



# THINGS FOR MANAGERS TO DO FOR HOME GAMES

## BEFORE THE GAME

BE AT THE CLUB BY 12-30PM AT THE LATEST

COLLECT THE DAY'S SCORE CARDS FROM THE MANAGERS' TRAY

CHECK THE NAMES ON THE CARDS ARE THE SAME AS ON THE YELLOW FORM

THERE WILL BE **1 YELLOW** SHEET FOR EACH TEAM

FIND OUT WHETHER OUR COACH/SKIPS WANT TO TAKE THE MAT IF WE WIN THE TOSS—IT WILL APPLY TO ALL RINKS

FIND OUT WHETHER OUR COACH/TEAM SKIPS WANT TO TAKE A TEA BREAK. IF WE DO, THEN IT IS MANDATORY, REGARDLESS OF WHAT THE OPPONENT WANTS

WAIT AND GREET THE OPPOSITION MANAGER

SHUFFLE AND PLACE THE SCORE CARDS FACE DOWN ON THE TABLE

THE OPPOSITION MANAGER WILL PUT HIS CARDS ON TOP OF OURS, TAKE TWO SETS OF THE SHUFFLED CARDS, LEAVING THE OPPOSITION MANAGER WITH TWO SETS, WRITE THE RINK NUMBERS ON BOTH HIS AND OUR CARDS, WRITE THE OPPOSITION SIDE'S PLAYER'S NAMES ON OUR CARDS AND OUR PLAYER'S NAMES ON THEIRS

TOSS A COIN FOR THE MAT. AGREE THE ARRANGEMENTS IF ANY FOR A TEA BREAK. IT IS NOW YOUR RESPONSIBILITY TO ADVISE THE OPPOSITION MANAGER IF YOU HAVE A COACH (WHO MAY BE ASKED FOR ADVICE DURING THE GAME).

WHEN YOU HAVE A FREE MOMENT (THE SOONER THE BETTER) WRITE THE OPPOSITION PLAYER'S NAMES ON THE YELLOW FORM OPPOSITE THE TEAM THEY ARE PLAYING

## ON THE GREEN

GIVE OUR CARDS, VOTING FORMS AND ENVELOPES TO OUR SKIPS.

AS SOON AS POSSIBLE COLLECT THE PAYMENT ENVELOPES FROM OUR SKIPS, PUT THESE ENVELOPES IN THE MEN'S BOX UNDER THE CASHIER'S WINDOW IN THE GAMING ROOM.

IF THERE IS A SUDDEN WEATHER EVENT SUCH AS A HEAVY SHOWER: THIS IS NOT A STOPPAGE UNDER THE LAWS OF THE GAME UNLESS THE TWO MANAGERS AGREE THAT ALL THE PLAYERS SHOULD COME OFF AT ONCE AND RETIRE FOR A PERIOD E.G. MORE THAN 2 MINUTES, SO THE ENDS CAN BE CONTINUED. BUT IF YOU MUTUALLY AGREE

TO A STOPPAGE, THEN THOSE ENDS MUST BE REPLAYED THAT ARE NOT COMPLETE AND DECLARED.

IF THE WEATHER IS HOT YOU SHOULD NOW CALL **1196** AND LISTEN TO THE READING FOR MOORABBIN AT ANY TIME DURING THE DAY AND IF IT IS MORE THAN 36° PLAY SHOULD BE SUSPENDED AT THE COMPLETION OF THE ENDS BEING PLAYED. THEREAFTER MANAGERS CAN AGREE TO ABANDON THE FIXTURE IF THEY BOTH BELIEVE THAT TEMPERATURES WILL NOT REDUCE IN THE ALLOWED TIME FOR THE MATCH.

### **AFTER THE GAME**

WHEN THE GAME IS FINISHED FIND THE OPPOSITION MANAGER AND WRITE EACH RINKS SCORE AND POINTS ONTO OUR YELLOW FORM, CHECK ALL ADDITIONS AND SIGN THE YELLOW FORM

ALSO GET THE OPPOSITION'S MANAGER TO SIGN THE YELLOW FORM. IF YOU ARE THE MANAGER OF THE HIGHEST RANKED TEAM GET GREEN FORM SIGNED BY OPPOSITION MANAGER

WRITE DOWN THE SCORES AND POINTS ON THE WHITE SHEET ON THE BOARD ON THE VERANDA AND LEAVE THE YELLOW FORM THERE FOR THE MANAGER OF THE HIGHEST RANKED SIDE

**THE MANAGER OF THE HIGHEST HOME SIDE** WILL RING THROUGH THE RESULTS FOR ALL TEAMS TO BOWLS VICTORIA ON **9861 7100, OR** CAN ENTER THE RESULTS THROUGH TO BOWLS VICTORIA VIA THE COMPETITION PORTAL. ON THE COMPUTER IN THE OFFICE, OR FROM HOME, GO TO THE BOWLS VIC WEBSITE, SELECT COMPETITION PORTAL (MIDDLE OF THE PAGE), SELECT OUR CLUB FROM THE DROP-DOWN MENU, ENTER THE USER NAME AND PASSWORD (**hamptonBC** and **HMPTN236** (you must get the case correct) AND THEN ENTER THE RESULTS.

HE/SHE WILL MAKE A COPY OF ALL THE FORMS TO GIVE TO THE BAR STAFF AND THEN PUT ALL THE YELLOW FORMS IN THE PENNANT RESULTS ENVELOPE AND SEND IN THE POST (address below) MAKE SURE THERE IS A STAMP ATTACHED IF NOT SEE THE ADMINISTRATOR OF THE CLUB. YOU **DO NOT NEED TO** MAIL ANYTHING IF YOU HAVE ENTERED RESULTS ONLINE.

THEN PUT THE COMPLETED SCORE CARDS IN THE PENNANT BOX IN OR OUTSIDE THE MEN'S LOCKER ROOM AND WRITE THE SCORES ONTO THE MASTER TEAM SHEET BEHIND THE PENNANT BOX

**\*\*\*\*\* THANK YOU \*\*\*\*\***