



Patron: The Honourable Linda Dessau AC, Governor of Victoria

VBSA Team Captains Information Kit

The following has been developed to assist VBSA team captains, both experienced and newcomers, in understanding their responsibilities and what is expected of them as a captain.

A person is considered a VBSA member when:

- Have been granted Life Membership, or
- Have paid the appropriate fee (for tournament players or non-players where they are not playing weekly), or
- Have played or refereed at least one match in the preceding year; and
- As and when required by the Board, completed and submitted a Membership Application Form, that is accepted by the VBSA.

CHECK LIST (to be read in conjunction with [VBSA Rules \(Constitution\) and By Laws](#))

Before the season (All Captains)

- Obtain a copy of the VBSA By Laws from the website. See above LINK.
- Ensure your players are aware of the VBSA dress code (refer the By Laws)
- 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.

Home Captain

Before the match

- Depending on the system your club has, monies should be collected from players before they play and paid to your club or treasurer.
- 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 you have a time clock available.
- Check all the accessories (rests, spiders, etc.) for availability and repair.
- Have a scoresheet ready. Score sheet can be downloaded at http://www.vbsa.org.au/VBSA_scores/scores_index.php Scores and ladders are available on this page also.
- Score sheet should be prepared and written out clearly with your players first names and surnames in the order they play.
- If you have a new player starting that has not played VBSA before, please fill in the contact details in the space provided at the bottom of the score sheet AND complete and forward a Membership Form with the scoresheet. Failure to do this may result in a forfeit being given.
- 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 (snooker) or 80 minutes (billiards), except A Grade, as per the By Laws.
- Matches should start promptly at 7.30 or before. Round 1 players 2, 4 and 6 (or 2 & 4 in a 4-player side), round 2 players 1, 3 & 5 (or 1 & 3 in a 4-player side).

After the match

- Make sure that all sets of balls are complete before returning them.
- Leave the snooker room in the condition expected by the venue.
- Ensure that your score sheet is filled out correctly and signed by both captains
- **Both Captains** - Photograph the score sheet and email to scores@vbsa.org.au. DO THIS AT THE SUPPER TABLE. If you leave it until the next day it will generally be forgotten. Your team mates will be disappointed if you are penalised.
- As 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.
- Discussion of the games and a courteous airing of differences are encouraged by the VBSA.

Why should both captains send a copy of the scoresheet?

So that if one transmission fails, the other should get through. For one captain to send two or both copies defeats the purpose.

Player etiquette (to be read in conjunction with the By Laws):

- Players should adhere to the VBSA "Dress code" throughout the match.
- Players should not waste time or play slowly. Snooker players should concede when they cannot win.
- Players should not take excessive breaks between rounds.
- If you have a problem or are unsure please speak to your captain. Captains should resolve any issues.
- Players are required to referee. Home matches – the first and the third frames, away matches, the second frame. When refereeing please be alert and concise. Be consistent with your calls and if you are unsure please ask your captain.
- When you are at the table, behave in a respectful manner at all times.
- When you are not at the table, players should remove themselves from the playing area, should not talk, make noise or move around. If you are caught in the players view you should stand still until the ball has been struck.

Any questions should be directed to the Score Registrar at scores@vbsa.org.au