

# **Pennant Team Manager Pakenham Bowls Club**

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the members in their care.

## **Responsibilities.**

- Administration and management of the team.
- Welfare of all team members from the time of team departure until the return of the team or when playing locally from the official start time until the last game is played.
- Ensure team skips have organized travel.
- Mediating any problems that may arise amongst members, coaches, officials and supporters.
- Liaising with an appropriate person regarding any member's inappropriate behavior, misconduct, injuries or illness.
- Complete all club paperwork as required.

## **Operation.**

One day before match

- Contact team skips and request that they contact their team members. If the team is travelling, ask team skips organize travel.
- Request team skips to examine the medical needs of their players.

Match day.

- Check team managers folder is complete and hand out subs envelopes.
- Ensure all club subs are collected. And placed in collection box.
- With opposing Team Manager allocate rink positions and mat.

Senior Manager Home game

- Check that green and rink is prepared.
- Check toilets for supplies and cleanliness.
- Check key available for bar and qualified person available to run bar.
- Check kitchen. Cleanliness, cups, tea, coffee, milk and spoons.
- Check bins have been emptied.
- Check raffle machine is operational and raffle tickets available.
- At lunch check bar is open and raffle can be run.

End of match.

- Collect player votes envelopes.
- Consult with skips about their players performance and prepare report for selectors.
- Complete all paperwork and ensure BV is notified of result.
- Pass all paperwork to Pakenham BC archivist at the end match.

## Senior Manager Home game

- Check kitchen is being cleaned.
- Check raffle is reconciled.
- Check bar is being run.