

# TRANMERE SIDE MANAGER ROLE – 2020-21

## CHECK LIST



Have the MBA Conditions of Play with you at all times

### Before the match

- Collect rink cards, pennant match results sheet and skipper feedback forms from office.
- Be aware of team players AND any last-minute changes.
- Be at the match venue at least 15 minutes before the scheduled starting time for trial ends (cl:4.2.2).
- DRAW rink allocation **15 minutes** before trial ends are scheduled to start (cl:4.2.2).  
If the opposing side manager has not arrived, draw rink allocation on your own, **5 minutes** before trial ends are scheduled to start (cl: 4.2.3).

**Be aware that once rink allocation has been done, changes to player positions are not allowed except for physical disablement** (cl: 3.13). Please refer to section on Substitutes and Player Absence in the Tranmere Side Manager Role 2020-21 document.

- Make sure cards are properly filled out (cl: 4.2.4) and follow prescribed process for rink allocation (cl: 4.2.5 & 4.2.6).
- Once rink allocation has been completed, hand out rink cards to scorers and advise all players that practice is to cease (cl:3.11.4).

### After The Match

- Collect rink score cards from scorers and performance feedback sheets from skippers.
- Make sure your and opposing rink score cards agree, have time recorded and have been signed (cl 4.3.1).
- Make sure player changes during the game (non-arrival or substitute), if any, have been properly recorded
- Confirm and sign match result sheet and
  - if playing away, obtain copy and bring back to club
  - if home, provide copy to opposing side manager
- If playing away, opposing side manager is responsible for entering match results into the MBA On-Line Results Portal.
- If playing at home, the side manager for the highest division side playing at home is responsible for entering match results into the MBA On-Line Results Portal for **ALL** matches played at home. Place the completed score cards and match results sheets into the **completed score cards** box located on the front desk at the club.
- If playing away, return the rink score cards and match result sheets and place them into the **completed score cards** box located on the front desk at the club.
- Return the skipper feedback forms in a sealed envelope to the **feedback forms** box located on the front desk at the club.
- Bring any 8-shot ends or 50+ shots results to the attention of the Bowls Secretary to make a claim.
- Enter match results onto the club results board at Tranmere.