



The St. Albans Bowling Club

Founded 1903



Club Captain

Purpose:

The Club Captain's job is to help maintain the day to day running of the club and organise various events and Club Competitions during the season.

Key Aspects of the role:

A. Club Events:

1. Managing and running the Opening Day Competition.
2. Managing and running the Captain's Day competition, to raise funds for the Captain's choice of charity.
3. Managing and running the Club Captain v Men's Captain match (with Men's Captain).
4. Helping the competition secretaries on Club Finals Days.
5. Organising the Closing Day event.

B. Matches:

Organise all the mixed friendly matches against other clubs, with the assistance of the Ladies Captain. These mostly take place on Saturdays and Sundays, and number about 40 in a season.

1. Post the team sheets on the club notice board for members to sign up.
2. Select the teams and post the selections on the club notice board, and advise players by phone or email.
3. Contact other club Captains to confirm matches and number of players ahead of the matches.
4. Welcome the opposing team for home matches, and make a short speech of thanks and congratulation after each match.
5. Write out score cards for each match and keep a record of results of all matches (spreadsheet perhaps).
6. Organise tea and biscuits etc. and table raffles after matches.
7. Collect match fees.