



DUTY TEAM and TEAM MANAGER DUTIES

Duty Team

1. Flags are to be erected on the three flag poles closest to the Clubrooms with the order being Sorrento flag closest to the Club followed by the West Australian flag then the Australian flag.
2. Clean all score boards and return numbers to zero.
3. Put out mats, jacks and Umpire's equipment.
4. Make sure all playing rinks are allocated a table number.
5. After all games have been completed return all mats, jacks and Umpire's equipment to the appropriate areas.
6. Lower flags fold neatly and return to Match Office.
7. Ensure plates are washed and put away in the cupboard in front of the servery, return table numbers to the box and clean tables.

Team Manager

1. Ensure cards are completed for each rink with the names of the players.
2. Fill out record sheet for BowlsWA with player names.
3. Collect match fee from all players as they check in. Pay money over the bar with the record slip provided.
4. Meet with opposition Team Manager and complete cards with the names of the visiting team players.
5. Toss for the mat and mark the mat winner on the top of the score card, hand out score cards and magnetic signs to Sorrento team skippers and advise of results of toss (who has the mat).
6. At the end of the match complete the Bowls WA score sheet with the away Manager who retains the yellow copy. Display the results on the Pennant notice board then return sheet and cards to the Match Office.
7. Before leaving for an away fixture, ensure that all players are accounted for either going direct or leaving from the Club.