

# Captain of the Day for Friendly Matches

Make sure that everyone has been ticked off on the team sheet. If someone is not available, arrange for a reserve to play, or ring a member to play. If the weather is bad on the day, liaise with the opposing captain to decide if the friendly game will take place. If cancelled ring tea team and arrange for the skips to ring each of their rinks.

Write out our score cards and for home matches insert tea/coffee slip into each score card holder. With their captain, pair up our cards with their cards (captains usually play together) and try and pair lady skips together.

**If playing at home make sure the following is done by someone (*not just you*):**

- Write the name of the visiting club on the Welcome Board and hang out this board.
- Put the flag up and set out the patio furniture, if it's not going to rain.
- Make sure clubhouse is tidy ready for visiting team, including the toilets
- Decide on which rinks to use, write it in the rink book so the green team can set up.
- Insert tea/coffee slip into each score card holder.
- Bar team to organise the bar.
- Tea team to organise the tea break (and tea/supper where applicable), setting out the tables, put out raffle prizes, put out raffle tickets and set up raffle machine.
- Agree procedure with opposing captain: visitors' jack, 2 up / 2 back or straight in and 1 on the first 2 ends, tea break after 9 or 11 ends, supper afterwards, etc.
- Welcome speech on the green, invite opposing captain to read out his rinks.
- After match speech thanking tea team, bar team, plus anything else.
- Our skips collect £2.50 per person from each player on their rink. (If a Full Tea or Supper afterwards then cost is £3.50)
- Collect all the match fees from our skips.
- Collect all the raffle money, add up with match fees, WE v WE match fees (£2.50 each), and guest tea fee (£4.00 each), pay tea team and collect receipts from team tea (max £1.40pp) where appropriate
- Flag taken down, Welcome Board taken in, patio furniture put away, ensure green is clear.
- Washing up done, kitchen tidy, rubbish sacks taken away (including food bin) by tea team.
- Glasses washed up, bar tidy, bar re-stocked, bar rubbish sacks taken away by bar team.
- Main club house tidy, tablecloths either folded and put away or taken away by tea team for washing along with tea towels, all cupboards and bar locked, clubhouse locked up.

**If playing away:**

- Each of our skips to collect £2.50 per person from each player on their rink. (If a Full Tea or Supper afterwards then cost is £3.50)

Then collect all the match fees from our skips.

**After every match:**

Complete an expense sheet and hand money to the Treasurer.

Write the match report and e-mail to Derek along with the result.

Give our completed score cards to Club Captain.