



The St Kilda Bowling Club

Guidelines for Team Managers

Team Manager Role

Before the game.

At the St Kilda Bowling Club.

Obtain 4 score cards from the rack on the left of the Club office.

Obtain 4 buff '*green fees*' envelopes from the Club office.

Complete the front of the score card with the following details:

Division, Side, Round

St Kilda V Opposition club

Date

Where the match is being played

Name of Lead, Second, Third, Skip

Complete the back of the score card

St K on the left column, abbreviation for opposition club on right.

On each buff '*green fees*' envelope write the name of the second.

If you are playing at home.

Get the yellow team form from the Club office

Fill out the club and round details.

If you are the team manager of the senior home side.

Collect the raffle money and hand over the bar and sign off Match Day Reconciliation Form.

At the club where the game will be played

Arrive at the club by 12.15.

With the team manager of the opposing side.

Place the 4 score cards face down on the table.

Place one card on each of the other cards faced down to determine the competing teams.

Assign the rink number sequentially to each pair of cards.

On the card write the name of the opposition players:

Lead, Second, Third, Skip

Toss the coin with the team manager of the opposing side, winner decides who has the mat.

Hand out the score cards and buff envelopes to the Seconds, tell them which team has the mat.

If you are playing at home.

Fill out the team names of the opposition team on the yellow form.



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After the game.

Collect the buff '*green fees*' envelopes from the Seconds from each rink.

Count the money from each of the buff '*green fees*' envelopes and ensure amount is correct (\$4 from each player).

If the amount is correct, hand the money over the bar and fill out the Match Day Reconciliation Form behind the bar.

With the team manager of the opposing side

Ensure all of the cards are signed by both clubs for each rink.

Check that the totals for each rink match on both cards.

Complete the yellow form with the following

Score the number of shots scored in each rink

Points 2 points for the rink with the highest score

1 point for each rink if the score is equal

Total Add up the total number of points and score

Total points for win / shots 10 points for the side with the highest total score

5 points for each side if the score is equal

Total Add up the total number of points

Winner Name of the club

Side Number of the side (eg. 1st, 2nds, 3rds...)

Each side manager must sign the form.

If playing at home

The yellow form is lodged with the Team Manager of the top side playing at home.