

## Match preparation flow for Japan Cup South Kanto

Captains, representatives, and umpires need to take the following actions as necessary before and after matches.

### Before Match

#### Playing clubs

- Make sure all your players are registered and your player list on CricHQ is up to date.
- Make sure all of your players have sports insurance.



### Wednesday & Thursday

#### Playing clubs

- Contact Japan Cup Teams email group ([south-kanto-japan-cup-teams@googlegroups.com](mailto:south-kanto-japan-cup-teams@googlegroups.com))
  - Announce captain & contact details
  - Request details about umpires
  - Confirm details about match prep (pick up for umpire, key, equipment, etc.)
  - Does equipment need to be returned or tidied?

#### Umpiring clubs

- Announce umpires & contact details
- Request transport if necessary



### Match Day

#### Captains

- Contact Chris Kelly regarding weather as necessary (Chris Kelly 080-5927-2325 [sports.ops@ycac.or.jp](mailto:sports.ops@ycac.or.jp))
- Pass team sheet to the umpire at toss
- After match confirm scoresheets are perfect & take photos of scoresheets
- Remove all rubbish from ground!

#### Umpires

- Take photos of teams sheets
- Confirm scorecards are perfect
- Remove all rubbish from ground!



### **No later than Monday after match**

#### **Umpires**

- Submit umpire's match report (all umpires must do this)  
(<http://goo.gl/forms/8sOrCijnCG>)

#### **Captains**

- Both captains: Submit captains' match reports (<http://goo.gl/forms/RoO8ZC9Fph>)



### **No later than Wednesday after match**

#### **Captains**

- Winner: Send photos of scoresheets to Japan Cup Committee  
([south-kanto-japan-cup-committee@googlegroups.com](mailto:south-kanto-japan-cup-committee@googlegroups.com))
- Winner (or "home" captain if "No Result"):
  - Send summary of match to Japan Cup Teams email group (e.g., *Aogaku won the toss and batted. Aogaku 178/5 (20.0) def Tigers 177/10 (19.5)*)
  - Enter full scorecard on CricHQ

#### **Umpires**

- Send photos of team sheets to Japan Cup Committee