

RINGWOOD and DISTRICT CRICKET ASSOCIATION INC



Club Preseason Tasks Guide

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With the MyCricket system, there are a number of things that clubs need to attend to well before the season begins.

Club Details

Clubs should immediately update their club details in MyCricket including:-

- Set up Authorized Users - these are people responsible for maintaining your clubs details, updating player's records, adding new players, and receiving notification (emails) about Clearances and Transfers, selecting teams and entering results.

Users – Creating New Users, Editing Existing Users, Updating Existing Users

Mode: Organisation

Menu: Users / Users List

Add New User or Edit existing Users

- The User/s to receive notifications about Clearances and Transfers and/or Match Disputes should be set up immediately.

This can be done by an authorized user, who has the MyCricket Role of User Manager.

The selected person or people must have email addresses set up on their User Record.

Setting Notification Subscribers List

Mode: Organisation

Menu: Organisation / Notification Subscribers List

- Set up Club Details – including Club address, Contact numbers and website address.

Setting Club Details

Mode: Organisation

Menu: Organisation / Organisation Details

- Set up Club Office Bearers – Committee Details, Secretary Details, Junior Coordinators, Senior Coordinators & Veterans Coordinators.

Setting Club Office Bearers

Mode: Organisation

Menu: Organisation / Office Bearers

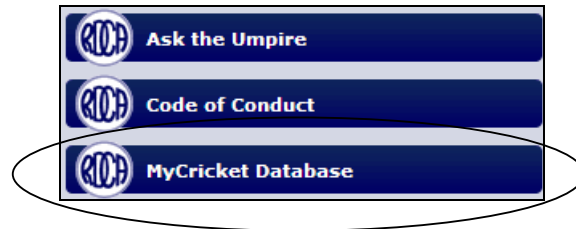
Player Clearances and Transfers

New Players must be searched for using the MyCricket system. This will either show the player is listed in My Cricket or the player doesn't exist in MyCricket.

The following information will assist in determining what action is required to add the player to your clubs records.

The RDCA has produced a guide to show clubs how to process Clearances and Transfers.

The Guide is available from the MY Cricket Database page located on the RDCA website.



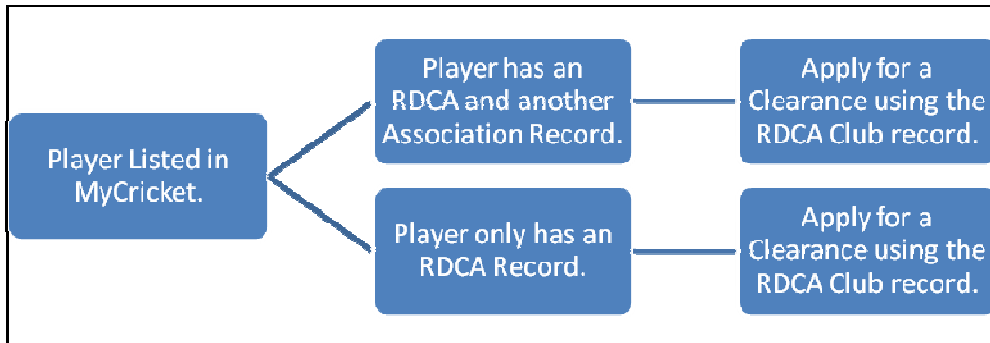
The Following is a brief description of the logic behind Clearances and Transfers.

Clearances

When a Clearance is required

Clearances are required where a new player who wishes to join your club appears in MyCricket with a record at another RDCA Club.

As shown below:

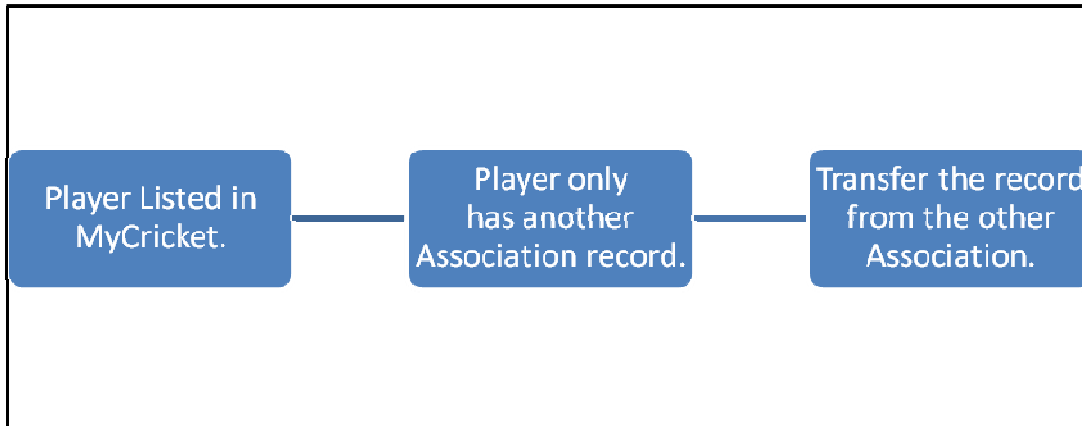


Transfers

When a Transfer is required

Transfers are required where a new player who wishes to join your club appears in MyCricket with a record at another Association Club.

As shown below:



Registration of Players

The RDCA has unregistered all players in the MyCricket system prior to the start of the season.

Clubs will need to register all players for the 2011/2012 season. The list of active players in your clubs database will then reflect this seasons players.

The registration process is a simple one and can be completed as shown in the People Management Guide available from the MY Cricket Database page located on the RDCA website.

Register Players and List of Registered Players

Mode: Teams

Menu: Players / Players Registration / Player Registration List or Register Players

Confirm Players Roles

At the start of each season clubs will need to reconfirm all your participant roles. This will keep your participant records up to date and ensure that only active players display for team selection, registration etc.

At the start of each season, each club should reconfirm any continuing players, and remove the player roles from any participants not returning for the season.

Register Players and List of Registered Players

Mode: Organisation or Teams

Menu: People / Reconfirm / Change Person Roles

Note:

Any roles that are not confirmed by the middle of the season will be automatically removed. This does not mean the person records themselves are removed. They will remain on your list as inactive participants. For more detailed instructions, please see the Help on the Reconfirm / Change Person Roles screen.

Contacts

For issues with MyCricket contact the appropriate person listed below.

Juniors – Timothy Court	court@rdca.com
Seniors – Roger Copeland	copeland@rdca.com
Veterans – Ian Leach	robian@dodo.com.au

Preseason Checklist MyCricket	
<input type="checkbox"/>	Set Up Authorised Users in MyCricket
<input type="checkbox"/>	Set Notifications for Clearances / Transfers in MyCricket.
<input type="checkbox"/>	Set Club Details in MyCricket.
<input type="checkbox"/>	Set Office Bearers in MyCricket.
<input type="checkbox"/>	Access old players list from Sporting Pulse.
<input type="checkbox"/>	Cross Check Sporting Pulse list with MyCricket players list.
<input type="checkbox"/>	Ensure all players are listed in MyCricket.
<input type="checkbox"/>	Confirm Player Roles for Season 2011/2012.
<input type="checkbox"/>	Register players in MyCricket for season 2011/2012.