

Captain of the Day (COD)

HOME MATCHES

Game can be cancelled up to 12.00 noon if weather conditions are too bad/hot.

AEC provide a list of dates in agreement with Council for parking in the park during weekends.

- Open up Pavilion
- Access to pavilion and clubhouse – switch off alarm
- Turn on hot water urn in kitchen
- Take key from key box in pavilion/changing rooms to open up visiting men's changing room
- Open windows in visiting men's changing rooms for fresh air & leave key in door
- Make sure Visiting Ladies changing rooms are tidy and free from clutter
- Check with Greens Manager's white board as to which greens and rinks are being allocated to your match. Please abide by their decision. If both greens are being played on, please negotiate with the other Captain of the Day as to which green is being used. League matches have priority over Friendly games (ie they have first choice to the Bottom green).
- Players to arrive at least 20 minutes before the match is due to begin.
- The Captain of the Day may alter the position of selected players only under exceptional circumstances. The Captain can only call in unselected players when all reserves have been used. Unselected players must be chosen from the availability list. One reserve should be selected to travel to away games.

CLUB HOUSE - MENS GAMES

- Set up tables (raffle cards, bag of crisps per person, table has rink number)
- Rink numbers kept in cupboard in Kitchen
- Raffle prizes (from cupboard)
- Raffle machine (cupboard by kitchen)
- Raffle machine to be set up
- Raffle cards in cupboard
- Nominate bar man/men if and where possible

CLUB HOUSE - LADIES GAMES

- Captain check which Tea Monitors (TM) are on duty for end of match
- Reserves arrive earlier than usual to organise tea on arrival (TOA) – check enough milk for tea afterwards
- Set up tables (tablecloth, raffle cards, table with rink number)
- Rink numbers kept in cupboard in Kitchen
- Raffle cards & pots kept in cupboard under hatch.
- Gift voucher (1 per rink/table) bought monthly by Lady President and kept in Lady Captain's locker.

CLUB HOUSE - MIXED GAMES

- Tea Monitors/Reserves arrive earlier than usual to organise tea on arrival (TOA)
- Check that bar volunteers and Tea Monitors are on duty
- The rest, same as MENS GAMES

PREPARING FOR PLAY

- Team list/sheet to be removed from wall in pavilion/changing rooms
- Nominate team member to check off players on list as they arrive

- Collect from Captain's locker sufficient score card holders for each rink
- Rink / score cards – (spares kept in cupboard in mens locker room)
Complete Name of Visiting Club & date
Complete home side from team sheet
- Reserve / Travelling Reserve to be available for first 12 ends
- Prepare results sheets, ready to be filled in and sent off at end of day
- Green Marshalls
All equipment has been laid tidily on the appropriate green and rinks –
Each end – mat, pusher, red & white marker, stick
Club house end – jack, score board with dedication/inscription facing towards the green

Their responsibility before match to remove metal work off the greens and place on side
After game, to replace metal work on greens

- Gate Marshalls – if parking is allowed in park
To be nominated at selection
Take Gate key from key box (orange fob)
Put out car parking signs – **5MPH**
About 1 hour before start of match, unlock gate.
Check those coming in are the expected bowlers.
Gates to be closed and locked 15 minutes before start of match.
Gate key to be replaced in key box

Working with Opposing Captain (HOME AND AWAY)

- Greet opposing Captain (please remember their name)
- (Your own id badge / name on shirt would be useful)
- Rink / score cards – place our partially completed cards face down on table
- Opposing Captain produces his partially completed cards; randomly places them on top of our cards.
- Write Rink number on back of cards
- Both Captains to complete names on score cards in readiness for play
- On spare team sheet, write appropriate rink number against appropriate skip, and also write rink number on their score cards
- In Friendlies and Tourist matches, Captains often play on same rink
- In Friendlies and Tourist matches, usually visitors have the mat to start
- Checking on weather conditions – too wet, too hot (minimum of 12 ends – depending on rules of league which are often 15 ends). 25C degrees and above is seen as too hot to play in ladies leagues
- Agree on number of ends; 2 trial ends (mandatory for league games); OR 1 for each of first 2 ends
- Agree on tea break after x number of ends (Ladies Leagues go straight through)
- Toss for mat – wish good luck;
- Thank Reserves for turning up – they are released after 12 ends, or as both captains agree

Start of Game - Briefing the players on the Green

- Welcome/thanking the visiting Captain and club by name
- Have a good game and we will meet in the bar/club house afterwards
- Explain how many ends? How many trial ends?
- Tea break or straight through – ie no breaks
- 2 trial ends (Mandatory for league games, 2 bowls each)
- Friendly games 1 shot for first 2 ends (if No Trial ends)
- Triples/3 players (3 bowls each) =18 ends
- Fours/4 players (2 bowls each) = 21 ends (Ladies 18 ends)

