

# TRANMERE SIDE MANAGER ROLE – 2022-23

## CHECK LIST



Have the MBA Conditions of Play with you at all times

### Before the match

- Collect rink cards, pennant match results sheet and 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:6.2.1.1).
- DRAW rink allocation **15 minutes** before trial ends are scheduled to start (cl:6.2.1.2).  
If the opposing side manager has not arrived, draw rink allocation on your own, **5 minutes** before trial ends are scheduled to start (cl: 6.2.1.3).

**Once the draw for rinks cards has been made, changes to player positions can only be made in certain exceptional circumstances (cl 5.5, as further clarified by MBA memorandum dated 9 October 2022).** Please refer to section on Substitutes and Player Absence in the Tranmere Side Manager Role 2022-23 document.

- Make sure cards are properly filled out (cl: 6.2.1.4) and follow prescribed process for rink allocation (cl 6.2.2.1 & 6.2.2.2).
- Once rink allocation has been completed, hand out rink cards to scorers and advise all players that practice is to cease (cl:5.3.4).

### After The Match

- Collect rink score cards from scorers.
- Check with opposing Side Manager score cards agree, have time recorded and have been signed (cl 6.2.3).
- 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 required
- If playing away, opposing side manager is responsible for entering match results into the MBA On-Line Results Portal.
- If playing at home, a designated person will be 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 on the front desk at the club.
- If playing away, return the rink score cards and match result sheets and place them on the front desk at the club.
- Bring any 8-shot ends or 50+ results to the attention of the Bowls Secretary to make a claim.**
- Enter match results onto the club results board at Tranmere
- In the event of an Accident/Incident, complete an Accident/Incident Report Advice (located on Club's main whiteboard)