

# **Billericay Bowling Club**

## **Team Steward (Generic)**

### **Role Description**

- Obtain squad list from selectors, check, contact all, discuss any anomalies with appropriate selectors. Possess full contact details.
- Issue availability document, maintain for season
- Develop strategy for team selection and positions within team. Understand strengths and weaknesses. Explain to squad members.
- Select teams for the a number of matches, inform squad, publish selections on web site and club house, match time and location
- Where required appoint tea person for each match and appoint the captain of the day
- Allocate a captain of the day (CofD) and ensure has the required match cards, knowledge of the league rules and team line up
- Ensure all team members know location/time etc and in some cases transport arrangements
- Obtain and issue match card holders where appropriate
- Deal with required replacements due to short term unavailability

Ensure CofD understands how to meet with opposing captain to produce team score cards, toss for start; trial ends etc..

CoD - Determine any need for wet mats in conjunction with green ranger and green keeper instructions.

Ensure score cards signed; match score card checked and signed and for home matches sent to league match secretary. Keep all match records.

Arrange for production and publishing match results/report for web.

Produce end of year statistics/report for next years committee.