

## HOME CLUB /TEAM MANAGER'S DUTIES

1. Supply the 4 match/team sheets needed for your round of matches. (you need to print these out from the CD in your pack)
2. Write the rink allocations in the margin on each match sheet based on the following format. If on 1 green; pairs next to triples, next to singles, next to fours. If on split greens; pairs and triples on 1 green and singles and fours on the other green and make these available to other team managers on their arrival.
3. Have an allocated umpire/measurer available for the night.
4. Make sure a marker has been allocated for each singles game.
5. Any new players to your team please make sure an updated team list is emailed to the SALBL with appropriate details filled in, within 24 hours of the match. Make sure the Membership fee of \$10.00 has been electronically deposited into the SALBL bank account within 5 working days of playing date.
6. Receive from all teams playing at your venue \$50.00 green fees.
7. Have appropriate music playing during the evening.(Gold division should have, Silver it is desirable and Bronze if you want to)
8. Have, as a minimum, a BBQ with sausages and/or hamburgers and/or steak available for players 30 minutes before scheduled starting time. (Some clubs may have meal nights or a canteen open with hot dogs and chips etc as an alternative )
9. Meet your opposition Team Manager and fill in Team sheet clearly and neatly recording **BOTH first and last names** on the sheet.
10. Fill in names on score cards. (First name initial and surname only is OK)
11. If a tie break is needed to decide overall winning team, liaise with opposition team manager to decide which rink it will be played on.
12. At completion of your match fill in Match sheet and sign appropriately.
13. At the completion of all matches collect all match sheets.
14. Results to be sent to Ashley Halls, either scanned and emailed to [ashhalls@adam.com.au](mailto:ashhalls@adam.com.au) or as per other agreed arrangements.
15. All original completed match sheets are to be kept by home team manager in their folder in case they need to be used to verify results at a future time.
16. Arrange to have someone (a club member?) take some photos from your home venue round. Approximately 10 would be great. These photos are then to be uploaded to the SALBL Photobucket account. A separate sheet is provided with details how to do this.
17. Please ensure you team members abide by our Sponsors wishes that there be no clothing worn, apart from Club's Official uniform, which promotes or advertises rival clothing manufacturers of Taylor Bowls. Eg Henselite, Greenmasters and Drakes Pride. This also includes hats.

## VISITING TEAM MANAGER'S DUTIES

1. Meet your opposition Team Manager and fill in Team sheet (provided each round by Home Team Manager) clearly and neatly recording **BOTH first and last names** on the sheet.
2. Fill in names on score cards. (First name initial and surname only is OK)
3. Collect \$5.00 green fees from each player in your team and convert to a \$50.00 note from the bar if necessary and give to Home Club team manager at least 15 minutes before allocated starting time.
4. Any new players to your team please make sure an updated team list is emailed to the SALBL ([ashhalls@adam.com.au](mailto:ashhalls@adam.com.au)) with appropriate details filled in. This is to be done within 24 hours of a new member playing. Make sure the Membership fee of \$10.00 has been electronically deposited into the SALBL bank account within 5 working days of playing date.
5. If a tie break is needed to decide overall winning team, liaise with opposition team manager to decide which rink it will be played on.
6. At completion of your match fill in Match sheet and sign appropriately. When finished with match sheet please pass on to Home Club team manager.
7. Please ensure you team members abide by our Sponsors wishes that there be no clothing worn, apart from Club's Official uniform, which promotes or advertises rival clothing manufacturers of Taylor Bowls. Eg Henselite, Greenmasters and Drakes Pride. This also includes hats.