Refreshments

- Non- league/Friendlies/Touring - Tea and biscuits after 10 ends etc (or when bell rung)
- Tea/beer at end of match for League matches (or as laid down by each League)

At the end of the game

- Write shots on team sheet against appropriate rink number
- Shots totalled for each club and agreed with both captains
- For League matches etc, Result cards to be completed and checked with visiting Captain for both captains to sign (See also below)
- Buy opposing players a drink.
- Give Speech
Welcome to our club visiting Captain and his team by name.
(Inquire of any dignitaries, captains, VIPs that are with the visiting team to welcome them at tea-time. Also check on same for home team)
Offer congratulations / commiserations to the bowlers.
Thanks to those who, worked behind the bar, provided & prepared the food & prepared the greens (this info could be passed to opposing Captain for his speech)
- Wish the visitors well for rest of season and for their own personal games and competitions
- We look forward to seeing them again (see dates on fixtures list).
- Wish them a safe journey home, to next venue etc
- Explain how long gate will be open
- Run the Raffle – 2 cards for £1

Gate Marshalls after the raffle, as a guide to timings, visitors to be told gates open

- Get key from key box.
- Unlock gate.
- after a reasonable period of time, pull up bollard; lock gates.
- Bring in car parking signs.
- Return key to key box
- If there are still cars under the trees, find out who owns them and advise them accordingly.

End of day

- Home captain to send/text/email completed/signed League Result cards (see below)
- Team sheet to be placed on bulldog clip on back of white cupboard door in men's changing room. * Ladies in box file, under sink in changing room
- Score cards to be placed in white score card cubbi-hole in changing rooms (see * for ladies).
- After game, after visitors gone, all to be tidied away
- Put away Raffle cards; Raffle box
- Collect & count raffle takings; record raffle takings in bar diary against date
- Check with bar staff if coins required in float.
- Bag up raffle takings into polythene money bag, add note of amount, post in Treasurer's box.
- Take flag down (if need to)
- Check Visiting men's & ladies changing room for left articles.
- Lock visiting men's changing room.
- Return key to key box.
- Check that there is no equipment left around the greens.
- Check metal work is back on the greens.
- If last to leave, (otherwise delegate) - lock up pavilion and clubhouse – switch on alarm

Reporting Mens Results

- Results cards are in Captain's Locker 3 (usually unlocked)
- Please note that only the Home Captain sends in Results card.
- Keep your own copy on bulldog clip in white cupboard
- Results Card – write results from each score card for each rink
- Results to be in by 2000 hrs on day of match.
- Photo and send.

- Over 60's (WHITE results card to Cliff Chudley)
Enter only the name of the skips against their rink numbers; enter number of shots scored and points awarded and totals
There are 6 triples Each winning rink = 2 points;
Winning game = 8 points Total (6 rinks) = 20 points

Over 60's -c.chudley87@btinternet.com (01934 628829)

- Saturday League (BLUE results card to Chris and also to Richard)
Enter all players names on Results card against their rink numbers;
Enter number of shots scored and points awarded and totals
There are 3 rinks per team squad. Each winning rink =2 points
Winning game = 6 points Total (3 rinks) =12 points

Christopherpearce1949@gmail.com

Also copy results for website to - sbaleaguesec@gmail.com

Other info –

- North Somerset League Secretary
- NSKO Cup and 4 Dimensions
Dave Williams - d.williams@btinternet.com - 01934 631089

Reporting Ladies Results

- Please note that only the Home Captain sends in Results card.
- Write scores and points on selection sheet and then take photo of it.
- Email photo of the selection sheet to relevant League Secretary
- Results to be in by 2000 hrs on day of match.

- Wessex League (3 rinks)
Jacqui Branfield – Jacqui.bee@live.co.uk - 07901 685520; 01934 834656 (Clevedon)
2 trial ends, 18 ends, 15 minimum due to weather.
**10 points total – 2 for each winning rink, 1 each for a drawn rink, 4 points for club with highest overall number of shots (2 each if a draw on shots)

- North Somerset Triples (3 triples)
Shelley Carson – shelleycarson@tiscali.co.uk – 07870 528405 (Winscombe)
2 trial ends, 18 ends, 15 minimum due to weather.
** Scoring

- Victoria League (3 triples)
Jean Hills – rosetree9@hotmail.co.uk – 01278 785141 – 07712 435124 (Burnham)
2 trial ends, 18 ends, 15 minimum due to weather.
** Scoring

- Somerset Ladies Bowling League (3 rinks) Saturday mornings
results to Lesley Paterson – Ashcombe BC
2 trial ends, 18 ends, 11 minimum due to weather
Scoring – 12 points max - each winning rink per team 2 points, drawing rinks 1 point each.
6 points for club with highest overall number of shots, 3 each for a draw.

