

DUTIES OF A TEAM MANAGER

Before the Game

1. On publication of the selection of teams, the Team Manager responsible for a team with Duty Rink duties is to advise the duty rink's skipper of their duties that pennant day.
2. 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 the table of players 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.