

# TRANMERE SIDE MANAGER ROLE – 2023-24

## CHECK LIST



Have the MBA Conditions of Play with you at all times

### Before the match

- Collect scorecards, pennant match results sheet from the office.
- Be aware of team players AND any last-minute changes.
- Be at the match venue at least **45** minutes before the scheduled starting time (cl:6.2.1.1).
- DRAW rink allocation **by 30 minutes** prior to the scheduled starting time (cl:6.2.1.1).  
If the opposing side manager has not arrived, draw rink allocation on your own, **30 minutes** before scheduled starting time and hold cards until side manager arrives (cl: 6.2.1.2).

**Once the draw for rinks cards has been completed, changes to player positions can only be made in certain exceptional circumstances (cl 5.5)**

- Make sure scorecards are properly filled out (cl: 6.2.1.3) and follow prescribed process for rink allocation (cl 6.2.1.4).
- Once rink allocation has been completed, hand out rink cards to skippers and advise all players **must** only practice of the rink they are drawn to play on (cl:5.3.4).

### After The Match

- Collect rink scorecards from scorers.
- Check with opposing side manager scorecards agree, have time recorded and have been signed (cl 6.2.2).
- Make sure player changes during the game (non-arrival or substitute), if any, have been properly recorded.
- Confirm the match result sheet and, if playing at home, offer a 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, 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 office desk.
- If playing away, return the rink score cards and match result sheets and place them in the box on the front desk at the club.
- Enter match results onto the Club's Results Board at Tranmere.
- Bring any 8-shot ends, 50+ results or player changes/substitutes to the attention of the Bowls Secretary to provide to MBA.**
- In the event of an Accident/Incident, complete appropriate Accident/Incident Report Advice Form (located on Club's main whiteboard)