

## Season 2025: Checklist for Team Captains

### Team membership

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

### Match arrangements

Obtain from the NW Federation website 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 organiser 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 as per the Club recommendation found on the website)

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 bisesques/ 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 home match results to the to the NW Federation as per the Scoresheet instructions

Send the results and match report to Jayne Taylor(Club Publicity Officer) for local press coverage, and to David Guyton for the Club website.

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