Queensland Cricket Scorers Association
Essential procedures for representative scorers 2018

Prior to the game

1. Depending on the level of representative match being scored, complete research into players for each team, familiarising yourself with pictures where available (identifying distinguishing features), batting orientation and bowling style for player recognition purposes. Print this information out if appropriate.
2. If you are designated as the senior scorer for a match at First Class level, research and print relevant statistical information in relation to the players so that informed media announcements can be given (e.g. career milestones).
3. If you are the designated online scorer, ensure you have the relevant username and password for the match, and that the game is accessible, the night prior to the match.
4. Arrive at least one hour before the start of play on the first day of a match to allow time to fully prepare. On subsequent days arrive at least 30 minutes before play commences.
5. It is your responsibility to seek out the match coordinator or other match personnel as soon as practicable after your arrival at the venue and politely introduce yourself.
6. Write up all sections of your score card and run sheet that you can, at least for the first innings of each team, to reduce time pressure during change of innings.
7. If you are the online scorer, download and open the match and complete an initial check of team lists. Recheck as soon as you have the team sheets and immediately inform the match coordinator if any discrepancies are noted.
8. If appropriate or practicable, introduce yourself to the umpiring team. If appropriate, either synchronise your clock or inform them that your clock will be set at the designated starting time on their wave. Enquire about any playing conditions you should be aware of. Wish them a successful day.

During the match

1. Make player recognition a priority. Make notes of distinguishing clothing, usual fielding positions etc. on your copy of the team lists.
2. Work as a team with your scoring partner, communicating for each ball throughout the match. Sometimes it is beneficial for one scorer to accept the responsibility for the call as it may suit their scoring style.
3. Confirm the bowler's progressive total and team total at the end of every over to ensure the highest probability of accuracy and agreement at the end of the innings.
4. Regularly check that your batting and bowling scores balance.
5. Occasionally confirm the individual batting scores and partnership details with your partner.
6. Confirm all milestones with your partner.

After innings or match completion

1. As a scoring team, confirm the accuracy of all scores — batting, bowling, sundries.
2. Check that all scoring shots have been recorded against each batter (i.e. check the number of 4s and 6s, confirm total).
3. Ensure that every aspect of the scoring card is filled out.
4. Check that every aspect adds correctly, including balls faced and minutes for individual batters and partnerships.
5. Ensure that all partnership milestones, player of the match (if there is one) and final result sections are completed.
6. Do not hand in or allow photographs of the scorecards to be taken (e.g. by media) until you are 100% sure that all information is complete and accurate.
7. If you are the online scorer, ensure the innings or match is closed correctly. At the end of the match, go into 'View/edit scorecard' (if minutes were turned on in match set-up), or on to MyCricket, and adjust all batters' minutes, as they will not be accurate. (If you attempt to do this during the match, you may interfere with your ability to continue live scoring).