

TRANMERE SELECTORS MANUAL 2021-22



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PREAMBLE

The selection process for pennant competition is fundamentally important to the bowling section of the Tranmere Bowling and Tennis Club. Accordingly, the Bowls section committee has developed this selectors manual to provide the principles and requirements to be followed by the selectors it appoints to undertake that task. It also sets out the responsibilities of members and their rights to respectfully discuss genuine grievances arising out of the selection process.

It is the responsibility of all selectors to familiarise themselves with the requirements set out in this manual and to apply them to the best of their ability.

It is the responsibility of the CPSs and selectors to ensure that the best possible teams, regardless of gender, are selected fairly to represent the Club in the pennant competition and to give the Club the best opportunity to win a pennant in all divisions in which we compete.

GOVERNANCE

The Bowls committee will monitor the implementation of the selection process. In conjunction with feedback from the chairpersons of selectors and, if seen to be necessary to improve the attainment of the club's objectives, the bowls committee may revise any of the protocols and procedures set out herein, and of the membership of the selection panels.

Selection Panels

Selection panels will be appointed as follows:

1. a women's selection panel, comprising three selectors under the stewardship of a chairperson of selectors, to select players for all sides competing in the Thursday women's pennant competition.
2. two men's selection panels, under the stewardship of a chairperson of selectors, to select players for sides competing in the Wednesday men's pennant competition, with Panel A comprising three selectors, selecting the two highest-ranked sides and Panel B, comprising three selectors, selecting all remaining sides.
3. two open-gender selection panels, under the stewardship of a chairperson of selectors to select players for sides competing in the Saturday open-gender pennant competition, with Panel A, comprising three selectors and with

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participative input from the chairperson of selectors for the Thursday women's competition, selecting the three highest-ranked sides and Panel B, comprising three selectors, selecting all remaining sides.

Selection Panels are to keep in mind that the three pennant competitions (ie Wednesdays, Thursdays and Saturdays) are to be viewed as individual competition and selection for each be based on merit.

Chairperson of Selectors

There will be a chairperson of selectors (CPS) appointed for each of the three playing days

- CPS for Thursday women's competition
- CPS for Wednesday men's competition
- CPS for Saturday open-gender competition

Appointment of Selectors

The Bowls Committee will:

- advertise for members to apply for the roles of chairpersons of selectors and for members to serve as selectors on the panels.
- appoint the chairpersons of selectors who will then be invited to participate in the selection of members to be appointed to serve on the selection panels.

The Bowls committee may appoint:

- the same person to be chairperson of selectors for both Thursday women's and Saturday open-gender competition or for both Wednesday men's and Saturday open-gender competition.
- the same person to serve as a selector on more than one of the panels.
- non-playing selectors if the circumstances so require.

Role of the Chairperson of Selectors

The CPS should be aware of and understand the objectives set by the Bowls Committee for the Club to try and achieve for the pennant season.

The CPS has no deliberative role in selection decisions. The CPS does however have a duty to our members to point out issues that selectors may not have considered or overlooked in their deliberations to ensure that the final selection decisions are well considered and fair.

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The CPS shall:

- arrange selection meetings, both routine and extraordinary as the circumstances require, and preside over their appointed selection panels.
- have a casting vote when selectors are unable to reach a decision on their own accord.
- ensure that where players are required to be rostered off, the process undertaken is in accordance with the rostering off policy as set out in **Appendix 1**.
- appoint covid marshals, match umpires and measurers for each home pennant day.
- keep an allocation record of match officials (umpires, measurers and covid Marshals) to ensure a fair rotation of duties throughout the pennant season.
- Where possible, skippers should not be used for measuring duties.
- allocate the match-day duty-rinks (one outside and one inside), for each home pennant match.
- keep a record of duty rinks allocated to ensure a fair rotation of duties throughout the pennant season.
- ensure that side selections are advised as soon as practicable to the assigned website administrator/bowlslink administrator to enable the selections and match officials are posted accordingly. Refer Appendix 2.
- report to the greens manager any requests made by the selectors.
- ensure that selection panels keep pennant match records for each of the sides for which they are responsible.
- provide a report to the Bowls section AGM.

