

## Availability & selection management – 2010 season

Following the success of the changes introduced last year that enabled the Club to cope with the large number of players we had, while reducing the burden on officers who perform their duties on a voluntary basis, this will continue in 2010 as set out below. If you have any queries please ask an officer.

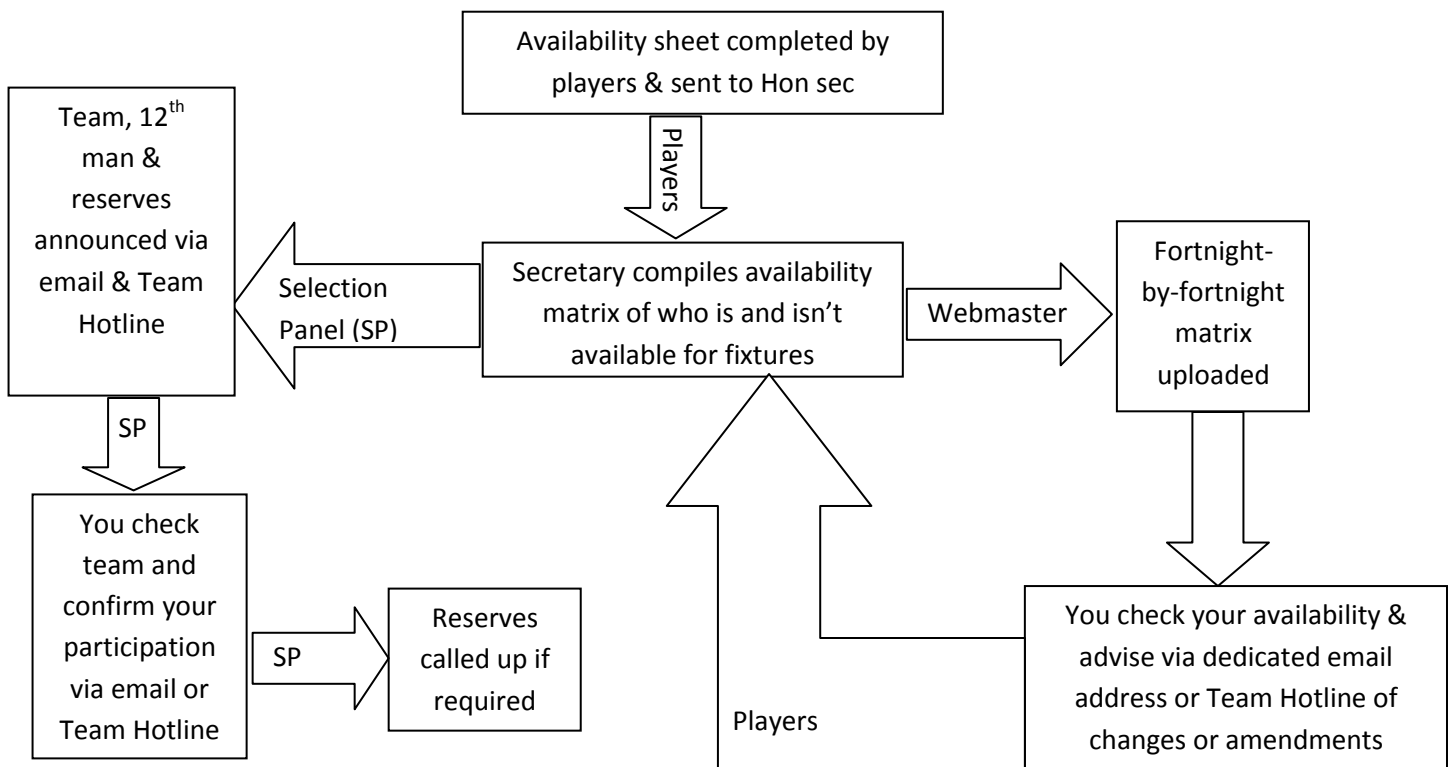
### Availability, Selection & Team Announcements

With around 30 active members and 40+ fixtures over a 23 week period the permutations can be endless. The process gives visibility of availability to selectors while enabling players to monitor, manage and update their availability/absences. Thus, the onus is on each player to ensure changes are

notified in a timely manner. Failure to do so may result in being given a lower priority in selection.

