

## **CCA CHECKLISTS**

### **Ground Managers:**

- Collect the following items a day before the game (most of these items to be placed in plastic boxes made available by CCA):
  1. Score sheets
  2. Scoring computers
  3. Balls
  4. Stumps& bails
  5. Boundary markers (flags or cones)
  6. Ball counters (optional)
  7. Extension cord
  8. Generator
  9. Tents (if needed)
  10. Tables for scorers (if needed)
  11. Chairs for scorers ( if needed)
- Have all of the above items available on the field one hour prior to the match.
- Mark the boundary with boundary markers.
- Make sure the crease lines are distinctly marked.
- After the game please pack up everything. Place smaller items in the plastic boxes.
- Collect the game balls from the umpires and hand them over to CCA person-in-charge.

### **Scorers:**

- Make sure that you have the latest database prior to the game.
- Collect names of the playing eleven.
- After the game, please sign off all the scoresheets and get them signed by umpires too.
- Select Man of the Match after consultations with umpires and coaches.

### **Umpires:**

- Collect ball counters if available
- Return game ball to ground manager after the game
- Sign off on score sheets
- Decide on Man of the Match
- Return ball counter, if provided, to the ground manager

### **Team Managers:**

- Main contact person for team
- Schedule team practices with the coach and team members
- Secure ground/nets for practices
- Secure keys for the tool shed if needed for practices
- Communicate about the practices, game schedule and other logistics with the team and the coach
- Confirm availability of players for the game

### **Team Moms:**

- Check about food requirements during the game with the tournament coordinator.
- Assign and communicate food duties to all the parents.
- Arrange for folding tables for food serving (if needed). Check about the CCA tables with tournament coordinator.
- Collect CCA water igloos and have some parent bring water with ice.
- Check about availability of disposables. Assign some parent to get the items that are missing. The following disposables are usually required:
  - Water Cups
  - Plates
  - Bowls
  - Spoons
  - Forks
  - Napkins
  - Table cover (optional)
  - Hot cups (if planning to serve tea or coffee)
  - Garbage bags
- Assign parents to be on ground in shifts to provide food support during the game.
- Remind parents to bring serving spoons, if needed.
- Clean up after the game with the help of all the parents and players.
- Make sure no left over food items are placed in Dilworth tool shed
- Make sure all the tables (at Dilworth) are clean and all the garbage is picked up.

## Players:

- Make sure your kit bag has following items at all times:
  - Bat
  - Pads
  - Gloves
  - Helmet
  - Abdomen guard
  - Arm guard
  - Chest guard (optional)
  - Thigh guard
  - Cap for warm days
  - Bottle of water
  - A small napkin
  - Sun-block lotion/cream
- Please remember to write your name on each of the above items
- Remember to line up your kit bags when on ground
- Please apply sunblock before the game, practice or coaching session
- Eat healthy meal before the game and keep hydrated
- Always focus on the game whether you are on field or on sidelines
- Always Cheer your team
- Always appreciate a good effort no matter which team the player belongs to
- Make sure you have collected all your belongings before you leave the ground