The CPSs may be invited to attend the Bowls Committee meetings when required.

The CPS is responsible for:

- ensuring compliance with the requirements for selection set out in this manual.
- ensuring that all selectors are afforded a fair and equal opportunity to contribute to the selection of all sides under their control, this being the essence of the panel system for selection. If this cannot be achieved, the CPS concerned shall report that situation to the Bowls President for further action by the Bowls committee.
- ensuring that effective communication and liaison occurs between Panels A and B for the management of players being either promoted or demoted between the sides under the control of the respective panels.
- for preparing the noticeboards for selection panel discussions to ensure that all information is accurately presented, which includes:
 - information regarding player availability
 - rostering off requirements
 - post selection.

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- completing the selection whiteboard and placing it in our outside cabinet for club members information.
- reporting, to the Bowls President, any selection decisions taken by selectors to discipline players whose conduct breaches the expectations of acceptable behaviour and impacts negatively on team or side performance.
- for moderating the resolution of any selection grievances in accordance with the selection grievance procedures set out in this manual.

In addition to the above, the CPS for the Thursday women's competition shall be present, in an advisory capacity, to assist the two open-gender selection panels on the current performance and placement levels for our women bowlers.

Role of Selectors

The selectors should be aware of and understand the objectives set by the Bowls Committee for the Club to try and achieve for the pennant season.

Selectors are required to apply the criteria and meet the requirements set out in this manual in undertaking their task of selecting sides to represent the Tranmere Bowling Club.

Selection panel members should have regard to their own selection within teams and sides, to ensure that they are not selected to play in a position within a team where this could lead to major discontentment within the overall side selection.

Selectors should also be mindful of their own playing performance and, if they are not playing to the performance levels expected of them within the side for which they have been selected, they should play at a lower level and promote players that are performing well from the next side below them.

Selection panels shall keep pennant match/player records for each of the sides for which they are responsible. These records shall include the names of all players who played within each team and the team and side results. These records will be used to clarify match anomalies with Bowls SA/MBA and to notify our Bowls secretary of those players who have bowled a minimum of seven games in a pennant winning side, and therefore be eligible to receive a pennant badge.

Player Responsibility

It is every pennant player's responsibility to:

- register their non-availability in any given week on the designated "Non availability" sheet listed on noticeboard in the clubrooms.

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- **read the selection board each week and note where they have been selected to play.**
- advise the respective chairperson of selectors and/or panel selector for the side in which they have been selected of their withdrawal as soon as is practicably possible.

SELECTION PROTOCOLS

Selection Panel Process

Selection panels shall meet to conduct the selection process.

Selectors present at each meeting shall have full authority to make selection decisions, even in the absence of other panel selectors.

Having regard to the selection criteria set out below, each selection panel shall initially select their highest-ranked side, followed by the next ranked side from the players remaining and so on until all the sides under that panel's responsibility have been selected.

For the Thursday women's pennant competition, the women's selection panel shall select all sides.

For the Wednesday men's pennant competition, the men's selection panel A shall select the two highest-ranked sides, after which the men's selection panel B shall select the remaining sides.

For the Saturday open-gender pennant competition, the open-gender selection panel A shall select the three highest-ranked sides, after which the open-gender selection panel B shall select the remaining sides.

For both Wednesday men's and Saturday open-gender selection, Panel A shall liaise with Panel B regarding the promotion of players in sides under the control of Panel B to sides under the control of Panel A.

Selection decisions are at the sole discretion of the selectors. The CPS ensures that the decisions being made by the selectors are in accordance with the requirements set out herein and that they are fair and equitable to all concerned. The CPS has no deliberative role in selection decisions but, has a casting vote when selectors are unable to reach a decision on their own accord.

It is essential that all discussions at selection panel meetings be kept in the strictest confidence. Selectors must not discuss possible side changes with all and sundry around the club nor become engaged in discussions with players to justify their

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decisions other than through the formal selection grievance process as set out in this manual.

