

Match preparation flow for Japan Cup

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 (west-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 designated person regarding weather as necessary.
Akishima: Bebe Miyaji, 080-9645-8182, b-miyaji@cricket.or.jp
Sano: Yoshi Uehara, 090-9530-9267, y-uehara@cricket.or.jp
- Pass team sheet to the umpire at toss
- After match confirm scoresheets are perfect & take photos of scoresheets
- Return or tidy equipment as required
- 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/1ITPNEuodEIRIXiJ2>

Captains

- Both captains: Submit captains' match reports
<http://goo.gl/forms/MEGR33CY1ACJop8n1>



No later than Wednesday after match

Captains

- Winner: Send photos of scoresheets to Japan Cup Committee
(west-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)*)
(west-kanto-japan-cup-teams@googlegroups.com)
 - Enter full scorecard on CricHQ

Umpires

- Send photos of team sheets to Japan Cup Committee
(west-kanto-japan-cup-committee@googlegroups.com)