

# **Becoming a team captain**

A team captain is a club member who volunteers to run a League team for a bowling season. The main duties are: -

- find players for your team
- registering the team to play in the desired league
- prior to the league start completing the playing schedule and distributing it to each team member
- managing the team during the league season

## **Find players for your team**

Gather between 6 and 10 (depending on the league format) bowls playing club members to form a league team.

To help with this, lists of players without a team who are wanting to play in each of the leagues are posted on the notice board at the end of Rink 1.

## **Register the team to play in the desired league**

Fill out and submit a league registration form together with the current registration fee.

A blank registration form can be collected from the league notice board at the end of rink 1 or a copy can be downloaded from the club web site ([lvibc.co.uk](http://lvibc.co.uk))

A form for each team entered is to be submitted and should contain: -

- the leagues name and a team name as appropriate for some leagues. For those teams without a specific name, the captain's name will become the team's name.
- the team captain's contact details i.e., telephone number and email address.
- the team members names and optional telephone numbers.

The information at the bottom of the form should be read and understood and the form should be filled out clearly. The form is a word document and therefore can be filled out on a computer if required.

## **Prior to the league start complete the playing schedule and distribute it to each team member**

At least 2 weeks before the season starts the captain will receive a game schedule, both by email and hard copy. The hard copy will be posted in their pigeonhole at the club.

This schedule will contain the team's name, game start time, league round number, playing date, opposition team name and contact number, rink allocation and rink steward dates.

The game schedules, which are sent by email, will be in Excel and PDF format and can be filled out by hand or on a computer.

The team captain will then fill in the boxes at the top of the blank columns with their team player's names and contact numbers.

It helps, at this time, to ask their team members if there are any dates when they will not be available.

The captain will then mark the boxes under their team member's names with their selection to play on a particular date.

The completed schedule is then copied and distributed to their team members.

## **Managing a team during the league season**

It is suggested that, on or before all game dates, the captain checks that the selected team members will attend.

When a team is listed as rink stewards, they are responsible for manning the cabin and collecting the rink fees for that session, the instructions for doing this is posted in the cabin.

The progress of each league and team can be followed on **Bowlr**, which should be no more than a few days behind with the results.

If for any reason a game is not played, and is classed as postponed, it is the responsibility of both team captains to fix a replay date as soon as possible.

It is not recommended that the postponed games are left to the end of the season as they are rarely replayed at this time.

From time to time a detailed list of postponed games will be emailed to each captain who have a game to replay.

Note: - games that are not played are a financial loss to the club.

***Should you need help or advice please contact Tony Shaw, Graham Brittain or any member of the Bowls Committee, we are here to help.***