



## Captain's Duties

Below is an exhaustive list of all duties than a captain needs to be aware of. It is crucial to delegate some of these tasks.

### Week leading up to the game:

- 1) Liaise with MC about teams and to make relevant selection decisions and make contact with players (MC will then email out the chosen side)
- 2) Arrange for someone to do teas and make them aware of what needs to be done for this. See website for details.
- 3) Collect scorebook, money envelope, BCL envelope, BCL match card, BCL score sheet. 2 league balls from MC

### Day of home game:

Before play:

- 1) Arrive at ground early and if possible before other players
- 2) Unlock both dressing rooms. Tidy if needs be.
- 3) Roll pitch if enough people around.
- 4) Mark the boundary with flags.
- 5) Set up the stumps.
- 6) Hang **2** umpires' jackets (with stones, bails, match ball) on the double doors to the veranda.
- 7) Make up drinks & fill urn (put urn on at drinks break)
- 8) Move sightcreens into line with the pitch
- 9) Do toss **30** minutes before play begins

### After play:

- 1) Collect all monies and chase outstanding fees. This will be pre-written on the envelope. (This could be done before play if time allows)

1 game for Adult Member = **£5** / 2 games for adult member = **£7.50**

1 game for Adult Non-member = **£10** / 2 games for adult Non-member = **£15**

1 game for U18 = **£2.50** / 2 games for U18 = **£4**

- 2) Collect teas money (**£35**) from the opposition skipper. Give this to the person who made teas
- 3) Fill in the score sheet and sign together with the opposition skipper. \*
- 4) Ring the league and notify them of the following details. \*

- Match / Division / scores / who batted first / any scores of 40+ / any wickets of 3+ (If possible spell out difficult names) + innings overs / who batted 2<sup>nd</sup> + any scores of 40+ / any wickets of 3+\*

Phone numbers: Division 2 – TBA / Division 4 – TBA

- 5) Make sure the scorebook is fully copied up as per the instructions on the front of the book
- 6) Designate a bar server from the list on the bar and get the till out of the bar store.
- 7) Do man of the match speech and give prizes (1 drink at the bar) \*
- 8) Make sure that all rubbish is tidied away
- 9) Make sure that all plates from teas are in the dishwasher and dishwasher in put on
- 10) Fill in takings book which is kept behind the bar

Finally refer to the **last one out list** which is situated next to the alarm in the kitchen. This will tell you all the small closing down jobs needed before locking up.

\* for league games only