**INTERIM PROCEDURES – SIDES/RESULTS REPORTING**

**SEASON 2019/2020**

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Clubs are to use the Pennant Check Form (Yellow/Blue forms) for recording sides and results until advised otherwise.

Interim Procedures are as follows:

* **Home side**
  + Prepare Pennant Check Form by entering both home and away sides – ensure that all player names are legible on the form and where same surname and initial write Christian Name in full (Jan and John Fisher)
  + On completion of the game enter results on the pre prepared Pennant Check Form
  + Confirm results and sides are correct through both Side Captains signing and dating the form
  + Phone the results through to the Regions Pennant Coordinator
    - **Mob: 0490 007 125**  - ***if call goes through to message bank leave the results detailing Division/Section (eg. A1) and side name and call back contact name/number***.
  + Email a copy of the **signed** Pennant Check Form to [pennantoandmbowls@gmail.com](mailto:pennantoandmbowls@gmail.com) by no later than the day after play. The copy of the Pennant Check Form can be either a photograph or scanned copy of the original - preferable that the form be scanned. There are a number of free scanning apps available to scan documents on a smart phone – I use **CamScanner** (simple to use and provides a clear .pdf document that can be sent by phone)
  + Ensure the signed copy of the Pennant Check Form is held for future reference.