

OWCC Skippers Checklist



Team Selection Procedure

1. Players move up or down just one team
2. A player must be available for any team and not for a 'specific' team
3. Skippers must talk to a player in person being dropped from a side
4. Batsmen promoted must bat in the top 7 in the side they have been promoted to
5. Bowlers should be given a bowling opportunity if promoted
6. No player, especially one who is under 19, to play as just a fielder – unless discussed and agreed in advance
7. Skippers to discuss requirements with each other prior to selection changes
8. No team changes after Thursday evening *except for the Sunday sides*
9. Colts to be selected on ability (subject to age restrictions) so skippers in the lower elevens to ask the Under 15 and Under 16 coaches in the first instance for their opinions on those ready to play adult cricket
10. New players, to the Club, to play in a Sunday fixture initially to assess their level unless they have attended club net sessions
11. Players not offered Saturday games to be given preference for Sunday selection

Before every match:

- Arrive promptly at ground in time for toss with Umpires
- Preferably arrive at ground at least 90 minutes before each game – both home and away – in order to complete a vigorous warm-up and training session, giving particular attention to fielding

Some of the activities below are only applicable to home teams. The skipper is NOT expected to do each and every one of these tasks but should delegate to his team mates. There are two suggested methods of doing this - either agree at the start of the season that a certain individual should be responsible for a certain job – e.g. putting out the boundary markers – or jobs should be delegated according to batting order – e.g. Nos. 1 and 2 will remove the covers etc. If you have more or less the same side every week then the former might be the sensible alternative, but if your team fluctuates, then the latter would seem to be the better option

- Remove the covers **(2 players)**
- Insert slats in sightscreens **(2 players)**
- Put out boundary markers **(1 player)**
- Put out discs **(1 player)**
- Ensure all team members are registered with the League. No player can play unless he/she is registered by noon on the Thursday prior to the Saturday/Sunday of the game involved but please provide this information as early as possible to avoid a last minute rush and hitches.

Pikey and Graham register all players so, before the start of the season, check with them that ALL the players you wish to use are registered – once registered a player remains so until decided otherwise, so re-registrations are not required.

However ALL new players have to be registered and the vital information required is: Full name and address, including post-code; country of birth; date of birth.

There are three categories – home grown; overseas and overseas exempt. No side can have more than one overseas player. If you need any further information then please speak to Graham or Pikey.

- Fill in Team Sheets and give to Scorer and Umpire
Pikey and Steve Millward are happy to do this and Graham Watts will also oblige.
- If the other side does not have a scorer, please ask their skipper to give our scorer these details – filling in team sheets is one of the laws/rules of the Kent League so they should automatically do so. There is also a notice in the away dressing room encouraging them to do.
- Ensure all team members adhere to Spirit of Cricket and have read and abide by OWCC and League Codes of Conduct
- Ensure the team First Aid kit easily is accessible
These are in the score-box whilst the 3's, 4's, 5's and Sunday League should ALWAYS take these with them. Strictly speaking this should only be necessary when you are playing at home – it is the responsibility of the home side to provide a first aid kit – but there is no harm in taking your kit on your travels. One player should be designated to do this

After every match:

- Replace the covers **(2 players)**
- Remove slats from sightscreens and return to store **(2 players)**
- Remove boundary markers and return to store **(1 player)**
- Ensure all other equipment is put away properly **(1 player)**
- Ensure the changing room (home and away) is left clean and tidy and all rubbish disposed of
- Collect Match & Teas fees from whole team and opposition.
We charge the opposition £40 for their teas UNLESS they have charged us more when we play them at their ground, in which case we charge what they did
- Pay the Tea provider - preferably before the game has ended, or even started, in order that the tea provider does not have to stay until the end.
- The tea provider is paid £60 – the rest goes to the Club
Pikey does this for the 1st XI and for the Sunday Hayes side. The 2nd XI, 3rd XI and 5th XI need to sort out their own system – seems to have worked well in previous years, so stick with that.
Pikey will organise your tea provider – please let him know of any volunteers
- Notify the Club Treasurer of gross and net Match & Teas fees
- Give the Groundsman feedback – positive as well as any problems.
Important that you establish a good relationship with Colin and talk to him on a regular basis. Also talk to Mick Pilgrim in his position of ground manager.
- Complete a Groundsman Report on the day
These are in the score-box – also try and ascertain the views of the opposing skipper. The more information Colin gets the better
- Check results with opposing Skipper and Scorer
- Please make sure that the details in the score-book add up and you designate the names of the captain and wicket-keeper of both sides and catches taken
- Ensure the match results are submitted to the League **on time**
Pikey and Graham always do this for all six sides, but it is important that you let them have the details on the day of the game to avoid the likes of League fines, deduction of points etc. There is no problem with the 1's, 2's, nor Sunday league side as one of them will be scoring for those teams, but the 3's, 4's and 5's needs to ensure they get these results when playing at home - it is the responsibility of the home side to enter the result

- Complete a Match Report and submit to the Club Secretary
We have a newsletter which, sadly, the majority of people seem determined to ignore. If you only submit a monthly report, that is a good start. Pikey writes reports of the six league sides, puts them on the relative leagues websites, and our own, and sends to the local press, but a report by someone who actually played in or saw the game would make it more authentic! Again this is something you can delegate. (1 player)
- Provide someone to sell 'fund-raising' cards – see Ian Forbes (1 player)

Throughout the season

- Ensure all team members' Membership Forms have been completed at start of the season
By implication this only has to be done once
- Abide by the Club's selection policy, particularly in bringing players up from lower teams
- Skippers must talk to any player **in person** being dropped from the side
- Ensure all team members have paid their Subs and are up to date with Match fees
- Enforce the "No pay, no play" policy strictly
- Ensure all team members (Seniors and Colts) are aware of and adhere to Club Policies and Club and League Codes of Conduct
- Ensure all team members are registered with the League if players change sides or Clubs
- Keep the team First Aid kit replenished – *see the Welfare Officer for supplies*
- Be available to all team members for encouragement, discussion and feedback on their performance and selection, particularly to Colts playing in adult teams
- Be aware of the bowling restrictions relating to young bowlers and do not 'over bowl' them
- Encourage all team members to purchase Club match shirts and wear them during matches
- Encourage all team members to respect and abide by the principles of Clubmark and to promote and maintain the ethos and good name of Old Wilsonians Cricket Club at all times, on and off the pitch
- Provide Skippers' Reports to OWCC committee meetings and AGM and Awards night
- Encourage team members to attend OWCC AGM
- Collect team ticket money for annual Club Dinner and encourage team members to participate in fund raising events for the Club and the annual NatWest Groundforce weekend
- Act as a conduit between the Club committee and team members, and provide two-way feedback
- Attend Skippers and Committee meetings
- Support and liaise with the Club Captain and other Skippers
- Carry out Risk Assessments of grounds as required