drive social media presence this season and any photos of teams, scorecards, grounds, funny moments and of course, personal milestones, all really help this! Remember safeguarding.	✓ / ✗

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Match Checklists

Checklist: Following Close of Play

24. Take a picture of the score sheet from Scorer who will send in the original – you will need this to help you with your match report, and you can always post this on our Facebook page. Ensure copy of scorecard is sent to Club Secretary for inclusion in Club archives.	✓ / ✗
25. Retrieve match ball from Umpire/Scorer. .	✓ / ✗
26. Collect match fees and, if appropriate, settle with caterers / others. The Treasurer requires one payment from the MM to cover match fees collected. Individuals promising to pay directly later is not acceptable.	✓ / ✗
27. Encourage your side to socialise with the opposition after the game.	✓ / ✗

Checklist: After the Fixture

Unfortunately, there is inevitably some post-match paperwork to be completed.

This is always best completed within 24 hours after a match has been played.

This comprises:

28. Send your post-match email to matchreports@sussexmartlets.co.uk – a pro forma email is included at Appendix V. Remember your email must include the match report itself, any pictures of our cricket you wish published, pictures of the scorecard and, from this season, the completed MM feedback form (Appendix VI). There are other details to be provided too.	✓ / ✗
29. Pay the balance of match fees into the bank account of The Sussex Martlets by internet banking to: Sort Code: 20-79-31 Account number: 20228966 Reference: Name of opposition One payment should be made per match. Individual players should not make individual payments of match fees to the Club. The Match Manager should collect all payments, whether cash or electronic.	✓ / ✗

Promptly addressing post-match administration helps greatly in keeping the Martlets administration up to date.

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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 a blazer or jacket, both before and after the game. Attire such as jeans, shorts, Hawaiian shirts etc. are not permissible. Guests should dress “smart casual”. All players must wear shoes to lunch and tea.

Checklists: **Before the Day**

	Tick:
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: the need to bring both an Umpire and a Scorer, unless we are providing both (rare); and the appropriate dress code.	✓ / ✗
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 WhatsApp message and e-mail for Arundel fixtures for Match Managers to send to their team not less than 2 weeks prior to the game are in Appendix II and IV.	✓ / ✗

Checklists: **On the Day**

5. Make it clear to all members of your team to arrive at the ground by 10.15am (i.e. at least 45 minutes before the start of play and fifteen minutes earlier than for a normal all day fixture).	✓ / ✗
6. Make yourself and Opposition Captain known to the office at Arundel.	✓ / ✗

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Fixtures at Arundel Castle

7.	Before play: a. Delivery your team sheet to the office by 10.30am. 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 and request appropriate number of meal tickets. d. Advise the hours of play to the Opposition Captain.	✓ / ✗
8.	Play will normally commence at 11.00am and will finish at 5.00pm 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 in getting on to the field.	✓ / ✗
9.	Thank ground staff, office and catering staff at lunch.	✓ / ✗
10.	As endorsed by the MCC, the Spirit of Cricket should be always adhered to.	✓ / ✗
11.	You will not be asked to pay the caterers as this expense is now invoiced to the Club's Treasurer. This applies to the catering charges for the Martlets and the opposition. If any additional lunches are booked by supporters of the Martlets or the opposition, they should settle their account directly with the caterers.	✓ / ✗
12.	Please share any pictures worthy for social media in the WhatsApp Community. The club is really trying to drive social media presence this season and any photos of teams, scorecards, the Castle, funny moments and of course, personal milestones, all really help this! Remember safeguarding.	✓ / ✗

Both The Sussex Martlets and The Friends of Arundel Castle CC feel strongly that the above conditions are important to properly presenting and enjoying cricket at Arundel Castle. If you have any difficulties on the day, you should call the Chairman after the close of play.

Online Resources

There are several online resources available to you at:

<https://www.sussexmartlets.co.uk/the-club/club-rules-and-documents>:

- Match Managers Pack
- Child Safeguarding Policy
- Restrictions on Children Playing Cricket

Template WhatsApp Message to Players

Hi All,

Thank you for agreeing to play for the Martlets against xxxxxx on xx/xx/xx

The team (in alphabetical order) is:

Yourself (C)

Player 2

Player 3

Etc...

The match starts at xx.xx am, so please be at the ground no later than xx.xx am to ensure a prompt start.

Match fees are £xxx which will cover the cost of lunch & tea as well for all players. Please bring cash on the day or bank transfer your match fee to me after the game (bank account details to follow).

Dress code for arrival and departure is smart casual. Clothing that includes the club colours would be a lovely touch, but not essential.

Please note that if after receiving this message 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 this WhatsApp group to provide up-to-the-minute travel advice!

Finally, please would you acknowledge receipt of this message.

