

# **Billericay Bowling Club**

## **Ladies' Captain / Vice Captain**

### **Role Description**

#### **Lady only matches.**

- Form selection committee with Vice captain and one other
- Inform female members of all events in the Ladies calendar
- Display games on notice boards for members to sign up to
- Ascertain availability of ladies for upcoming matches
- Select teams, advise players, organise transport, provide umpire , arrange refreshments, collect monies to cover costs, write out score cards (as appropriate)
- Make welcome speech and post-game speech
- Attend Ladies Day

#### **Mixed matches**

- Arrange mixed selection meetings to form squads for league matches
- Organise stewards for league teams
- Advise secretary of agreed squads
- Liaise with Men's captain for mixed competitions to pick and organise teams and make suitable arrangements transport, refreshment, fees etc.

#### **Coaching**

- Arrange coaching sessions for female players in response to need, playing ability and skills required

#### **Recruitment**

- Be member of recruitment committee to attract female players
- Become acquainted with all new members
- Be Buddy to new female members

#### **Representation**

- Represent the club at County and District meetings (can be delegated).
- Write and present report for AGM and Ladies committee meetings
- The Vice-Captain will assume the above roles when the Captain is unavailable or delegates