



The St. Albans Bowling Club

Founded 1903



MENS' CAPTAIN

Purpose:

The Mens' Captain liaises with the Fixture Secretary (Men), the Assistant Secretary (Men), the Club Captain and on occasion, the Ladies Captain, to arrange and organise Mens' matches during the season.

Key Aspects of the role:

1. Organise all the Mens' Representative and Friendly matches against other Clubs.
2. Post the Availability sheets on the Club notice board for members to sign up.
3. Contact opposing Clubs to confirm matches and number of players etc ahead of the matches.
4. With the Mens' Selection Committee, select the teams and post the selections on the Club notice board, and advise players by phone or email.
5. Write out score cards for each match and keep a record of results of all matches.
6. Meet with opposing Captain to confirm match format, and complete score cards.
7. For home matches, welcome the opposing team, and make a short speech of thanks and congratulation after the game. Issue Top Rink pens and pen to opposing Captain.
8. For home matches, organise tea and biscuits etc. and table raffles, if any. Ensure that the Bar is open as necessary.
9. For away matches, make a short speech of thanks and congratulation after the game. Issue Top Rink pens and pen to opposing Captain.
10. Collect and bank match fees.
11. For Home Representative Matches (District or Herts Bowls) phone or email the match result to the relevant Competition Secretary by 10.30pm on the day of the match.
12. Manage and run the Club Captain v Men's Captain match with Club Captain.
13. Manage and run the Ladies v Mens' matches with the Ladies Captain.
14. On occasion, the Mens' Captain may be asked to be Captain of the day for Mixed Matches.
15. The Mens Captain must be well organised and comfortable with dealing with emails and must have good IT skills.

THE ST ALBANS BOWLING CLUB

MENS' CAPTAIN

DETAILED JOB DESCRIPTION

The Mens' Captain must liaise with the Fixture Secretary (Men), the Assistant Secretary (Men), the Club Captain, and on occasion, the Ladies Captain, in order to arrange and organise and select Teams for Mens' matches during the Season.

On a weekly basis ensure there are enough Top Rink pens for Matches.
Collect Mens' Match Results and Cards and keep a Record of Teams and Results.
If there is to be a Raffle, prizes and Raffle Cards must be organised.

The Mens' Captain must ensure that catering (tea and biscuits or light buffets, etc) is planned and that the Bar is open as necessary.

The Mens' Captain will liaise with the Ladies Captain to arrange the Ladies v Men Club Matches and may on occasion be asked to act as Captain of the day for Mixed Matches.

Dates and times and venues of Men's matches must be obtained from the Fixtures List. These will either be Friendly Matches or Representative Matches.

At least 1 month before a Match, post Team Selection sheets on the board, highlighting any specific Match requirements, and if necessary start a conversation with who will be catering if the match has a buffet/meal.

At least 2 weeks before a Match, confirm game structure, number of rinks, triples etc with the Opposing Team Organizer. (Names and phone numbers will be available from the Fixture Secretary, Assistant Secretary (Men) and / or the District or Herts Bowls websites.)

Check to see if enough players have signed up, and if not, try to find extra players.

Select the Team in conjunction with the Mens' Selectors, and put it on the board. It should also be sent out by email. The Team sheet shows playing positions, Reserves and involvement with tea preparation duties.

One or two days before the Match, check that selected players have confirmed their availability. Chase any who have not. Rejig the team in response to any cancellation of players etc.

On the Day, prepare rink cards. Collect rink folders, top rink pens and for Home games, check that the Raffle is prepared. Allocate a player or players to collect the rink fees. Ensure Bar is open and catering is organized for Home games.

Meet with the opposing Captain to confirm match format, number of ends, trial ends, etc, timing of tea break and rink allocations.

At the beginning of Home Matches welcome the visiting Captain and their team, and describe the match format. Highlight safety aspects, location of fire exits, safety equipment etc.

On the Day at the end of the Match, for Home games, welcome the visiting team and Captain, declare the result, award Top rink pens and carry out the raffle. Give Pen to visiting Captain. Deal with any Domestic reminders, requests, etc. Thank members who have helped in the kitchen and bar. Remind our players to help with washing up.

For Away games, award Top rink pens and you may be asked to draw the raffle. Give Pen to opposing Captain. Deal with any Domestic reminders, requests, etc. Thank members who have helped in the kitchen and bar.

For Home Representative Matches (District or Herts Bowls) the Match Result must be phoned or emailed to the relevant Competition Secretary by 10.30pm on the day of the game.

Ensure that the rink fees are banked.