

ALBERT PARK BOWLS CLUB PENNANT DAY ROLES

The host club is to appoint three individuals for each hosted match (regular sectional home play and/or hosted finals):

1. Controlling Body Representative
2. Side Manager(s) – 1 per Side
3. Umpire of the Day

Each of these roles has different responsibilities, as defined in the relevant Conditions of Play and/or club procedures, as detailed below. Different individuals are to be appointed to each role.

1. Controlling Body Representative

In general, the Controlling Body for a match is the host club. There are a range of decisions/actions which may need to be taken by the person nominated to represent the Controlling Body. These include:

- In consultation with the Green Director, define rink set-up arrangements (e.g. playing on white or yellow centre lines and where rink layout begins relative to a side ditch).
- In consultation with the Match Committee, define rink allocation arrangements (i.e. which Side plays at which end of the green, e.g. Side 2 on rinks 1-4, Side 3 on rinks 5-8).
- Suspend play if necessary due to weather or other conditions (note that after commencement of play, the Green Director has the authority to close the green due to safety of players and/or damage to the green);
- Approve the introduction and eligibility of a substitute;
- Collect the bowls and financial deposit in the event of a challenge to bowls;
- Receive and pass on complaints against an umpire's decision;
- Appoint an Umpire for the day;
- Approve the carrying of a personal electronic device under limited conditions (e.g. personal emergency, medical condition, emergency services worker). Note that where such permission is granted, the device must be set to silent and answered only on the bank and away from play;
- Take action against spectators in breach of the Laws;
- Appeal to the umpire to apply an instantaneous penalty for noncompliance with provisions relating to conduct & behaviour, smoking, personal electronic devices, consumption of alcohol, etc.
- Manage any issues that arise during the pre-match practice period. Note that the new CoP provides that, if the visiting side wishes, they must be allowed to practice for one hour on the match rinks and must be given half of the available rinks to do so. This period begins 90 mins prior to the commencement of play and finishes 30 minutes prior to the commencement of play.

The appointed individual should be familiar with the Conditions of Play and the Laws relating to the above responsibilities.

2. Side Manager(s)

The Side Manager represents the Side in discussions and interactions with the opposition Side, in both home and away contexts. A number of tasks are required in order to set up the match for play and then to deal with any issues that may arise during the match. These include:

Preparing for the match

- Ensure that full teams have been entered on Bowlslink prior to the commencement of the match and make any last minute changes required. In the case of a bye or where the club receives a walkover/forfeit, names of selected players must still be entered in the same manner (this is for finals eligibility purposes).
- Fill out one set of (usually) four APBC scorecards (one for each rink) with
 - FRONT: date, round, division, section, APBC v opposing team name, match venue and APBC players names on the left.
 - BACK: AP v opposing team at the top. Note: APBC team should always be in the left-hand column.
- Ensure the Side Manager's box is complete with the set of pre-filled scorecards, 4 green fee envelopes, a copy of the latest Conditions of Play and an APBC Fixture booklet. Don't forget to take the Side Manager's box to away venues.
- Conduct the rink draw prior to commencement of play. This is to be done randomly as follows: before entering the skips' names on the back of each scorecard, the Side Managers shuffle their scorecards, one set is placed face down on the table and the other Side Manager places one of their scorecards on top of each scorecard on the table, thereby establishing the competing match ups for the day. No intentional match ups are to be arranged or allowed. Once the match ups are complete, write the skip's name on the back of each scorecard.
- Ensure the opposing team player names are copied onto the APBC set of scorecards (and vice versa). Some team managers prepare pre-filled stickers for this ahead of time.
- Note that BV may conduct a blind draw for a match from time to time and this will be communicated to the clubs involved by BV in the days prior to the match being played.
- Conduct the coin toss for the mat, with the winner either keeping the mat or giving it away. This decision will apply for all teams in the match. Mark which team has the mat on the top of each scorecard.
- Where the CoP allows, decide if there is to be break during the match and/or agree to vary the timing of the break if there has been a variation in the start time of the match. Note that if both Side Managers do not agree on having the regulation break, then the break shall be taken.
- Decide if the level of music being played is acceptable and approach the home Side Manager if changes are to be requested.
- Deliver the scorecards and green fee envelopes to your teams' 2nds and advise them whether there will be a break or not.

During the match and in general

- Act on behalf of the Side when the Side has a right of decision or choice;
- Agree with the opposition Side Manager to suspend play for a short period due to adverse weather conditions. If the interruption is of less than 10 minutes, play can resume and any uncompleted ends can be completed. If longer than 10 minutes, incomplete ends become dead and need to be replayed.

- Agree with the opposition Side Manager to abandon play (allowed conditions: weather/heat, safety, death of a player). If the match is agreed to be abandoned, record the time that play is suspended and the relevant circumstances.
- Appeal to the umpire to apply an instantaneous penalty for noncompliance with provisions relating to conduct & behaviour, smoking, personal electronic devices, consumption of alcohol, etc.
- Appeal to the umpire if an opposition player is (a) deliberately delaying play, (b) causing damage to the green, or (c) using a bowling arm in a non-compliant manner.
- Receive notification from the umpire if any of the above complaints are lodged against your Side and consult with the relevant skip(s) to redress the situation appropriately.

After the match

- Collect all the green fees (in their envelopes) and score cards from all the APBC rink 2nds, ensuring they are correctly signed with winner, finish time, and final score transferred to the front from the back.
- Meet with the opposition Side Manager and agree on the scores achieved for each team by comparing the completed scorecards.
- Return the side manager's box to the club and ensure the score cards are delivered to the selectors and the green fee envelopes to the office (green box inside the door). It is generally good practice to keep a copy (photo) of the scorecards (both sides) in case they go astray, as the scorecards are the final proof if there is any disagreement about the results entered in Bowlslink.
- Note that the home Side Manager is responsible for entering these results in Bowlslink and the away Side Manager is responsible for then confirming the results entered. Each of these steps has a final entry deadline that must be adhered to firmly.

3. Umpire of the Day

The home club must appoint an accredited umpire to officiate. If a home club does not have an accredited umpire present for the match, then a visiting accredited umpire may be appointed instead, or if no such visiting official is available the home club must appoint a competent player to act as umpire for the day.

Key roles of the Umpire include:

- Measure any disputed shots that cannot be agreed by the competing thirds;
- Decide on any issues covered by the Laws, Domestic Regulations or Conditions of Play;
- Note that the Umpire's decision is final and cannot be contested, disregarded, or appealed except for matters relating to the meaning or interpretation of a Law.
- Resolve any matter where the Side Managers cannot agree.