



BNJCA Abstract – Instructions on How to Fill In

1 Objective

This abstract has been developed with the following two main objectives:

1. To simplify the filling out of the abstract by coaches/managers.
2. To simplify the record keeping task of the club and BNJCA statisticians.

2 Overview:

The abstract is in Microsoft Excel format and consists of two sheets:

- | | |
|-----------------------|---|
| Abstract Sheet | - Records match details, result and individual player statistics for both teams |
| Player of Round Sheet | - Calculates the player of the round points.
- Calculates match championship points for each team.
- Orders player statistics in the same order each match for ease of transfer of information to club and BNJCA statisticians record system. |

3 Features:

- Adding up of Number of Wickets and Runs Scored totals for all innings.
- Calculation of Player of the Round Points.
- Presentation of abstract information for club and BNJCA Statisticians in consistent manner.
- In-built checking to ensure accuracy of entered data (see below).
- Individual coaches/managers can enter additional statistical information over and above what is recorded by Brisbane North for their own use.

In-Built Checking:

- Total wickets fallen in any batting innings against total wickets taken by fielding team for each innings. This includes all bowling dismissals, run-outs, retired out and absent out situations.
- Total runs scored by batting team against total runs of all bowling figures for each innings. This includes byes, no-balls, wides and leg-byes.
- Result of match is entered.
- All players in your team that are playing the match as entered on [Abstract] sheet are registered on team player list on [Player of Round] sheet.



4 Instructions

4.1 Creating Your Team Template File (First time download)

1. Download abstract from BNJCA website. (www.bnjca.org.au)
2. On [Player of Round] sheet, enter your full team list of player names in top left table. Note that all players are to be listed here even though they may not play in current abstract match.
3. On [Abstract] sheet, enter the following details in the top team details box. Note that all modifiable fields are highlighted cyan.
 - Name of your team.
 - Grade.
 - Full or Half Season team.
4. On [Abstract] sheet, enter names of players in your teams batting and bowling columns. Note: if on entry you get a RED highlight [10] in the player number column it means you either have a spelling mistake or the name does not exist in the player list on the [Player of Round] sheet.
5. On [Abstract] sheet, in the bottom box enter following:
 - Name of person completing the abstract.
 - Contact phone number of person completing the abstract.
6. On [Abstract] sheet, if abstracts are not to be sent directly to BNJCA Statistician, change the very bottom submission instruction to suit your clubs procedures. This customises the procedure within your own club.
7. Save abstract with the following file naming syntax “Club AgeColour Abstract Match ## (day1-day2 month year).xls”. For example:
Ferny 14Blue Abstract Match ## (Date1 – Date2 Year)
8. Well done! Your season template has now been set-up. To save time, this template should be used to produce all season abstracts.



4.2 Completing a Match Abstract (From created template)

Warning: *Now that your player list has been entered on the [Player of Round] sheet, do not change this order on this sheet for the rest of the season. The BNJCA Statistician uses your first abstract [Player of Round] player list as the order for recording statistics for players for the rest of the season. Changing this order will make the statistician's job much more difficult and may result in statistics being recorded against the wrong player.*

If you have a new player join your team, add him/her at the bottom of the list.

Note that the order of players on the [Abstract] sheet does not matter and can be changed to the actual batting and bowling order as recorded in the score book every week


1. Open the template file created in Section 4.1 above and immediately store it with the correct match number and match dates. Example as follows:

Ferny 14Blue Abstract Match 01 (14 – 21 Oct 2006)

Using this file naming syntax will ensure that when all club abstracts are stored on the BNJCA Statisticians computer, it will sort in a logical order (Club, Grade, Match) for future reference.

2. Complete the following in the top box. Note that most selections are available via pull down selection list.
 - Round
 - Date(s) of Match
 - Versus
 - Date
 - Played at
 - Result – consists of 2 sections. The first being the result as selected from the pull down list (note it is highlighted **RED** until a selection is made) and the second, a free format field to record number of runs or wickets won/lost by.

Tip: Note that some fields have a red triangle in the top right hand corner. If you hover the cursor over the top of the cell containing one of these, a tool tip is displayed prompting you with information about the field and how to fill the cell out.

3. It is your choice if you wish to maintain the order of the batters and bowlers from match to match. Some people may find it simpler to complete the abstract and less prone to error if the orders are as per the score book. If so, this can easily be re-ordered by re-numbering the batting and bowling number column and then highlighting the number and name columns and using the sort toolbar button []. Note that the order selected applies to both 1st and 2nd innings even though this may not be the order in 2nd innings. Remember, the [Player of Round] automatically re-sorts the data irrespective of the order on the [Abstract] sheet and should not be touched.

