

### Captain-of-the-day Guidance Notes – **HOME** 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.

Please note that the raffle prizes are purchased by the Raffle Buying Team and will be stored in the Cellar or delivered to the Raffle Table.

#### **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. Please give priority to those on 'Opening-up Duty'.
- f. 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.
- g. When appointing playing positions ensure both the Ladies and the Men's sections are evenly represented.
- h. 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:
  - E = Equipment duty (the member will be expected to ensure the equipment is locked away after a home match).
  - F = Flag duty (the member will be expected to ensure to fly the flag and ensure it is lowered and stored after a home match).
  - P = Purses duty (the member will be expected to collect the purses at the end of the match and hand them to you).
  - R = Raffle duty (the member will be expected to deal with the raffle and give you the takings at the end of a home match).

A few days before the match:

- Check that all team members have ticked their names - phone around if need be to get confirmation.
- Advise the catering team the number of rinks/triples and how many guests are expected.

#### On the day

1. In dubious weather conditions, consult the Greenkeeper and make the decision in good time if calling off the match:
  - a. Bear in mind the distance and travelling time of the opposition.
2. If the match is cancelled inform the Catering team, the Bar staff, the opening-up staff, the raffle buying team and all team members.

## Men's Section Committee Handbook - Appendix D

### On the day continued:

- Arrive approximately an hour before the match starts.
- The opening of the premises is organized by rota, as is the bar and catering staff so you should not need to have any involvement in that but you will need to make sure the staff arrive.
- Make out the scorecards from the Team Sheet, with MEBC names on the left-hand side.
- Collect the Captains Bag from the Club Room.
- Place the purses for green fees on the dining tables.
- Ensure the raffle prizes have been delivered by the Raffle Buying Team.
- Greet the opposing Captain.
- Sit with opposing Captain and finish making out the cards by writing the 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 and the opposing skip will put his/her cards on top and mark the back of the cards at random with rink numbers to decide who plays who.
- 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 list the people to thank (Bar, Catering, New Bowlers etc).
- On the green greet the opposing Captain and team.
- Announce: Visitor's mat /Two trial ends/Threes up etc.
- Issue the rink cards 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.
- Ensure the raffle is set up.
- When the caterers indicate that they are ready and everyone has a drink, ring the bell for the meal.

### After the meal

- Welcome the visitors formally, make some appreciative comment about the match, thank the caterers and bar staff and anyone else you feel like thanking.
- Your opposite number replies.
- Call for the raffle to be done.
- Collect the green fee purses and the raffle money and pay the caterers (getting receipts) out of this money.
- Complete the Treasurer's form and put in the money bag with any surplus money. Then put the money bag in the safe in the cold room behind the Bar (seek assistance from the Bar Staff).
- 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.
- Ensure the scorecard holders are returned to the Captain's Bag and replace the Captains Bag in the Club Room.
- Check the flag has been taken down.
- Check all equipment is locked away.

Note that the person on 'Opening-up' duty should ensure the premises are locked but they may ask you to accompany them while doing so.