

TVCL16 – User Guide 3 – Captain’s Form

1. Introduction

This is one of a series of “Idiot’s Guides” to help captains and others get started with the various user forms:

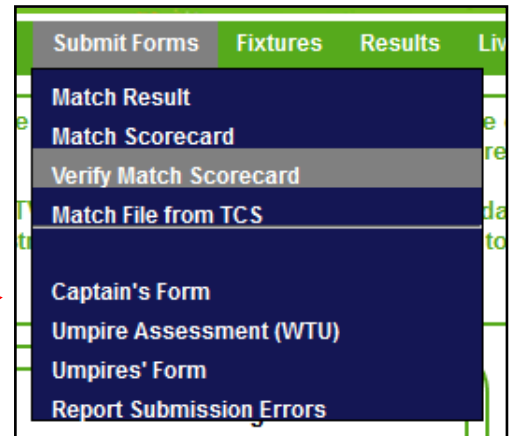
- Result Form (RF) – used by **Home Captains** to report match results. Deadline 11:59 p.m. on match day
- Match Scorecard (MSC) – used by **Home Captains** to record players (for both teams), scores, umpires and scorers. Deadline 11:59 p.m. on Tuesday following the match
- **Captain’s Form (CF) – this guide** – completed by **both Captains** to report on pitch and outfield quality and fair play etc. Deadline 11:59 p.m. on Tuesday following the match
- Umpires’ Form – report by panel umpires on pitch etc and team behaviour etc. Due by 11:59 p.m. on Tuesday following the match

2. Important Points

- There’s **no need to log on**
- A CF is needed for **every home fixture which is started** even if only one ball is delivered!

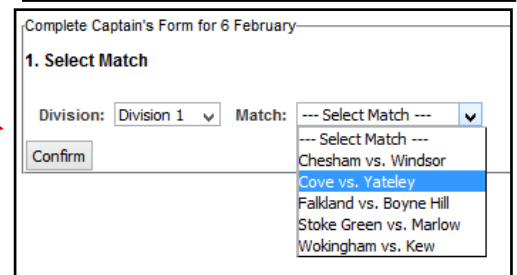
3. Finding the CF

- It’s on the TVCL website (tvclcricket.com)
- Find ‘Submit Forms’ on the menu
- Click on ‘Captain’s Form’



4. Select the Fixture

- Use the dropdown lists to select the Division and then the match.
- Click the ‘**Confirm**’ button to get to the main page



5. Completing the CF

Club Submitting

Club:

Ground:

Outfield:

Pitch:

- 1) Check that it’s the right match!
- 2) Select the name of your own team.
- 3) Allocate marks using the dropdown lists for
 - a. the **Outfield** and
 - b. the **Pitch**
 - Use the **comments field** to explain in any 'Unacceptable' or 'Poor' marking (i.e. below 3)
 - Allocate marks from **top down** following the TVCL guidance.

4) Enter a **Fair Play** mark to give an objective view of how the opposition performed, using the dropdown list.

- Please explain any mark below 4 in the comments field

5) **Times and Overs:**

N.B. This applies ONLY to teams in Level 5 and below.

- Using the dropdowns enter the start and finish times for **your** innings (i.e. when you batted)
- If there was an exceptional loss of time please give the reason and an estimate of the time lost on the comments box.

My Innings

	HH	MM		HH	MM
Start:	13	:	0	End:	16 : 0

6. Submitting the Form

Enter your name and email address, then click on **Submit Form**

7. Errors?

We all hope there won’t be any – but if there are... the ‘Submit Forms’ menu has a ‘**Report Submission Errors**’ option to allow you to email us to say what’s gone wrong. It should be used only for material errors in the scores allocated. But it’s best not to make the error in the first place - so let’s be careful out there!