

## BAT's Badminton Club Instructions to Team Captains



### Three (or more!) days before the match:

- Check that you have a full team!
- For a home match:
  - arrange the catering
    - Savoury: eg - sandwiches, crisps, etc
    - Sweet: eg - cake, biscuits, etc
  - check that there are shuttles for the match
- For an away match:
  - make sure of start time
  - know where the venue is – postcode is on the P&D website
  - check transport arrangements

### At the start of the match:

- Arrive in good time
- Collect the match fees – £3 per player (£18 in all)
- For a home match:
  - put up the posts and nets; get the shuttles out
  - put food in the kitchen
  - fill in the score sheet with the BAT's team
- For an away match:
  - copy the information from the away teams score sheet onto ours
  - fill in score sheet with BAT's team as the 'away' team

### At the end of each game / rubber:

- make sure that the games scores are correctly correctly

### At the end of the match:

- complete the score sheet by totalling the scores
- sign the score sheet
- hand the score sheet to the opposing team captain and ask them to:
  - sign the score sheet
  - add a comment regarding the match and sign it
- write up 'Match Report' if the home team
- put away all the equipment
- lock the cupboard
- tidy and clean up the kitchen
- give our copy of the score sheet to the club secretary (Alan)
- email Alan with the score and a brief comment to go onto the web site
- hand the match fees (£18) to the treasurer

Alan Berry  
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