Selection Criteria

Selection panels shall select sides that, in their considered view, have the best chances of winning each match and ultimately a pennant for Tranmere and, in doing so, have regard for the following selection criteria:

- Current bowling competence
- Suitability for a position
- Team stability
- Compatibility within teams
- Development of players
- Encouragement of all players.
- Enjoyment of playing bowls at Tranmere

While selectors need to be well informed of the current bowling competence of all players under consideration, it is particularly important that selectors recognise the current bowling competence and progress of new players to the club to ensure that those players are afforded proper, merit-based consideration.

In considering the current selection criteria, selectors are to be particularly mindful of players who are returning from sickness, injury, personal commitments or holiday breaks.

Each panel of selectors must determine the best choice of player to be promoted to a higher side based on the above criteria, noting that a player can, other than in exceptional circumstances, only be promoted or demoted one side at a time within each pennant competition.

Where there are more players available for selection than are required to fill all pennant sides for that day, preference is to be given to fully financial members over those who have yet to fully pay their subscriptions and the rostering off procedures, as set out in appendix 1, shall be applied.

Care must be taken with the placement of standby players when there are not enough players to fill all sides. Consideration, in accordance with the above criteria, is to be given to promoting players that are regularly available for selection.

New members, with a verifiable record, are to be selected as per current members.

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Selectors must have regard to the duty of care to all players (as recommended by Bowls SA) and consider the health factor of players if selected to play on very hot weather days or in a position where they may not be able to sit down and rest.

Each panel of selectors must also take into consideration the placement of a player that has been demoted from a higher-ranked side to a lower-ranked side. The demoted players should be placed into a team position that encourages those bowlers to try and earn a position back into the higher-ranked side.

It is preferable that selectors do not become side managers. Concentrate on the selector's role and commence evaluating match results straight after a pennant match in preparation for the next selection meeting.

Communication

It is **mandatory** that:

- side selection panels shall inform those players promoted to a higher side whether this is a temporary promotion due to the unavailability of other players, or a promotion on merit. Promotions on merit shall be for a minimum of two matches per side in the respective competition, ie a Wednesday, Thursday, or Saturday side.
- side selection panels inform (or at least earnestly attempt to inform) demoted players of their demotion and the reasons for that before the selection board is placed on the outside wall.

Once sides have been selected and posted on the selection board for viewing by members, the selected sides will not be altered unless a selected player or players become unavailable to play. No player is to be demoted after sides have been selected and posted. Selectors will contact players affected by any movements between sides to replace players who have become unavailable post selection.

If a selector becomes aware of a weakness in a player's performance that could hinder their possible advancement or result in potential demotion to a lower side, they should encourage that player to seek assistance from the club's coaching panel.

Player Performance Feedback Process

To assist the selection process and improve side performances, members of the side selection panels **must** obtain feedback on the performance of players and teams after each pennant match and share that with other members of the selection panels.

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Unacceptable Conduct

The Club has adopted a Code of Conduct that all members have agreed to abide by.

Where in the opinion of the selectors a player's conduct has a detrimental impact on team and side performance, the selectors are empowered to make disciplinary selection decisions concerning the player in question, notwithstanding any disciplinary action (or not) that may arise under the club's Code of Conduct provisions.

Temporary Players

If we are short of players to fill our lowest side, we can ask our social night owl bowlers to have a go at playing pennants. Each player is eligible to play for as many matches as required. The temporary player can play in whites; they do not need a uniform.

Each CPS will need to liaise with our night-owl organisers to arrange for interested bowlers of either gender to be placed into one of our pennant sides. Tranmere encourages and hopes that night-owl bowlers will join as future members.

SELECTION GRIEVANCE PROCEDURES

Members who have any genuine grievances about selection decisions have a right to respectfully raise their concerns with the CPS and selectors responsible for that selection decision and have the right to expect a fair hearing.

Members **should not** approach a CPS or selectors with a grievance prior to the commencement of a pennant match. It is in the club's interest that all selected bowlers focus on preparing for their forthcoming match.