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- From the scorebook, record the batting and bowling statistics as per previous abstracts. The note column is used to record special details about the batter ie [*] - Not Out, Retired Not Out or Retired Hurt; [R] – Retired Out, [ABS] – Absent Out, etc.

Tip: The [ABS] - Absent Out is only required to be used if a player that is due to bat is not available to bat when a wicket falls and therefore is judged as Absent Out.

Note that this counts as a team wicket but does not count as an out against the players statistics.

If the player is absent but is not required to bat, leave the note and runs columns blank.

If the player has batted on the first day of the match and is substituted on the second day of the match, he/she is marked as [*] in the note column meaning not out.

Tip: [R] does not mean retired. [R] means Retired Out where a player is retired before facing his/her minimum 25 balls. This practice is not condoned by the BNJCA as it is considered to be against the spirit of the game.

[*] is to be used for all not out dismissals - Not Out, Retired Not Out or Retired Hurt.

- From the scorebook, list the opposition players and record batting and bowling statistics as per your own team detailed in step 4 above.

Tip: You will notice that as you start filling out the abstract, the number of wickets and runs cells highlight **RED**. This occurs due to the check on the wickets/runs scored by batting team as compared with wickets/runs recorded against bowling team for an innings. This will not go away until you have completed all innings batting and bowling details and it all totals correctly. Note that this may pick up errors in the scorebook.

Tip: Typical errors causing **RED** banner alerts:

Your team batting wickets/Opposition team bowling wickets:

- You have not recorded Run Out/Retired Out/ABS numbers against opposition team bowling figures. Note that this is a manual entry used to record wickets not credited to a bowler.

Your team runs/Opposition team bowling runs:

- This is most likely an error in the scorebook. This could be the number of byes, leg byes, wides, no balls or the adding up of a batters score. It could also be a similar scorebook error in the opposition player bowling figures.

Opposition team batting wickets/Your team bowling wickets:

- You have not recorded [R] – Retired Out or [ABS] – Absent dismissals against batters.



- You have not entered Run Outs against your players in the bowling section. You will notice that for your bowling figures the entry of Run Out/Retired Out/ABS Out is automatically calculated. Therefore, the entry of [R] – Retired Out or [ABS] – Absent in the opposition batting note fields and the entry of number of run-outs against each of your players must be completed to make it total (Wickets = Bowlers wickets + Retired Outs + Absent Outs + Run Outs).

Opposition team batting runs/Your team bowling runs:

- This is most likely an error in the scorebook. This could be the number of byes, leg byes, wides, no balls or the adding up of a batters score. It could also be a similar scorebook error in your player bowling figures.
6. Complete the bottom boxes to record the following:
- Other details – this inserts any special highlights (Hat-Tricks, etc) to bring to the BNJCA Statisticians attention.
 - Record the maximum 2 allowed substitutions in the boxes provided.
7. Save completed abstract. If not already done so, save using the filename syntax as defined in step 1 above.

The main [Abstract] sheet is now complete. If you want to use the additional features of the [Player of Round] sheet, please refer to Section 4.3 below.



4.3 Completion of Player of Round Sheet

Warning: *The player of the round calculation on the [Player of Round] sheet does **not** replace the normal “Player of the Round” nomination procedure as detailed on the BNJCA website. The official nomination form must still be completed and submitted to the BNJCA secretary.*

*The intent of this sheet is to be a prompt to the coaches/managers that a player has qualified by calculating each players points and highlighting in **YELLOW** any player who meets the qualification criteria of greater then or equal to the 100 points.*

1. The only entry required on the [Player of Round] sheet to complete Player of the Round calculation is to record any bowling hat-tricks. Enter this in the column provided in the bowling statistics.
2. Note that in both the batting and bowling tables, there are additional columns to record additional statistical information for each player. Note that the entry of this data is not compulsory and is not recorded by the BNJCA Statistician. It is provided for your use only if you wish to maintain more complete records about your players. Enter this as required using the drop down lists where applicable.
3. Save completed abstract. If not already done so, save using the filename syntax as defined in step 1 of Section 4.2 above.

Abstract is now complete.

5 Submission of Abstract to BNJCA Statistician

Note: It is preferred that the Abstract be submitted electronically via email. For people who do not have access to email, the front sheet of the abstract can be printed out and the abstract submitted by post.

1. If you have you own club statistician, email the completed abstract to him/her. As mentioned in Section 4.1, the instructions located at the bottom of the [Abstract] sheet can be modified to suit your clubs requirements.
2. Otherwise, email the completed abstract to the BNJCA Statistician directly as per the instructions on the bottom of the standard downloaded [Abstract] sheet.

Good luck and happy abstracting!