

Duties of the Team Manager (For Information Purposes)

Pennant forms (as per the CVBD website) are used for recording of Pennant Game results.

The Home Team Manager, (with assistance of Away Team Manager) is responsible for the preparation and submission of the forms.

The green should be timed and must be recorded on the Pennant Form in the space provided

Pennant sheets must have **Given Name and Surname** of players recorded. If using a substitute player, place a symbol (S) against the name. If using a replacement player, place an (R) beside players' name. Advise the opposing Team Manager and the Umpire.

As computer does Card Draw automatically Both Managers check cards for correct names and change were applicable .

There is provision for the Coaches name on this form.

Team Managers to toss a coin to ascertain which side has the mat first. Relay this information to the person who is doing the welcome

At the completion of the game, the Home Team Manager writes in the scores and signs the sheet. The visiting manager then checks all the details and signs, if correct. The Home Team Manager is responsible for faxing or emailing the original sheet to the Pennant Recorder, in a manner and timeframe as advised to Clubs each year.

This year you are to Fax the results for Midweek Pennant to reach the Pennant Recorder by 5.00 pm (of day of play) and Weekend Pennant by 7.00 pm (of day of play). **Fax for Midweek Pennant: 5482 4262 and for Weekend Pennant: 0386921040 (please use all numbers.**

The team sheet must be sent to the Pennant Recorder even if games are a walkover, or abandoned once play has commenced, or you have a bye.

The Club should appoint an Umpire who must not be a Team Manager and who is equipped with a rule book.

In all finals games it is the responsibility of the winning side to send in the result sheet.

Smoking on the green is not permitted.

**Mobile Phones not permitted to be turned on near greens or surrounds.
(Emergency Circumstances exempted, however the Team Manager must notify Umpire of the Day and the opposing Manager).**

**Weekend Pennant Recorder: Vivienne Balfour: Fax 0386921040 (use all numbers)
Midweek Pennant Recorder: Dawn Armstrong: Ph/Fax 5482 4262**