# **Haughley Playing Field Bowls Club**

# NOTES ON RUNNING A TEAM

### a. List of registered names

The club secretary will give you a copy of the list of players for your team. You can only pick a team from these registered players.

List of registered	
HaughleyTeam	·B
A.APPLE	
B.BROWN	
C.CARD	
D.DOVER	
E.EFFORT	
G.GOLLEY	
H.HAT	
Z.ZFBRA	· · · · · · · · · · · · · · · · · · ·

**b.** List of players and telephone numbers A list of ALL players in the club will be made available with their telephone numbers. This is also in the Fixture List for the year.



#### c. Team Sheet

Copies of team sheet will be available for all matches Home and Away. Ensure selected team is placed on Notice Board well in advance. Include any requirements for travel and if food is to be provided and by whom.

Always include a contact Name and Phone No. Selected team names should also be posted on the appropriate team web site page by the captain or nominated person.

HAUGHLEY 'A	. v	
AT		
TIME	MEET	_
LEAD		
2 <sup>ND</sup>		
SKIP		-
LEAD		
2 <sup>ND</sup>		
SKIP		
LEAD		
2 <sup>ND</sup>		
SKIP		-
LEAD		
2 <sup>ND</sup>		
SKIP		
RESERVES _		

#### d. Score Cards

These are required to be filled in by each home team Captain. They are placed face down on table, you tell away team captain which rinks your are using in the match, the away captain marks on the back of cards the rink numbers, you then copy names onto both home and away score cards (usually 2 each) you then toss a coin to select who castes 'jack' first. (You can give it to opposition team).

Competiti				
Date		Rink	k No.	
		V		
		1		
		2		
		3		
		S		
Shots	Total	Ends	Shots	Total
	rout			TOTAL
		2		
		3		
		4		
		5		
		6		
		8		
		9		
		10		
		11		
		12		
		14		
		15		
		16		
		18		
		19		
		20		
		21		
		22		
		23		
		24		
		26		
		27		
		28		
		29		
		30		
Fotal			Total	

#### e. Result Card

These are required to be filled in by each home team in the Stowmarket League and Area 'D' League, Ipswich League both home and away teams send in a result card. The Result Cards are sent by post to the League secretary's as soon as possible after each game.

		sion	
		Awa	ly leam
	_		
	-		
	_		
	-		- 1
TOTAL SHOTS		TOTAL SHOTS	
TOTAL POINTS		TOTAL POINTS	
	Captain		Captain

#### f. Match Money

Rink Fees are to be collected by each captain and returned to the Treasurer on a monthly basis along with Pub Card and Bar Takings monies. A Returns Form is available for this purpose.

TEA	M	
	Date	
	Opponents	
а	Match Fees plus pub card	
b	Any Expenses	
	Total a + b	
	Bar Sales	
	*****	<del>*************************************</del>
	Date	
-	Opponents	
a	Match Fees plus pub card	
b	Any Expenses	
	Total a + b Bar Sales	
	bdi Sales	*****
	Date	
	Opponents	
а	Match Fees plus pub card	
b	Any Expenses	
	Total a + b	
	Bar Sales	
	*******	******
	Date	
	Opponents	
а	Match Fees plus pub card	
b	Any Expenses	
	Total a + b	
	Bar Sales	
	*****	****
	Date	
	Opponents	
a b	Match Fees plus pub card	
D	Any Expenses Total a + b	
	Bar Sales	
	**********	****
	MATCH FEES/PUB CARDS	
	EXPENSES	
	BAR SALES	
	GRAND TOTAL	

## g. Bar Float

At the beginning of each season a Bar Float of say £50.00 is given to each team captain. Please keep a selection of notes and coins for use on match days.

