



THE SUSSEX MARTLETS

# The Sussex Martlets: Match Managers Pack 2021

## Match Managers Pack 2021

### Introduction

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## **Match Managers Pack 2021**

### **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 2021.

As you will know, Match Managers are absolutely 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 in one place all the resources you need to make your fixture as successful and enjoyable as possible.

This is particularly important in 2021 as reflecting the demand for cricket from our members, we are organising 38 matches for the Martlets, 6 for the Juniors and 12 for the Over 40's.

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.

Responsibility for helping match managers will this year be provide mainly by the Chairman of the Cricket Sub-committee and the respective Over 40s and Junior 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 particular 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 fixture in 2021.

Darryl Rebbetts  
**Chairman of the Cricket Sub-committee**

## Match Managers Pack 2021

### Introduction

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. **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 about 2 to 3 months prior to your game and to have a complete team list at least 2 weeks prior.
2. E-mail and social media is initially the preferred method of contact, with time on the phone nearer to when your fixture is due to take place. 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 in your side – 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 but the committee asks you to fill your side with playing members of The Sussex Martlets as a priority.
5. Balanced sides will allow all 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**.

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!**

## Match Managers Pack 2021

### Sussex Martlets Contacts

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

Your primary contact is:

<b>Name</b>	<b>Role</b>	<b>Contact details</b>
Darryl Rebbetts	Cricket Sub-committee - Chairman	M: 07414 928208 E: <a href="mailto:daz_07@hotmail.co.uk">daz_07@hotmail.co.uk</a>

Your secondary contacts are:

<b>Name</b>	<b>Role</b>	<b>Contact details</b>
Paul Walker	Chairman	M: 07973 242105 E: <a href="mailto:paul.walker@5kbw.co.uk">paul.walker@5kbw.co.uk</a>
Josh Burrows	Publicity Organiser	M: 07704 148371 E: <a href="mailto:joshrburrows@gmail.com">joshrburrows@gmail.com</a>
Alan Newman	Fixtures Secretary	M: 07773 266673 E: <a href="mailto:allan.newman1@btinternet.com">allan.newman1@btinternet.com</a>
Phil Savage	Over 40's Manager	M: 07876 742420 E: <a href="mailto:savagephil@btinternet.com">savagephil@btinternet.com</a>
Jimmy Anyon	Juniors Manager	M: 07823 777454 E: <a href="mailto:jimmy.anyon@hppc.co.uk">jimmy.anyon@hppc.co.uk</a>
Mike Charman	Umpires and Scorers Organiser  Treasurer	M: 07710 242713 E: <a href="mailto:charmanmike@gmail.com">charmanmike@gmail.com</a>

## Match Managers Pack 2021

### Match Checklists

#### Checklist: Before The Fixture

	Tick:
1. Make it clear to all members of your side that they must be at the ground <u>at least half an hour</u> before start of play.	✓ / ✗
2. Your team must be changed and ready to play 15 minutes before start time.	✓ / ✗
3. Contact the Umpire and Scorer two weeks prior to match to confirm their attendance.	✓ / ✗
4. Get spare cash/coins ready for the game – most players bring notes.	✓ / ✗
5. Let your team know the match fees for the game – full details are in Appendix I.	✓ / ✗
6. 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 InterSports in Haywards Heath.	✓ / ✗
7. A template e-mail for Match Managers to send to their team not less than 2 weeks prior to the game is in Appendix I. Please copy this email to your Umpire and Scorer.	✓ / ✗

#### Checklist: The Fixture

8. On arrival at the ground. Confirm catering arrangements for the day and ensure your players and the opposition captain are aware of the details.	✓ / ✗
9. Be aware of timings for the day – lunch, tea, close of play and let your side and the opposition captain know.	✓ / ✗
10. Encourage each member of your team to wear Club colours.	✓ / ✗
11. Umpires are appointed for all games and will have the match ball in their possession.	✓ / ✗
12. Scorers are appointed for most games – they will already have a score sheet for you.	✓ / ✗
13. If the match is cancelled, ensure that the Umpire and Scorer are advised immediately.	✓ / ✗
14. 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.	✓ / ✗

## Match Managers Pack 2021

### Match Checklists

15.	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.	✓ / ✗
16.	Endeavour to recruit suitable new players for the Club.	✓ / ✗
17.	Please keep on-field noise within levels that respect the Spirit of Cricket.	✓ / ✗
18.	Ensure valuables are locked away. Security is a personal responsibility and no liability is attached to the either the Match Manager or the Club.	✓ / ✗

### Checklist: Following Close of Play

19.	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.	✓ / ✗
20.	Retrieve match ball from Umpire/Scorer. .	✓ / ✗
21.	Collect match fees and, if appropriate, settle with caterers / others.	✓ / ✗
22.	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:

23.	Send your post-match email to <a href="mailto:matchreports@sussexmartlets.co.uk">matchreports@sussexmartlets.co.uk</a> – a proforma email is included at Appendix III. <b>Remember your email must include the match report itself, any pictures of our cricket you wish published, and pictures of the scorecard.</b> There are other details to be provided too.	✓ / ✗
24.	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	✓ / ✗

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

### Template E-mail to Players

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.

#### Before the day:

	Tick:
1. Contact the Opposition Captain to make sure he knows the requirements for: <ul style="list-style-type: none"> <li>a. the timings of arrival;</li> <li>b. providing a team sheet to the office;</li> <li>c. lunch and tea numbers to the caterers:</li> </ul> the need to bring both an Umpire and a Scorer; 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 e-mail for Arundel fixtures for Match Managers to send to their team not less than 2 weeks prior to the game is in Appendix II.	✓ / ✗

#### On the day:

	Tick:
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.	✓ / ✗
7. Before play: <ul style="list-style-type: none"> <li>a. Delivery your team sheet to the office by 10.30am.</li> </ul>	✓ / ✗



## Template E-mail to Players

<p>b. Ensure your team is changed and ready to play 15 minutes before start time.</p> <p>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.</p> <p>d. Advise the hours of play to the Opposition Captain.</p>	
<p>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. <u>Please may we have no delays on getting on to the field.</u></p> <p>9. <b>NB: For fixtures at Arundel until the end of May 2021 due to Covid restrictions matches will be 40 overs per side with lunch between innings</b></p>	✓ / ✗
<p>10. Thank ground staff, office and catering staff at lunch.</p>	✓ / ✗
<p>11. As endorsed by the MCC, the Spirit of Cricket should be adhered to at all times.</p>	✓ / ✗
<p>12. 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 also the opposition. If any additional lunches are booked by supporters of the Martlets or the opposition, they should settle their account direct with the caterers.</p>	✓ / ✗

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 a number of online resources available to you at

[www.sussexmartlets.co.uk/Club/Club Rules & Documents](http://www.sussexmartlets.co.uk/Club/Club Rules & Documents):

Match Managers Pack

Child Safeguarding Policy

Restrictions on Children Playing Cricket

Template E-mail to Players

Hi guys

**SUSSEX MARTLETS v XXXXXXXXX  
WEDNESDAY xxxxxxxxxxxxxxxxxxxx 2021**

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](http://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 XXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX 2021**

Thank you for agreeing to play for the Martlets against xxxxxxxx at Arundel Castle on xxxxxxxx, 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](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/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 £25 which will cover the cost of catering as well. Fees for those under the age of 23 on 1 January 2021 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 XXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX 2021**

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