

## **SUTTON & CHEAM BADMINTON CLUB**

### **Instructions for Team Captains**

1. At the beginning of the season, make sure you know how to access the hall and have been given the "Match Book".
2. Ensure that all your team members are aware of all matches well in advance. A list of all matches can be downloaded from our website at [www.suttoncheambadminton.co.uk](http://www.suttoncheambadminton.co.uk).
3. Check that everyone knows where the away matches will be played. Maps can be found on the Sutton & District Badminton league website at [www.suttonbadminton.co.uk](http://www.suttonbadminton.co.uk).
4. Arrange substitutes as early as possible, including an acting captain if you cannot play yourself.
5. **We're not providing food this season.**  
Previously - Organise food for home matches and make sure everyone knows what they are expected to bring. A suggested menu:
  - Two meat finger items (e.g. Sausage rolls, mini sausages, mini pasties).
  - Two vegetarian finger items (e.g. Quiche (cut up at home), picnic eggs, mini C&O pasties/rolls).
  - Cakes (e.g. mini cakes, fruit pies, fondant fancies, doughnuts).
  - Crisps or snacks (e.g. Tortilla chips, mini cheddar biscuits).
  - Fruit (e.g. Bananas, satsumas, grapes).
  - Orange, lemon, water, cups.
6. Take and fill in the "Match Book" for all matches.
7. For home matches, posts will be in the cupboard, shuttles and nets will be in the bag (which you may need to take to the match).
8. If you win (or draw a fours match) go to the Sutton & District league website, [www.suttonbadminton.co.uk](http://www.suttonbadminton.co.uk), click on your league type and click on "Input Match Result". Enter the result, from the "Match Book" and click "Send Result". This should be done within 7 days of the match. If you lose a home match, the opposition should enter the result but you can, if you wish, do it on their behalf.
9. Collect match fees and give them to Neil Bartlett or Nick De Cuyper, preferably as soon as possible after the match. This can be done either by handing over cash or transferring the money directly to our bank account.
10. At the end of home matches, check that the hall is tidy, posts have been put away, nets and shuttles have been put in the bag, all the lights are off and the door is shut.