



Merisham Sports Club

Flood Street, Merisham, Ashford, Kent, TN25 6NX
www.merishamsportsclub.com



Captain/Coach/Manager Checklist

Action	When	Who/How
Week before match		
Collect availability.	1-2 weeks prior	Teamo
Attend selection meeting or liaise with others re selection of teams	3 days before minimum	Captains/coaches
Select the side and communicate arrangements- meeting/transport etc.	3 days before minimum	Teamo
Contact opposition if any issues.	asap	Captain/coach
Liaise with groundsman re pitch requirements.	1 week before minimum	Captain/coach/ Groundsman
Add team to play cricket fixture.	Once selected	Captain/coach
Match day- Pre-Match		
Ensure ground is ready for play/training including: <ul style="list-style-type: none"> Stumps out Bowling markers out Boundary rope in place Fielding circle in place (if applicable) Sight Screens in place Covers off Tables and chairs out Pavilion and toilets clean and tidy Additional equipment out if needed 	On Arrival	Captain/Coach responsibility. All players to assist.
Set up tablet or scorebook - fixture and both teams.	Before toss	Captain/Coach or scorer
Get ball(s) ready.	Before toss	Captain/Coach
Greet opposition team.	On Arrival	Captain/Coach
Be ready to toss (changed).	15 mins before start	Captain
Supply team sheet to umpire (if required).	At toss	Captain/Coach
Warm up players properly.	30 mins before start	Coach
Ensure Players are ready for start.	5 mins before start	Captain/Coach
Match day- During Match		
Set an example to all players.	Throughout	Captain/Coach
Control and correct inappropriate player/team behaviours.	Throughout	Captain/Coach
Encourage and support all players and team.	Throughout	Captain/Coach
Ensure Scoring is being done correctly.	Throughout	responsibility.
Ensure Scoreboard kept up to date.	Throughout	All players to assist.
Ensure appropriate umpires provided where needed.	Throughout	assist.
Match Day- Post Match		
Thank opposition and officials.	Before they leave	Captain/Coach
Pay any relevant fees to opposition.	Before they leave	Captain/Coach
Finalise scorecard- tablet or scorebook.	Immediately	Captain/Coach
Copy or take picture of opposition scorebook if not recorded by us.	Immediately	Captain/Coach
Keep used match balls for spares/training.	Immediately	Captain/Coach
Ensure all juniors collected by parent/carer.	Before they leave	Captain/Coach
Ensure ground equipment is put away and ground is left secure including: <ul style="list-style-type: none"> • Stumps and markers away. • Covers on (if necessary). 	Before leaving	Captain/Coach responsibility. All players to assist.





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CHARTER STANDARD
DEVELOPMENT CLUB



<ul style="list-style-type: none"> • Tables and chairs put away. • Container kit put away. • Ground is left free of litter. • Pavilion, changing rooms and toilets are clean and tidy. • Ensure all areas area locked and alarm on, pavilion, back store, garage, container, mobile net, main gate. 		<p>If captain/coach is leaving early or others still using ground- assign responsibility.</p>
Following Matchday/Training		
<p>Ensure full Scorecard on play cricket.</p>	<p>As per league rules. Friendlies within 1 week.</p>	<p>Captain/coach Play Cricket</p>
<p>Assign correct fees.</p>	<p>Evening of match.</p>	<p>Captain/coach Teamo</p>
<p>Complete any necessary reports.</p>	<p>As per league rules.</p>	<p>Captain/coach Submit to league</p>

Additional Responsibilities- non Matchday/training
Attending committee meetings
Attending league meetings relevant to your teams
Corresponding with leagues and opposition relevant to your team
Ensuring fixtures and results are input to playcricket.com
Ensuring players are registered to play as per league rules
Management of your team, fixtures, and training on Teamo
General communication with all players
Running training for your team

