

REIGATE PRIORY BOWLING CLUB

Role Description

Role Title: Captains and Vice Captains

General Description

1. To manage all matters pertaining to play on the Green, including Club matches, team selection and internal competitions.
2. To decide on the fitness of the green in the absence of the Green Manager.
3. To be Captain when playing matches or to delegate a Day captain.
4. Act as arbiter in internal competitions.
5. To adhere to all RPBC policies and procedures.
6. To be responsible for ensuring the envelope containing medical details of players are available at matches, both home and away, in case of illness or accident. The envelope is only to be opened in cases of medical emergency to ensure confidentiality.

Specific Duties

Mixed Matches-

1. The Captains meet to divide up the mixed matches at the beginning of the season to decide their commitments as Captain of the Day.
2. The Captain of the Day is then indicated on each team selection sheet to facilitate efficient communication on the match day e.g. cancellations etc. Basically, the Captain of the Day at Mixed Matches follows the same procedures as those below.

Ladies' & Men's Matches-

1. The Captain ensures lists for signing up for forthcoming matches are displayed in the clubhouse well in advance. The final team selection list needs to be displayed on the board as soon as possible, preferably a week before the match.
2. The Captain checks that all those selected have ticked off their names before match day indicating their availability to play.
3. On the morning of the match the appropriate Captain must be available for contact in case of cancellations, inclement weather etc. calling in reserves if required. If a match is cancelled due to very bad weather it must be done by 12.00 noon and all those involved contacted straight away, including those providing the catering.
4. It is the host Captain who makes the decision. Often the visiting Captain will have already been in contact with the host Captain during the morning.
5. **The Captain should keep a list of the selected team at home. Do not take the list down from the clubhouse wall!** Many members come down to the club in a spare half hour, when there is no one around to catch up with all the notices and to make entries in their diaries.
6. The Captain should have the score cards written up before the match. However, teams may change at the last minute!

7. For all Ladies' home matches the Ladies' Captain should have checked that there are catering arrangements in place, and if required take the necessary action. Similarly, the Men's Captain is responsible for the home Border League matches.
8. Immediately before home matches the Captain will meet and greet; sit with the visiting Captain to complete both sets of score cards; agree the form, e.g. 2 trial ends or first 2 ends with only 1 point on each, visitors jack if a 'friendly' match, 'toss' if a league match.
9. The two Captains will stand together on the green and the host Captain will formally welcome the visiting team and state the form, include whether stopping half-way, meal at the end etc.
10. After the tea/meal the Captain will stand up and do a 'chatty bit' thanking the opposing team for a very enjoyable match, wish them well in their competitions, maybe talk about today's score, safe journey home etc. For mixed and men's matches propose a toast to the visiting team.
11. For a home match RPBC members lay up the green/equipment and put it all away afterwards. The RPBC team also do the washing up and leave the clubhouse and kitchen clean and tidy.
12. **Competitions:** Both Captains are responsible for the draw for internal competitions, as dated in the fixture card. A nominated person collects competition fees from members. Captains also coordinate the Finals Weekend as appropriate.
13. **Invitation Days:** Captains to be in attendance and help coordinate invitation days as appropriate.
14. **Communications:** Ladies' and Men's Captain to be present whenever possible or arrange a stand-in for Monday club nights, to update members and to encourage players to 'sign up' for matches etc.

Other Duties

1. To actively involve Club members in the day to day running of the Club, to ensure a succession of knowledgeable participants for the future.
2. To undertake such other tasks as may be reasonably requested by the Chairman.

Vice Captains

1. Vice Captains are in office to support the Captains and deputise/stand in for them as required. Thus all the above applies to them.
2. Vice Captains also take on such duties as requested by the Captains, e.g. entering the results from the score cards for Monday evening 'Dog Fight' matches and Thursday afternoon 'ladder'.
3. Vice Captains should see their experience as training for taking over the captaincy fully at a later date.

Other Duties

1. To actively involve Club members in the day to day running of the Club, to ensure a succession of knowledgeable participants for the future.
2. To undertake such other tasks as may be reasonably requested by Captains or Chairman.