

Match Planner: to be completed for each match during the season

Pre-match Information:			
Name		Colleague	
Date / Time	Home Team	Visiting team	Venue
Home team contact name and numbers	Own Captain	Match Manager, Coach, Other	Transport with
Name			
Telephone or Mobile			

Pre-match checks (tick and note to confirm each action has been completed successfully)			
Confirmed your appointment and planned your route		On arrival introduced self to the club officers, umpires, Captains, etc.	
Confirmed Competition type, Rules & Regulations, ECB Directives		Confirmed position of scorebox or scoring position	
Prepared clothing and checked equipment		Identified how to operate scoreboard and who will operate the scoreboard	
Identified scoring requirements, e.g. team sheets, scoring match, live score feeds, reporting the result		Obtain Team sheets with colleague and who won the Toss	

Pre-match Development or Action points brought forward from the course or previous matches

Post-match review
Notes:

Reminders and development points for future matches
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Signature:

Date