

Gloucestershire Short Mat Bowling Association

Premier Team Captain (committee member)

JOB DESCRIPTION

The Premier Team Captain must be a member of a Gloucestershire SMBA registered club.

Duties

1. Attend squad selection committee meeting/trials together with A Team Captain, to assemble county squad.
2. Carry out the following administrative functions at the appropriate time:
 - a) Ensure the venue for all home games has been booked (check with person responsible for bookings)
 - b) Agree & register top eight team members with ESMBA & complete all ESMBA requirements
 - c) Agree with GSMBA Treasurer the fees to be charged for each match based on all team costs over the season which should include as a minimum, venue fees, refreshments, transport (car/coach), team registration fees, umpire fees and ancillary costs such as printer paper, stickers, score cards and printer consumables. Matches/Teams must be self-financing.
 - d) Check that all players in the squad/late additions are fully paid up registered members of ESMBA.
3. Officiate at County matches or delegate if not going to be present.
4. Monitor squad members performance.
5. Attend county meetings and give an update on team performance.
6. Provide and deliver a financial report & Team performance summary for the year at the AGM.
7. Contact team - checking for availability.
8. Make sure teams are selected fairly and in good time and publish selection sheet (including names and playing positions) to all squad members and also to the GSMBA Webmaster for website publication.
9. Agree and confirm the authorised venue key holder for each home match who shall be responsible for unlocking/locking up the venue and making sure all venue rules are adhered to.

10. Arrange for Umpires to cover home matches.
11. Arrange for the provision of tea, coffee and biscuits at home matches & also raffle or equivalent (home matches).
12. Provide scorecards, stickers & team sheets at all matches.
13. Ensure that all players conform to ESMBA dress code and rules.
14. Liaise with team, providing as required maps/directions to away match venues and any other relevant information. Liaise with opposing team captain to finalise match details.
15. Arrange transport of team to away venues either by coach (long distance) or car sharing, costs to be accounted as in 2c above.
16. Collect or arrange for collection of match fees at each home and away match. ~~Produce~~ Complete cash statement form for Treasurer together with receipts for all expenditure at the end of each match. Pass account statement and monies to Treasurer in a timely manner after each match.
17. Complete and agree result sheet with opposing captain, telephone/email result to ESMBA ICC Co-Ordinator in the time scales set down by the ESMBA rules. Copy results, points and shots plus team result sheet (names, playing positions and individual results) to GSMBA Webmaster for website publication
18. Carry out any other duties associated with the position of Premier Team Captain.

Skills required

1. Computer literacy (recommended)
2. Good Knowledge of the game of short mat bowls
3. Good communication skills
4. Good admin skills