Looking forward to seeing you all on the day.

<Your Name>

Template WhatsApp Message to Arundel Players

Hi All,

Thank you for agreeing to play for the Martlets against xxxxxx on xx/xx/xx

The team (in alphabetical order) is:

Yourself (C)

Player 2

Player 3

Etc...

The match starts at xx.xx am, so please be at the ground no later than xx.xx am to ensure a prompt start.

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/Inter-Sports in Haywards Heath is our stockist for Club caps, shirts and sweaters.
- b. Players need to be smartly dressed in shirt, tie, & blazer on arrival & post-match
- c. As endorsed by the MCC, the Spirit of Cricket should be adhered to at all times.

Match fees are £30 which will cover the cost of lunch & tea as well. Fees for those under the age of 23 on 1 January 2026 are £20. Please bring cash on the day, or bank transfer to me after the game (bank account details to follow).

Please note, that if after receiving this message you find you cannot play for any reason, Club rules state that it is your responsibility to find a like for like replacement.

HOWEVER, due to the popularity of this fixture, we will likely have a handful of players on stand-by. So, if you are unable to play for any reason, please inform me asap.

Should the weather prove threatening, I will be on this WhatsApp group to provide up-to-the-minute travel advice!

Finally, please would you acknowledge receipt of this message.

Looking forward to seeing you all on the day.

<Your Name>

Template E-mail to Players

Hi guys

SUSSEX MARTLETS v XXXXXXXXXX
WEDNESDAY xxxxxxxxxxxxxxxxxxxx 2026

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

Xxxxxx
Xxxxxx
Etc

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.

The Club asks our teams to wear Martlets' colours so please come suitably attired. Wisdoms/InterSports 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. 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 email.

I am very much looking forward to seeing you.

Best wishes.
<Your name>

Template E-mail to Arundel Players

Hi guys

SUSSEX MARTLETS v XXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX 2026

Thank you for agreeing to play for the Martlets against xxxxxxxx at Arundel Castle on xxxxxxx, xx xxxxxxxxxxxxxxxx. The team is:

Xxxxxx

Xxxxxx

Etc

Umpire xxxxxx

Scorer xxxxxx

The match starts at 11.00am, 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.

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/Inter-Sports in Haywards Heath is our stockist for Club caps, shirts and sweaters.
- b. You need to be smartly dressed including shirt, tie and 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 £30 which will cover the cost of catering as well. Fees for those under the age of 23 on 1 January 2026 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 email.

I am very much looking forward to seeing you.

Best wishes.

<Your name>

Template E-mail Post Match

Hi guys

SUSSEX MARTLETS v XXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX 2026

I am writing to report on the above match. Here is my post-match administration:

Match report

< provide your match report in the email – it makes it easier >
< for us to publish on the website if your text is in electronic form >

< if you have any pictures – please attach them to your email >

Scoresheet

I confirm the scorer retained the scoresheet. *

Match fees

I collected £[] in match fees and paid out £[] to the caterers / others. I have paid the net amount of £[] into the bank account of The Sussex Martlets. *

I confirm all players paid their match fees / I had the following problems in collecting match fees / The following players undertook to pay their match fees direct to the Club's bank account / The following players undertook to pay their match fees at a later date. *

Candidates

< provide any helpful details relating to candidates >

Prospective Members

< provide any helpful details relating to prospective members >

Best wishes.

<Your name>

* amend / delete as appropriate

Match Manager Feedback Form

Match Manger

<Your name>

Fixture and Location

e.g. <Brighton College at Jubilee Fields>

Date

<dd/mm/yyyy>

What was the playing quality of the opposition (please indicate below)?

1 (Very easy) 2 3 4 5 6 7 8 9 10 (Very hard)

How easy was it to raise a side for this fixture (please indicate below)?

1 (Very easy) 2 3 4 5 6 7 8 9 10 (Very hard)

Do you think the grading of this fixture was accurate (please refer to the next page)?

Yes No

Should the fixture be retained?

Yes No

Would you like to Match Manage this fixture next season?

Yes No

Any other Feedback

<Any notes or comments you would like to make regarding the fixture for the Cricket Sub-Committee to be made aware of>

Match Fee Information

Match Fees	£	£
Arundel Fixtures:		
~ Full		30
~ U23		20
~ Juniors (Club Day only)		15
Other Fixtures:		
NB: No reduction for U23 or Juniors in adult matches	Catering	No Catering
~ All day	20	15
~ Afternoon	15	10
Senior Fixtures (Afternoon games only):		
~ Playing member	15	10
Women & Girls Fixtures		
~ All day	10	10
~ Afternoon	5	5
Juniors (other than Arundel matches):		
~ All day	10	10
~ Afternoon	5	5