

# **Badminton Team Captain Check List**

## ***Two weeks before Match***

- ⤴ Contact opposing captain – check fixture still OK (optional)
- ⤴ Arrange team to be available on date

## ***Week before Match***

- ⤴ Remind the team, ensure everyone knows venue and time
- ⤴ If home match, arrange (tell) someone to do food
- ⤴ If home match, check with Treasurer about shuttles
- ⤴ Be contactable – people will call in sick or can't make it
- ⤴ If required, phone round and get **eligible** replacement
- ⤴ If weather going to be bad (heavy snow and ice etc.) be prepared to contact opposition Captain and postpone match until later – will be re-arranged by Fixtures Secretary

## ***Match***

- ⤴ Keep to hand CADBA League Handbook - contains rules, contacts and extra scorecards
- ⤴ If home, welcome their team, tell them where toilets and food are. Check where parked – gates sometimes closed at other end
- ⤴ Sort out pairings
- ⤴ If home match, tell them who moves courts, fault re ceiling – no other obstacles
- ⤴ If opposition are late, as per league rules in Handbook, claim matches
- ⤴ Ensure our scorecard filled in by someone
- ⤴ Be prepared to act as mediator in any disputes
- ⤴ Check scorecards are same at end – sign scorecard
- ⤴ Collect match subs from HCA team (½ price for Juniors, £0 if provided food)
- ⤴ If home match, ensure Hall clear and locked

## ***After Match***

- ⤴ If home match, offer to sign opposition into HCA bar
- ⤴ Buy beer for team (optional)
- ⤴ Winning captain takes / posts scorecard to Badminton Centre
- ⤴ Handover subs to Treasurer
- ⤴ Inform Fixtures Secretary of result and any problems.