

## LADIES CAPTAIN'S ROLE

1. Put up lists for the ladies games and ladies tea rota for the beginning of the season. This should include date, time and opponent.
2. Ring the opposing Captain to find out if they have the right number of players. If you have more than is needed for 3 triples, see if they can put in another triple.
3. Week before each game chooses the team and put copy on the Ladies notice board. Also send copy by email to Derek Chapman to put onto the web site.
4. If the game is a home game, make sure you put down the tea team (2 Ladies) and put down 2 Ladies who are playing, to set up the rinks.
5. If playing away, then there should be a place for 2 ticks. 1 for playing (P) and 1 for going direct (D). Also, the address of the opponent club you will be playing.
6. On the day before make sure that everyone has ticked off or let you know if they are playing. If not ring them.
7. If player short ring the reserve.
8. Make sure all have lifts if playing away.
9. If you are entering any of the outside tournaments. Put up list for names to play in them and what dates they are available.
10. Helping the Club Captain, and Men's Captain in choosing the teams for Friendly and mixed tournament matches