



Manager's Cheat Sheet

- Check parent/guardian contact information correct
- Set up WhatsApp contact group for training and game updates
- Download PlayHQ app to your phone or preferred device
- Enter/confirm team list in PlayHQ each week
- If e-scoring (home team) have ipad charged and manager login in to PlayHQ sorted before the game
- Small pencil case in team kit bag with pencil and eraser handy for paper scoring (scoring book supplied in kit bag)
- Complete insurance form (home team): [Marsh Insurance Checklist](#)
- Jobs each week:
 - Gazebo set up and transport
 - Provide scorers table (home team)
 - Scoring (home team e-scoring, away team paper scoring)
 - Umpire (can be coach or other parent)
 - Field set up (home team) - measure pitch, boundary, stumps
 - Morning tea - optional but rostered small shared morning tea / fruit for team
 - Assist with player warm up before and during the game
- Recommend experienced scorers at beginning of season and those new can watch and learn
- Batting/bowling list from coaches before start of game can make scoring easier
- Encourage new parent/guardians to learn scoring
- At end of game:
 - Make sure scores tally up across both scorers
 - Save scores (if e-scoring) and ensure lodged in PlayHQ (if not using live scoring (with internet connection) this can be done when you get home as need internet connection)
 - All equipment back in kit bag
 - Help with pack down of gazebo and pitch