A Convenor is appointed to the selection panel with the Captain and Vice Captain. They use the Availability matrix to select players, including 12<sup>th</sup> man and reserves. These are announced via email and TeamLine (so that anyone not on email/internet can ring to hear a recorded message about the team). Those selected are responsible for acknowledging the information – anyone who drops out at this stage (aside from emergencies) may find themselves given a lower priority for future selection. The flow chart (below) and protocol details (over) explain how things will work.

### Availability & Selection Flow Chart



### Selection protocol: 2010

All members complete availability forms specifying:

- mid-week: general availability for days of the week
- weekends: on a game-by-game basis (once at the start of the season for Apr-Jun, and again mid-season for Jul-Sep)
- periods on holiday and other specific dates when not available.

This info is sent to the Secretary who provides a matrix to the Selection Panel (SP). The web site will upload the information on a rolling basis (see [www.cardiffcavaliers.com/availability.htm](http://www.cardiffcavaliers.com/availability.htm)) showing

2-3 weeks ahead. This means you can check what you've said and will be used for selection – you are assumed to be available as shown unless you notify using email or voicemail (see below) as soon as possible and at the latest by the deadline in row 2. Anyone who then drops out will automatically go to the bottom for consideration for the next game (aside from exceptional circumstances).

Team is announced by:

- email to each email address you supplied
- recorded message on Cavaliers TeamLine

Changes to availability and confirmation of selection is made by email or leaving voice mail on TeamLine (both of these media can be accessed by any of the selectors who can then contact reserves as and when required).

Reserves are to keep themselves available (at least

until the call up deadline at the earliest and, ideally, longer in case of emergency drop-outs) and will be notified by:

- email and/or
- text message

and need to reply as soon as message received.

Game to be played on a	Mon	Tue	Wed	Thu	Sat	Sun
Players advise any change of availability by	Thu 5.00pm	Fri 5.00pm	Sat midday	Sun midday	Mon 5.00pm	Tue midday
Team announced on	Fri lunchtime	Sat lunchtime	Sun lunchtime	Mon lunchtime	Wed lunchtime	Thu morning
Confirmation by	Sat 5.00pm	Sun 5.00pm	Mon 5.00pm	Tue 5.00pm	Thu 5.00pm	Fri midday
Reserves called up	Sat/Sun	Sun/Mon	Mon/Tue	Tue/Wed	Thu evening	Fri afternoon

## Frequently Asked Questions

**Can I text the TeamLine?**

No. Teamline number is only a SIM card and doesn't actually sit in a phone. If you text it cannot be read.

**Why can't I click Reply button to a selection email? Why do I need to send a message to the team@ email ?**

All messages sent to team@ email are automatically forwarded to several people. So if the person who sent out the announcement is unexpectedly unavailable (ill health, work pressures, family crisis, IT failure, etc) then your response is received by others who can deal with it.

**Why can't I tell the skipper/selector at/after a game?**

Two very good reasons. (1) The captain and club officers have quite enough to think about at a match without having to remember what it is you've told them.

(2) The person you tell may not be the one who needs to know: the game/s may be one/s that another selector is looking after – so take responsibility for passing on your own information using TeamLine or team@.

**I've notified a change but it isn't showing on the website availability page. Why not?**

The website isn't updated in real time so there'll always be a lag between notified changes and what is on the web. Using TeamLine or team@ email ensures those who need to know do so in the quickest time possible.

**I've been selected as 12<sup>th</sup> man. Do I need to turn up?**

12th man is a vital part of the match squad so you need to be there in good time, changed and ready to play if needed. Sometimes the 12<sup>th</sup> man acts as a substitute fielder so the game can start on time and on occasions has played when one someone has had to drop out unexpectedly. The Team page on the website has a useful summary of the 12<sup>th</sup> man role and duties.

**I'm down as a reserve: what does that mean?**

While the Cavaliers' availability/selection process aims to minimise changes to the team as announced, there will be times when the unexpected happens (ill health, work crisis, family emergency, car breakdown, etc). Reserves may, therefore, need to be called up at any time prior to the match so it's important that you don't make other arrangements for that date if at all possible.

**I need a lift. What do I do?**

Players are expected to make their own arrangements once they've seen the team list and know who is playing. For those new to the club, please ensure the selectors know at the earliest opportunity so they can see who can help. For weekend games, car sharing arrangements may be suggested to minimise the number of drivers.

TeamLine: 07534 629 606

E-mail: [team@cardiffcavaliers.com](mailto:team@cardiffcavaliers.com)