

Captain-of-the-day Guidance Notes – AWAY matches

You have been provided with a Match Folder for your match, should you need any spare supplies these will be found in the Captains File which is kept in the Captain's Drawer in the Club Room.

The Match Record, which should be referred to if your match is oversubscribed is also in the Captains File.

The scorecard holders are kept in the Captain's Bag, which is a black, soft attaché-style zipped case and this is also kept in the Club room, near the desk and chest of drawers in the corner.

Before the day

Approximately 10 days before the match:

- a. Remove the sign-up sheet from the noticeboard.
- b. Contact the opposing Captain or Match Secretary to confirm the match details:
 - i. Number of rinks/triples.
 - ii. How many guests in addition to the players.
 - iii. Dress Code.
- c. Make your team selection
- d. Please be aware that some couples will only play at the same time as each other.
- e. If oversubscribed, reference will where possible be made to the Match Record file in order to give members a fair number of games through the season.
Reference should also be made to those who regularly play in league matches.
- f. When appointing playing positions ensure both the Ladies and the Men's Sections are evenly represented.
- g. Phone around if need be to get more players.

At least two Fridays before the match is due to be played:

- Display the team sheet on the notice board with those selected for the specific duties marked with the letter next to the players name:
 - P = Purses duty (the member will be expected to collect the purses at the end of the match and hand them to you).

A few days before the match:

- Check that all team members have ticked their names - phone around if need be to get confirmation.

On the day

If the match is cancelled inform:

- The Members;
- The Club Secretary;
- Make out the scorecards from the Team Sheet, with MEBC names on the left-hand side.
- Collect the Captains Bag from the Club Room.
- Arrive at the venue approximately 45 minutes before the match starts and meet the opposing Captain.
- Sit with opposing Captain and finish making out the cards with MEBC members on the right-hand side of his/her cards. Put yourself on the same rink as the opposing Captain, usually somewhere in the middle of the green.
- Lay the other cards upside down on top of the home team cards and mark the back of the cards at random with rink numbers to decide who plays who.

Men's Section Committee Handbook - Appendix C

On the day (continued):

- Transfer the rink numbers to the front of the card.
- Agree with the opposing Captain:
 - Visitor's mat.
 - One on the first two ends or Two trial ends.
 - Threes up.
 - Tea or coffee at half time.
- Make a list of people to greet and a list the people to thank (Bar, Catering, New Bowlers etc).
- On the green the opposing Captain will welcome the visiting team and announce the rinks.
- On the green respond to the opposing Captain and thank the home team for their hospitality.
- Issue the rink cards and purses to the 'Skips'.
- If inclement weather occurs during the match you must ensure bowling only takes place in safe conditions. Where there is a possibility of lightning members should be encouraged to retreat to cover. Consult with the opposition captain to consider abandoning the match.

After the match

- Collect the cards and record the scores (shots for and against) on the Team Sheet.
- Collect the green fee purses.

After the meal

- Make some appreciative comment about the match, thank the caterers and bar staff and anyone else you feel like thanking.
- Then, on return to the club:
 - Put the Sign-up Sheet, scorecards and Team Sheet in the envelope and place in the Match Folder.
 - Place the Match Folder in the Results Drawer in the Club Room.
 - Replace the Captain's Bag in the Club Room. Please do this on the day, ready for the next Captain to use.
 - Complete the Treasurer's form and put in the money bag with the Green Fees.
 - Drop the money bag containing the treasurers form and Green Fees into the Treasurer; or alternatively, ensure it is placed in the safe when next at the club (seek assistance from the Bar Staff).