**ROLE & RESPONSIBILITIES**

Before the Game:

* If playing away be aware of how all members of the side are travelling to the game.
* Check that teams (opposition and home) are entered on BowlsLink.
* Meet with the opposing side manager to allocate the rinks and teams. The cards must be shuffled and exchanged with the cards of one side being placed name face down by one manager then the other manager will place a card face down on each card.
* Identify who is the Umpire of the day, the nominated Controlling Body Representative, and the Greens Director (or delegate). ***Note*** *the same person cannot be manager, and umpire on the green of play and/or nominated controlling body.*
* Decide on time and length of tea/lunch break with opposition.
* Complete cards and distribute them (with envelopes) to the seconds.
* Be aware of the rules relating to interruptions and stoppages, game abandonment and delaying play.
* Have a list of team members and their contact information (in the managers folder).
* For any issues with player availability (unwell, unable to get to venue etc. Call one of the selectors (current selector contact numbers in the managers folder).

During the Game:

* Ensure teams know the rules re leaving the green during rain!
* Agree with the opposition manager when an interruption or stoppage due to wet weather has started. Agree and record the start time of stoppages. Games are to be abandoned after 1 continuous hour of stoppage.
* During hot weather be the only team member to check the BOM app and inform the other side manager if it is over 360C.
* Must discuss and come to an agreement with opposition side manager to abandon the game based on Weather/Heat, player safety, and/or presence of lightening.
* If music is played, managers must agree that the content and level of volume is acceptable. If you can’t agree, call the umpire.
* Appeal to the umpire if you believe a player is deliberately delaying the delivery of their bowl, or a skip is acting or issuing instructions designed to delay play. A warning can be issued to the skip, and the side manager advised, by an umpire. Also applies to causing damage to the green during delivery of jack/bowl.
* Appeal to the umpire if you believe that a player, coach or official is non- compliant regarding the smoking, alcohol, communications devices or behaviour clauses. The umpire can make determinations such as declaring an end immediately completed and the opponent of the offender can be awarded as many shots as there are bowls in use by the opponents.
* If the managers cannot agree on any point, you must call the umpire for a decision.
* Encourage the team throughout the day.

After the Game:

* Check and agree scores for each card with the opposition manager.
* Agree the points to be allocated per clause 30 of the CoP.
* Collect all cards, votes, and money envelopes and place in the managers folder.
* Place money envelopes from the folder in the bar.
* Provide the manager folder with all cards and votes to a selector and/or club secretary for results to be entered/checked into Bowlslink.
* If playing away check the results on Bowls Link prior to 6pm.

**SIDE MANAGER**