

# DUTIES OF A TEAM MANAGER

## Before the Game

1. Arrive at the HV club **at least** 30 mins before game start time,
  - a. but if playing away:
    - i. Plan the latest departure time so as to arrive at the away club **at least** 30 mins before game start time.
2. Collect the team information from the office which is attached to a table stand identified by the team division name. Also clipped to this is:
  - a. A score card for each rink, with players' names etc. already entered by computer.
  - b. Sticky labels with the list of players for each rink, in playing order, for attaching to opposition's score cards (saves hand-writing names in real time).
  - c. A printed table of players, by rink and playing position.
3. If playing away, use this table to check off the names of the players going direct, according to the two lists ('Permanently Direct' and 'Temporary Direct') on the notice board.
4. Use this table to check off each player as they arrive.
5. If playing away, ensure that all the players not going direct have their own transport or a ride, and know where to go and how to get there. Also ensure that everyone leaves the club in time to arrive at the away club **at least** 30 mins before start time.
6. Call anyone who has not shown up by at least 30 mins before start time / departure time to confirm that they will be at the game by start time.
7. At least 20 mins before start time, identify and sit down with the opposition team manager.
8. At 15 mins (**and no earlier**) before start time, and with the Duty Umpire present, randomly match rinks with the opposition's rinks (e.g. by placing the score cards face down on a table, shuffling the order, and then pairing with the opposition's similarly shuffled cards).
9. Randomly, and with the cooperation of the opposition manager, assign a rink number to each pair of cards. Immediately label each pair of cards with their rink number.
10. Randomly (e.g. by coin toss) determine which side has the mat initially. Annotate each score card accordingly.
11. Apply the adhesive list of HV players names to the correct opposition score card.
12. If the opposition also have adhesive labels, apply opposition list of players to HV cards. If not, hand write the opposition players names onto HV cards.
13. Once all score cards are correctly filled in, collect up the score cards for your team.
14. Tell the players the rink number to which they are assigned. Note that this **MUST NOT** be done any earlier than 15 mins before start time.
15. Give the score cards to the Seconds (score-keepers) of each rink.
16. Note that if both team managers agree, and all players are present, the game can commence as soon as the cards have been handed out. No need to wait until the official start time.

### During the Game

1. Monitor the health and well-being of the team. Pay particular attention to sun protection, hydration and old / infirm players.
2. Assist in resolving any questions, issues or disputes, as appropriate. Note that disputed decisions are the responsibility of the Duty Umpire.
3. Record all the details of any incident that might warrant later follow-up.

### After the Game

1. Collect the score cards as soon as possible after each rink finishes (sometimes Seconds forget and walk away with them).
2. Check that each score card is correctly completed and signed by both Seconds. Also confirm that the score recorded inside the card is the same as the score written on the front of the card.
3. Meet with the opposition team manager and cross check all cards to determine which team has won, and that you agree the final score. Help the opposition manager complete their score sheet, if they have one.
4. At the HV clubhouse, enter the results of the game on the Results board. Enter the total shots for and against. Also enter the points scored. (2 points for each rink won, plus 8 points for an overall win on a 4-rink match or 6 points on a 3-rink match)
5. Congratulate the team if they won. Encourage them if they lost.