

## Senior Clubs Match Checklist

### Week of the match

- Ensure all players are registered, including new players;
- Ensure players who need a Clearance have been cleared before the match starts;
- Select your teams in MyCricket; (Before Midnight on first day of match).

**Mode: Teams – Matches Menu / Select Teams**

### Match Day

- Ensure that both scorebooks have been balanced after every days play;
- This includes players batting scores, extras and bowling figures;
- All scores and match result have been agreed upon;
- Both Captains should sign both scorebooks;

### Short Results

#### Home Team Only

- Short Results phoned through or SMS as per previous seasons;
- Scores Phoned through between 6.00pm – 8pm on the day of play;

Trollope, Wilkins and Newey clubs – scores MUST be in by 6.45pm.  
(Any received after deadline will incur a fine – NO moratorium in this area).

Telephone number is 9726 6563

SMS messages are to be sent to 0408 220 394 – THIS IS A NEW NUMBER!

When submitting by this method, to abbreviate message, please use club codes (e.g. KIL).

As in past seasons, details required are:

short scores

batsmen making 40 or more

bowlers taking a hat-trick or 4 or more wickets.

## Day after Match Concludes

To be completed by 6pm

### Home Team

**Match Results** (Can be updated by either team, but not both)

This must be completed otherwise you will be unable to fully complete the players scores.

- Check that Match results that have been fully entered especially extras;

**Mode: Teams – Matches Menu / Enter Match Results**

- RDCA will only load in brief details i.e scores;
- If results have not been fully updated;
- Enter the full results;
- Ensure all fields are completed especially Extras;

### Enter Players Scores;

**Mode: Teams – Matches Menu / Enter Players Scores**

- Enter you teams full batting results including dismissals;
- Enter your teams bowling results;
- Enter your teams fielding results;
- Click Save as Draft to save your work and complete later;
- Click Update to save the Players Scores;

### Captains Report on Official Umpires

Teams that have officially appointed Umpires must complete a Captains Report.

**Mode: Teams – Matches Menu / Enter Captain's Report**

- Enter the captains Report on each umpire;
- Both Umpires will be listed on the report;

## Day after Match Concludes

To be completed by 6pm

### Away Team

**Match Results** (Can be updated by either team, but not both)

This must be completed otherwise you will be unable to fully complete the players scores.

- Check that Match results that have been fully entered especially extras;

**Mode: Teams – Matches Menu / Enter Match Results**

- RDCA will only load in brief details i.e scores;
- If results have not been fully updated;
- Enter the full results;
- Ensure all fields are completed especially Extras;

**Enter Players Scores;**

**Mode: Teams – Matches Menu / Enter Players Scores**

- Enter you teams full batting results including dismissals;
- Enter your teams bowling results;
- Enter your teams fielding results;
- Click Update to save the Players Scores;

**Confirm match result**

**Mode: Teams – Matches Menu / Confirm Match Results**

- Away team to Confirm Match Results  
This only confirms and locks the match scores.  
Player Scores can still be updated.

**Captains Report on Official Umpires**

Teams that have officially appointed Umpires must complete a Captains Report.

**Mode: Teams – Matches Menu / Enter Captain's Report**

- Enter the captains Report on each umpire;
- Both Umpires will be listed on the report;