

(vi) PROCEDURE- TEAM MANAGER



**BELMONT
SERVICES
BOWLS
CLUB**

50 Thorne Street
Carina Q 4152
Phone: 3398 1551
Email: secretary@belmontservices.org
Website: www.belmontservices.org
ABN: 2229646339

PROCEDURE- TEAM MANAGER

This Procedure is to be prominently displayed on the front page of the Manager's Handbook/ Folder.

- 1) **READ THE CONDITIONS OF PLAY** for that particular competition (copy is included in folder).
- 2) Confirm with the Bowls Manager whether bowls stickers are to be used or not.
- 3) For AWAY games (especially if it is to one of the Islands)
 - a) Confirm travel arrangements with each of the skips.
 - b) Skips to confirm those arrangements with their team players.
- 4) Collect the Manager's Folder from Selectors' Office.
- 5) Check the plastic bag for-
 - a) Score Cards,
 - b) Team list,
 - c) Score Sheet, and,
 - d) Spare score cards and stickers (if being used).
- 6) Organise a team member to collect Green Fees and reconcile that all payments have been received. Place cash or EFTPOS docket in plastic bag and return to the Team Manager.
- 7) For Pennants meet with the other Team Manager 15-minutes prior to the 30-minute roll up.
- 8) When AWAY for Pennant Competition, confirm that the BowlsLink shuffle has been completed.
 - a) Enter names on Score Cards as per BowlsLink (include Reserve, if applicable),
 - b) Draw for rinks, and,
 - c) The HOME side should toss the coin for the mat.
- 9) For a HOME game ensure that the "Master" board is in place, and a person has been appointed to maintain that score board.
- 10) Distribute the Score Cards to the skips and advise who won the toss.
- 11) Conduct a Team Gathering to-
 - a) Welcome new players to the team,
 - b) Encourage commitment and foster team spirit,
 - c) Encourage players to direct disputes to the team manager/umpire as applicable.
- 12) Ensure practice ends and game start on time.
- 13) After the game-
 - a) Ensure the visiting team is aware of the afternoon tea arrangements.
 - b) Collect cards and check scores. Confirm that the score card has been signed.
 - c) Meet with other Team Manager, compare scores on the cards and complete the Score Sheet
 - d) Provide a copy of the Score Sheet to the other Team Manager or obtain a copy of the Score Sheet from the other Team Manager or both Team Managers complete a Score Sheet.
- 14) For Pennants, as soon as the Score Sheet is completed and signed, take a photo of the Score Sheet and send immediately to the club Bowlslink Administrator. All home game results are to be entered into BowlsLink by the Home Club.
- 15) File the Score Sheet and the Game Cards in the Manager's Folder.
- 16) Return the Manager's Folder to the Selectors Office.

17) Hand any cash Green Fees to a staff member to secure. There should be no cash at home games.

Thank you on behalf of the Selection Panel. Your efforts are appreciated.

Part 3 Administrative Details

- a) First issued: not known
- b) Current Version: 01
- c) Approved/Issued
- d) Review: as required but no later than 2029.