

# Gloucestershire Short Mat Bowling Association

## Seniors Team Captain (committee member)

### JOB DESCRIPTION

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

#### Duties

1. 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 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), umpire fees and ancillary costs such as printer paper, stickers, score cards and printer consumables. Matches/Teams must be self-financing.
  - c) Check that all players in the team/late additions are fully paid up registered members of ESMBA.
2. Officiate at Seniors matches or delegate if not going to be present.
3. Attend county meetings and give an update on team performance.
4. Provide and deliver a financial report & Team performance summary for the year at the AGM.
5. Contact team - checking for availability.
6. Ensure 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.
7. 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.
8. Arrange for Umpires to cover home matches if required.
9. Arrange for the provision of tea, coffee and biscuits at home matches & also raffle or equivalent (home matches).
10. Provide scorecards, stickers & team sheets at all matches.

11. Liaise with team, providing as required maps/directions to away match venues and any other relevant information (if own transport used). Liaise with opposing team captain to finalise match details.
12. Arrange transport of team to away venues either by coach (long distance) or car sharing, costs to be accounted as in 2c above.
13. Collect or arrange for collection of match fees at each home and away match. 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.
14. Complete and agree result sheet with opposing captain. 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 Seniors 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