**Weekly Jobs:**

(1) Obtain **Availability** of your players in advance

(2) Attend **Selection Meetings** when required (Tuesdays, 7:00 at STV)

(3) **Email Team** match details on Tuesday night and get written confirmation responses

(4) **Update Website** to show selection (this will go ‘live’ on Wednesday morning)

(5) **Contact the Umpires** (if appointed umpires – contact details found at <http://www.westumpires.co.uk/> for A’s or <http://www.ashua.org.uk/> for B’s/C’s/D’s) otherwise liaise with Umpire Sec (Nick Matthews nick.matthews@bmd-architects.com) over who your allocated umpires will be

(6) Think about **Travel Logistics** – plan ahead, think about drivers (remember about fitting in GK kit!)

(7) **Equipment** for Saturday – First Aid Kit, Away Kit (if needed), Balls...etc.

(8) **Golf Club** – Make sure the Oppo and Umpires know how to get to BGC (make sure they get fed first)

(9) **Match Card** – fill in using Full Names, then scan and email to League Secretary

- A’s to Stuart Richardson: cornwallha@hotmail.co.uk (80 Southgate Street, Redruth, Cornwall, TR15 2ND)

- B’s, C’s, D’s, E’s, F’s & G’s to Matthew Walker: matthewwalker206@gmail.com

(10) **Phone in Result** – 01392 493367 (Quoting Division, Match No., Score) – BEFORE 7:00!

(11) **Update Website** with score, goalscorers, match report (needs to be ready for Bath Chronicle on Monday Morning), who played for membership stats and most importantly who Drove!!! – (This is crucial so that they get their mileage back)