- North Somerset MIXED League (2 rinks, 2 men & 2 ladies per rink)
2 games, 8 ends swapping to other team
Specific form to photograph (see below for jpg) and send to –
Trevor Passingham – passtcov@aol.com
Scoring – 1 point for each end won (0 points for tied end). 2 points for each game won (1 point for a tied game). Therefore, there are 10 points available for each game and 40 points for the match. Where clubs are equal on points, shot difference will determine league position.

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3.2	<p>Results should be reported, by the home team to the Match Secretary by completing the form below, photographing it, and emailing it to Trevor Passingham (passtcov@aol.com).</p>																																																																																									
3.3	<p style="text-align: center;">North Somerset Mixed League – Result card Date: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="4">Home Team:</th> <th colspan="4">Away Team:</th> </tr> <tr> <th>Ends won</th> <th>Shots scored</th> <th>Shots conceded</th> <th>Game points</th> <th>Ends won</th> <th>Shots scored</th> <th>Shots conceded</th> <th>Game points</th> </tr> </thead> <tbody> <tr> <td>Game 1</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>Game 2</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>Game 3</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>Game 4</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>Totals</td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="5" style="text-align: center;">Match points home (ends won + game points)</td> <td colspan="4" style="text-align: center;">Match points away (ends won + game points)</td> </tr> <tr> <td colspan="5" style="text-align: center;">Home signature: _____</td> <td colspan="4" style="text-align: center;">Away signature: _____</td> </tr> <tr> <td colspan="5">Contact details in case of query: Name: _____</td> <td colspan="4">Telephone no.: _____</td> </tr> </tbody> </table>		Home Team:				Away Team:				Ends won	Shots scored	Shots conceded	Game points	Ends won	Shots scored	Shots conceded	Game points	Game 1									Game 2									Game 3									Game 4									Totals									Match points home (ends won + game points)					Match points away (ends won + game points)				Home signature: _____					Away signature: _____				Contact details in case of query: Name: _____					Telephone no.: _____			
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4.1	<p>Should a match be postponed due to inclement weather, arrangements should be made to replay it before the end of the season. If this is not possible points will be shared between the two teams. No shots will be awarded.</p>																																																																																									
4.2	<p>Where matches begin but cannot be completed the following applies: Where games 1 or 2 have not been completed the game should be rescheduled if possible. If it cannot be played 4.1 will apply.</p> <p>Where games 1 and 2 have been completed, usual scoring for these games will apply. With incomplete games, ends already played and won will score (including shot difference) any unplayed ends and game points will be shared.</p>																																																																																									
5.0	Dispute resolution and League development																																																																																									
5.1	<p>As a new league there may be matters that arise during the season that need clarification or even amending. Consideration of anything that arises will be determined by the organising Committee of Dave Byett; Gordon Samsam; and Simon Pascoe</p>																																																																																									

AWAY MATCHES

- Away captains must be informed of a postponement of a game due to weather conditions at least two and a half hours before play starts (e.g. by 12.00 for games starting at 2.30).
- The captain/captain of the day should check that all players who have 'ticked off' know the transport arrangements.
- Transport arrangements must be put in place. A pre-agreed time of departure from the club for anyone meeting there & the captain/captain of the day must check that any picks ups or other arrangements made are understood by all. Anyone travelling direct should arrive at least 20 minutes prior to the start of the match.
- Dress code & game format to be made clear (ensure everyone takes enough woods!).
- Bring selection sheet, scorecard holders, and spare score cards as well.
- Players to arrive at least 20 minutes before the match is due to begin. Reserves will be used if a selected player does not turn up in time
- The Captain of the Day may alter the position of selected players only under exceptional circumstances. The Captain can only call in unselected players when all reserves have been used. Unselected players must be chosen from the availability list. One reserve should be selected to travel to away games.
- The Team captain/captain of the day will organise the team draw for rinks in the normal fashion with the opposing captain (see Home Games above).
- Following the match, the captain/captain of the day will agree the score cards & result with their opposing captain.
- The captain/captain of the day will respond to the opposing captains' speech & hand out thanks to all required.
- The captain/captain of the day will record the driver's info, numbers per car & send the required report to the treasurer for payment by BACS at the end of each month.