

Notes for Match Organisers

1. The Boats have been booked **but just make sure**.
2. Make sure that the meal has been booked and check the price. If it is less than £8.00 a head let the other Team Captains know so they can collect the right amount of money from their team members. If any member of any team is not going to stay for the meal that Club should have let you know at least two days earlier (see Notes for Team Captains). If they have NOT done, so make sure they pay for all six meals (unless the caterer lets you off).
3. Once you have been given all the team names fill in the Boat Draw and Score Sheet.
4. Although most reservoir staff are keen to help with the weigh in, if you want their help then make sure they know what time they will be required.
5. Liase with the reservoir staff about the pre-match briefing.
6. When the weigh in is completed, total it up as carefully as possible. Remember that results announced on the day are provisional until ratified by the Committee. As soon as possible write up the match report and send it, with the score sheet, to me in the envelope provided.
7. **If there is any problem, liase with all the other Captains to find a solution. If you think the problem needs Committee approval, contact me as soon as possible.**