

Instructions for Completing the Combined Club Details/Email Addresses Form

- 1. Please print everything clearly – particularly the email addresses.**
 - 2. There is a need for the completion of this paper copy so that I have up to date information for all clubs. This paper copy has become necessary as the details for some clubs have not been updated regularly. Indeed, some information has not been revised since the 2010 season!**
 - 3. The deadline for receipt of this form is January 31st 2012 as shortly after that date I have to produce the copy for the printing of the handbook. If your AGM takes place after January 31 or your club details change later, then please complete the form as best you can by Jan. 31 and advise me of changes when they are confirmed. This will avoid your club receiving a fine – see below.**
 - 4. You will note that I have only asked for addresses for two persons this year (the Secretary and Treasurer) – the Secretary so that I have a point of contact for any postal communication and the Treasurer so that individual club accounts can be sent out by Tom Packman, the League's Treasurer.**
 - 5. If a club official does not have an email address then leave the space blank, but put in the telephone numbers.**
 - 6. It is very useful for me to have both a landline telephone number and a mobile if the person has them.**
 - 7. I would be grateful if you would insert the team number/name against 'Captain' on sheet 3. There is provision for three captains on sheet 3 and no club has more than 3 teams in the SCL.**
 - 8. It is very important that you accurately complete the section on sheet 4 that lists the contacts for your club in the three categories:-
(a) 'Still current';
(b) 'Have left since last year's list';
(c) 'Or are new contacts for 2012'**
- Note. If these details are not given correctly then people no longer connected to the club will still get emails from me and new ones will not receive the league's emails.**
- 9. If there is a person, other than those named previously in the document, who is responsible for cancellations, then please give name and phone numbers on the bottom of sheet 4.**
 - 10. Rule 3 (f) states that the completed Club Details Sheet must be returned to me by January 31st preceding the start of the season. See below in No. 11. Please be warned!**
 - 11. Rule 3. (f) Club Details Sheet. Every club is required to provide information regarding the details of the club's officials and ground on the 'Club Details Sheet'. This information must be sent to the Hon. Secretary by January 31st preceding the start of the season; otherwise the club will be fined £20.**
 - 12. If you have any problems with any of these instructions, please contact me. Ray.**

CHAIRMAN OF THE CLUB Mob Tel No.

Mr/Mrs/Ms/Miss	First Name
<input type="text"/>	<input type="text"/>
Surname	
<input type="text"/>	
Telephone (Please include STD Code)	
<input type="text"/>	<input type="text"/>
E-Mail Address	
<input type="text"/>	
<input type="text"/>	

CLUB SECRETARY Mob Tel No.

Mr/Mrs/Ms/Miss	First Name
<input type="text"/>	<input type="text"/>
Surname	
<input type="text"/>	
Telephone (Please include STD Code)	
<input type="text"/>	<input type="text"/>
E-Mail Address	
<input type="text"/>	
<input type="text"/>	

Address.....

.....Postcode.....

CLUB TREASURER Mob Tel No.

Mr/Mrs/Ms/Miss	First Name
<input type="text"/>	<input type="text"/>
Surname	
<input type="text"/>	
Telephone (Please include STD Code)	
<input type="text"/>	<input type="text"/>
E-Mail Address	
<input type="text"/>	
<input type="text"/>	

Address.....

.....Postcode.....

CAPTAIN XI Mob Tel No.

Mr/Mrs/Ms/Miss	First Name
<input type="text"/>	<input type="text"/>
Surname	
<input type="text"/>	
Telephone (Please include STD Code)	
<input type="text"/>	<input type="text"/>
E-Mail Address	
<input type="text"/>	
<input type="text"/>	

CAPTAIN XI Mob Tel No.

Mr/Mrs/Ms/Miss	First Name
<input type="text"/>	<input type="text"/>
Surname	
<input type="text"/>	
Telephone (Please include STD Code)	
<input type="text"/>	<input type="text"/>
E-Mail Address	
<input type="text"/>	
<input type="text"/>	

CAPTAIN XI Mob Tel No.

Mr/Mrs/Ms/Miss	First Name
<input type="text"/>	<input type="text"/>
Surname	
<input type="text"/>	
Telephone (Please include STD Code)	
<input type="text"/>	<input type="text"/>
E-Mail Address	
<input type="text"/>	
<input type="text"/>	

CLUB WELFARE OFFICER Mob Tel No.
(If NOT appointed or has NOT attended a SPC Course, please write 'NONE' against name)

Mr/Mrs/Ms/Miss	First Name
<input type="text"/>	<input type="text"/>
Surname	
<input type="text"/>	
Telephone (Please include STD Code)	
<input type="text"/>	<input type="text"/>
E-Mail Address	
<input type="text"/>	
<input type="text"/>	

Date when SPC Training Course taken..... Venue of training course

=====

Please list below – by name only –
all previous contacts that are still current or have left.

a. Still current

.....

b. Have left since last year's list

.....

c. Or are new contacts for 2012.....

.....

CANCELLATION TELEPHONE NUMBER (If different from anyone listed !)

Please telephone:- Name.....

Phone No (.....)

Mob. Tel No.

Please complete this form accurately and return to:-

(raysomcricket@btconnect.com) or

Ray Hancock, Hon. Secretary, Somerset Cricket League, The Jays, Moss Lane, Ruishton, Taunton. TA3 5LJ as soon as possible, but no later than the End of January.