

## Match Day Administration

Team Sheets must be exchanged by the Captains prior to toss of coin – **1<sup>st</sup> and 2<sup>nd</sup> X1 + Cup matches** - the Umpires will provide the Captain of each team with the sheet and this must be completed in full – with players names and age groups of those players under 19 (for bowling & fielding restrictions) – the completed team sheet must be signed by the Captain and given to the Umpires.

*(This is required for Child Welfare purposes)*

*Failure to comply will lead to Umpires reporting the Club/Captain to the League Secretary which will then be passed to the R&C for the matter to be dealt with.*

At completion of the match – the result (including outstanding performances) must be telephoned to Peter Stafford (number in Handbook) by 8-30pm at the latest so that Peter can provide a full list for publicity purposes – Please note this is required for every single match **1<sup>st</sup> and 2<sup>nd</sup> X1 + Cup matches – including rained off matches**

*The following penalties will apply:*

*1<sup>st</sup> offence      £5 fine*

*2<sup>nd</sup> offence      £10 fine*

*3<sup>rd</sup> offence      £15 fine*

*4<sup>th</sup> offence      the club and team captain will be brought before the R&C to decide the next course of action which could result in a 6 point deduction and a further 6 points for each subsequent offence*

Within 5 days of completion of match – **1<sup>st</sup> X1 ONLY** – a Match Result sheet must be forwarded to Stephen Merry (for details see Handbook) – this is to ensure records are kept up to date and again **all rained off matches still require a result sheet** to be forwarded - **This procedure is NOT REQUIRED for 2<sup>nd</sup> X1 matches**

*The League Secretary will remind clubs and give an additional 24 hours for receipt of information following which the following penalties will apply:*

*1<sup>st</sup> offence      £5 fine*

*2<sup>nd</sup> offence      £10 fine*

*3<sup>rd</sup> offence      £15 fine*

*4<sup>th</sup> offence      the club and team captain will be brought before the R&C to decide the next course of action which could result in a 6 point deduction and a further 6 points for each subsequent offence*

Within 7 days of completed match – **1<sup>st</sup> & 2<sup>nd</sup> X1 matches** – an Umpires Report sheet must be completed and forwarded to Umpire Malcolm Kinder (see Handbook for details) – please also **ensure a report sheet is forwarded for rained off matches** purely for records purposes

*The League Secretary will remind clubs and give an additional 24 hours for receipt of information following which the following penalties will apply:*

*1<sup>st</sup> offence      £5 fine*

*2<sup>nd</sup> offence     £10 fine*

*3<sup>rd</sup> offence     £15 fine*

*4<sup>th</sup> offence      the club and team captain will be brought before the R&C to decide the next course of action which could result in a 6 point deduction and a further 6 points for each subsequent offence*

The penalties noted above will apply per team.