

CHECK LIST - HOME CAPTAIN

Before the season

Obtain a copy of the V.B.S.A. by-laws from the website.
Compliance with these by-laws is a condition of entry to the competition.

Ensure that all members of your team are eligible to play in the grade entered.

Before the match

Ensure that all tables to be used are brushed and blocked/ironed and have any offending spots removed/replaced.

Check that the balls are clean and sets are complete

Ensure that all reds are the same colour.

Check all the accessories (rests, spiders, etc.) for availability and repair.

Print two copies of the scoresheet from the V.B.S.A. website.

Fill out one scoresheet with your team listed in order of play.
Print the names legibly in full on the left hand side.

Pass the other scoresheet to your opposing captain who should list his team on the right hand side.

Exchange and complete the scoresheets .

Ensure that all players in positions 2 and 4 or 2, 4 and 6 are in attendance to start the match at 7:30. Place any players who are running late in positions 1 or 3, or 1, 3 or 5.

Make a very short welcoming speech to the opposition team, explain the table set up - table 1, table 2 etc.- and announce the order of play & designated referees.

Set your timing device to count down from 90 minutes.

After the match

Make sure that all sets of balls are complete before returning them.	
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Leave the snooker room in the condition expected by the venue.	
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Ensure that your score sheet is filled out correctly and faxed to the V.B.S.A fax No. 9360 4144 by the close of business the next day.	
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All the venues spend time and money in providing a light supper after the matches, courtesy demands that every effort to attend is made by all team members.	
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Discussion of the games and a courteous airing of differences are encouraged by the V.B.S.A.	
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RECOMMENDED EQUIPMENT

A 50c coin. (largest minted coin and easiest to see)
A working pen.
A whiteboard marker
One spare chalk
A copy of the V.B.S.A. by-laws (printable from the website)
A current rule book.
A ball marker or two like sized coins.
A small cleaning cloth.
A timing device.

CHECK LIST - AWAY CAPTAIN

Fill out one scoresheet with your team listed in order of play. <u>Print</u> the names legibly <u>in full</u> on the right hand side.	
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Exchange the scoresheets with the home captain and complete.	
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Ensure that you are satisfied with all the equipment provided and if you have any concerns, make them known to the home captain before the start of the match.	
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Ensure that all players in positions 2 and 4 or 2, 4 and 6 are in attendance to start the match at 7:30. Place any players who are running late in positions 1 or 3, or 1, 3 or 5.	
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