**FRIENDLY MATCHES**

**CAPTAIN OF THE DAY RESPONSIBILITIES**

1. The Club Captain will put up a match form in the clubhouse asking for players.
2. Select 9 or 12 players as appropriate. Post their names on the match form and advise them that they are playing by email. Team members should confirm their availability by email and/or by ticking the match form. Selection of the team should take into account who has played recently.
3. Find the opposition’s contact for friendly matches from the list in the pavilion. Contact him/her to get the opposition’s Captain of the Day.
4. Contact the opposition captain to give him/her your contact details and to confirm match details approximately two days before the game.
5. For home games, check who is doing the teas from the Teas Rota in the pavilion and contact them to confirm arrangements. If there is no named volunteer, arrange for one.
6. Sheila Lock will provide four prizes for the raffle, two bottles of wine, a plant and a box of chocolates. She will also bring along the raffle tickets. The tea ladies are responsible for overseeing the raffle.
7. For away games, ensure that there will be enough cars leaving the Rowledge recreation ground car park to carry everyone. Put travel details on the team sheet in the pavilion or e-mail details to individual team members.
8. For away games, take sufficient score cards and holders.
9. If weather is bad then liaise with the opposition captain regarding cancellation. For home matches also liaise with the groundsmen. It is the home team captain’s responsibility to cancel. If a match is cancelled then inform all team members as soon as possible
10. Fill out the score cards in conjunction with the opposition captain. For friendly matches, visitors always take the mat.
11. Agree with the opposition captain when the tea break will be taken (usually after ten ends). Before the match starts say a few words of welcome and introduce your team members for each rink.
12. At tea break make a short speech. The host speaks first.
13. At home matches the tea ladies will draw the raffle after the speeches.
14. At away matches, there is no charge. At home matches, collect the £3 match fee from each player and give to the tea ladies. Give the raffle money to the treasurer.