

## **Checklist for Team Captains (updated 09/4/22- JG Dawson)**

### **Team membership**

Check availability of team membership a week before the match, call upon the nominated reserve or other players if necessary

### **Match arrangements**

#### **ENSURE YOU CHECK THE LATEST COVID GUIDANCE ON THE CLUB WEBSITE**

Obtain from the relevant Club league secretary (see below) the contact details for the captain of the opposing team.

Liaise with him or her in the event of uncertain weather or playing conditions or any other unexpected circumstances

#### **For home matches,**

For league matches everyone brings their own meal. For other non league matches check with organizer the arrangements for lunch. Ensure milk, tea, coffee, biscuits are brought/available

Determine whether the lawns are playable

Ensure all team members arrive by 9 am to open pavilion, set out teas/coffees, the lawns and equipment, chairs and umbrellas and ensure security of pavilion during play

Greet members of the visiting team on arrival (check if any are under 18 for safeguarding issues); introduce members of the home team, and offer coffee or tea. Please ensure that the Clubhouse is tidy and the waste bin has been emptied.

#### **For away matches,**

Check location and start time of away matches and plan route

Arrange meeting point and time for team members, agree who will drive (passengers are free to contribute to travel costs; if they do want to contribute, suggest 9p per mile per head)

Introduce members of the team and thank hosts at the end of the match.

#### **Last minute Cancellations.**

Agree cancellation with opposing captain

Tell your team

Tell relevant Club league secretary

### **Handicaps, order of play and rules**

Bring a suitable scoresheet and a copy of the league rules for the match (available from the relevant Club league secretary or from the NW Federation website at [www.croquetnw.co.uk](http://www.croquetnw.co.uk))

Check team members' handicaps, determine order of play and doubles partnerships. Ensure up to date handicap cards are available for inspection.

Agree numbers of bisques/ free turns for doubles and singles matches, lawns, any double banking and colour vision deficiency issues, and the duration of matches with the captain of the opposing team within the relevant league rules

Bring a copy of the relevant laws/rules of croquet and agree who will act as referee (a qualified referee if available - or the most experienced player from either team) in the event of any ruling being necessary

### **Results and press report**

Complete and agree results and scoresheet with the captain of the opposing team

Report match results to the relevant Club league secretary (Brian Walton - Mid-Week, David Boyd – Weekend, Sally Slater - Short, Jerry Guest- Advanced B, Tom Grievson- Handicap Golf and Jayne Taylor -Level Golf) for onward communication to the NW Federation league secretary. NB complete scores needed for AdvB and level play Golf

Pass on results and any highlights of the match to the Club publicity officer (Sally Slater) for local press coverage. Sally will pass on the relevant details to Hugh Bray for the website.

**And last but not least ... Inspire your team to win!**