

## DUTIES OF A COMBINED SERVICES TEAM CAPTAIN

**Note that the following information is designed for those selected as Combined Services Team Captains, however those selected for GB appointments should use this as a guide for GB teams.**

Congratulations on your selection as Combined Services Team Captain. As such you have a number of duties. Not all the duties listed apply to all of the Combined Services teams, however if you follow the checklist, you will cover all the major points required. Your duties include all or some of the following:

1. Appoint an Adjutant. You require an Adjutant to assist you in preparing for the match. Ideally, the Adjutant should be non-firing, however if this is not the case, then it makes his task more difficult. Your Adjutant is the 'fixer', and should support you in preparing for the match. Appoint your Adjutant at the earliest opportunity and ensure he is briefed in detail.
2. Match Conditions. Ensure that you are familiar with the match conditions, including any general or technical rules (Equipment Control, Dress, Coaches, Reserves etc). Pass all relevant information to team members. Speak to the team captains from the opposing teams and agree match conditions.
3. Stores and Equipment. If applicable inform the ARA Storekeeper, through HQ ARA, when you will collect the scoreboard from the ARA. **Transport will be required.** Remember to collect the easel, box of plastic letters, Combined Services flag and flagpole.
4. Medals. Inform HQ ARA if medals are required and the engraving requirements. **This must be done as soon as possible.**
5. Trophies. Inform the ARA storekeeper of any trophies required for the match. **This must be done as soon as possible, to allow for cleaning, and if necessary engraving.**
6. Team Selection. Make up your team list. The criteria on which you base your selection is usually performance ability and experience. Do not forget to talk to the team captains from the other Services, and ask for their opinion. Ultimately the team selection is your decision. If coaches and/or reserves are permitted, ensure they comply with the rules of the match.
7. Team Registration Ensure the team nomination is submitted to the relevant office on time and in the correct format.
8. Scoresheets. If applicable, collect the official scoresheets for use during the match. Ensure all detail is completed (Rank, Initials, Scores, Totals) correctly and addition is correct before submitting to Stats. Ensure scoresheets are signed and countersigned where necessary.
9. Prize Presenter. If the match is a stand alone competition, arrange for a Prize Presenter if required.
10. Tea. If team tea is required, ensure the caterer is informed of numbers, time, and requirement.
11. Ammunition. If ammunition is allocated for the competition, inform the ARA storekeeper of the requirement and collection/return details. Ensure you get the Asst Sec ARA to authorise the ammunition.
12. Scores. Scores must be taken during the match. Team scores and Order of merit is required. In addition, detailed scores, by practice/range are required for the Combined Services team.
13. Report. A full report must be submitted to the Asst Sec ARA as soon as possible after the match. The report must include:
  - a. Fixture title.
  - b. Date and Location.
  - c. Names of Captain and Adjutant.
  - d. Scores of teams taking part.
  - e. Names, including rank, initials and Service, and detailed scores of the CS team.
  - f. A team photograph (either digital or 'wet').

- g. The name and details of the Prize presenter (if applicable).
- h. The names of the high scorer in each team.
- i. The details of those who are receiving their Colours for the first time.
- j. Anything else that makes the report interesting.

14. **Photographer.** Arrange for photographer to be at the time and place required. If an external photographer, take orders for photographs for team members. Collect the money for the photographs and pay the photographer.

15. **Team Colours.** Inform HQ ARA as soon as possible of the requirement for Combined Services team Colours (tie and blazer badge). These are provided through HQ ARA, but paid for under single Service arrangements. The names of those who receive Colours must be submitted to HQ ARA. **Be aware of the difference in awards for players and officials.**

16. **Report.** Once the report is complete and the photograph is available, submit both to the Asst Sec ARA. **A electronic summary of scores must be sent to Asst Sec ARA as soon as the match is finished; this will allow an entry to be made in the national newspapers.** Email [AliAitken@aol.com](mailto:AliAitken@aol.com) and [arabisley@lineone.net](mailto:arabisley@lineone.net)

17. **Post Match Administration.** Ensure ALL stores, equipment, ammunition etc are returned to the ARA Storekeeper.

### BEFORE THE MATCH

Ser	Activity	Point of Contact	Remarks
(a)	(b)	(c)	(d)
1	Appoint an Adjutant	Team Captain	
2	Book stores and equipment	ARA Storekeeper	
3	Book tea	Caterer	
4	Medals	ARA Finance Officer	
5	Trophies	ARA Finance Officer	
6	Ammunition	Asst Sec ARA	
7	Submit team lists	To Stats	
8	Obtain scoresheets	From Stats	
9	Confirm photographer	Photographer	
10	Prize Presenter	Team Caption	
11	Team Colours	Asst Sec ARA	

### DURING THE MATCH

Ser	Requirement	Point of Contact	Remarks
(a)	(b)	(c)	(d)
1	Supervise the team	Team Caption/Adjutant	
2	Take scores	Team Caption/Adjutant	
3	Liaise with other teams	Team Caption	

### AFTER THE MATCH

Ser	Requirement	Point of Contact	Remarks
(a)	(b)	(c)	(d)
1	Organise Prizegiving	Team Caption/Adjutant	
2	Organise tea	Team Caption/Adjutant	
3	Team Photograph	Team Caption/Adjutant	
4	Return all stores, equipment and ammunition	ARA Storekeeper	
5	Submit report	Asst Sec ARA	

**Note: Where the POC is not a member of the team, they will provide the resources requested only, they will NOT transport or setup those stores.**