The panels of selectors shall be available for discussion with members of those sides, under their control, to respond to any grievance complaints. It is a requirement that the CPS be present on these occasions to moderate the discussion to ensure a fair hearing and to fairly resolve the issue.

If the CPS cannot resolve the member's selection concerns, whether personally or by the selection panels, then the member has the right to take the concerns to the Bowls committee for arbitration. The CPS shall provide a written summary, regarding the member's issues and the steps taken to resolve the concerns, to the Bowls President to provide the basis upon which the committee can consider the matter.

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Any player who removes their name from the selected players' list because of a selection decision and subsequently makes themselves available again, will be placed at the selection panel's discretion.

In airing grievances, members are expected to act respectfully and to observe the grievance protocols set out above. Any member who vilifies selectors, verbally or otherwise, may be asked, by the relevant CPS, to appear before the panel to explain their grievance and justification for acting in the manner they have. Where, in the opinion of the selectors, the actions taken by the member are unacceptable and the member remains unapologetic, the member may be referred to the bowls committee for acting contrary to the Code of Conduct and in the best interests of the club.

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APPENDIX 1: Rostering Off Procedures

ROSTERING OFF PROCEDURES

Principle

The Tranmere Bowling Committee has determined that all players, other than those playing in the top side, shall be considered for rostering off if more than the required number of members are available for selection on any given day. The underlying principle of this policy is that all members are equal, recognising the aspiration for our top sides to compete at the highest possible level.

However, it is also recognised that the selectors have been charged with the task of selecting sides **that, in their considered view, have the best chances of winning each match and ultimately a pennant for Tranmere** (refer Selection Criteria page 7 of 16).

Accordingly, while all players, irrespective of gender, status, or level at which they play, including selectors and skippers, are in the mix, the following practical approach is to be adopted to minimise compromising the competitiveness of any side while meeting the equity principle.

The Basic Approach

Rather than making week to week decisions about who should or should not be rostered off (which might be perceived to have bias in it, even where none is intended), a systematic procedure is applied.

At the beginning of the season, the selectors randomly determine a letter of the alphabet, which heralds the first person to be rostered off by surname. If more than one person is required to be rostered off, the next person in alphabetical order follows, and so on, until the quota for that week is filled.

For the 2021-22 season the process continues from where it finished the last time someone was required to be rostered off but, if that information is no longer available, it will recommence with the random determination of the letter of the alphabet for the first person.

Exemptions

Any person playing in one of our top sides on each pennant day is exempt from being rostered off.

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APPENDIX 1: Rostering Off Procedures

Any person who is a one-day only player on Wednesday or on Saturday is exempt from being rostered off.

Where a person plays on two days (that is Saturday and Wednesday, or Saturday and Thursday) they cannot be rostered off on both days in the same week.

Exceptions

There are two potential exceptions to the strict application of the alphabetic rostering off approach.

The first is to allow a player who would otherwise be rostered off, to have that deferred, if rostering that player off would compromise the competitive nature of the side to an unacceptable level.

The second is that no side shall be required to have a second rostered off player until all sides have had one player rostered off. Where more than one player is in line to be rostered off in any side, the selectors may nevertheless be agreeable to having more than one rostered off player, to maintain as much integrity as possible with the alphabetic order in that week.

Deferral on the first basis takes precedence over a requirement to have at least one player per side rostered off.

Continuation To Following Weeks

For the following week, and for every week thereafter, the process is continued from where it ended up the week before, except for any player(s) that would have been previously rostered off but was nevertheless selected to avoid the consequence of undermining the strength of a side or because of the limitation of only rostering off one player per side. That is, having not been rostered off on an exception basis, that player(s) will be first call for rostering off the next time a requirement to roster off arises.

Note that these players may be selected again on the exception basis, however, selectors should seek to only defer rostering off for a second or subsequent weeks in extreme circumstances. They should be seeking to achieve the integrity of the alphabetic order as much as possible rather than to subvert it.

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APPENDIX 1: Rostering Off Procedures

Full Rotation Before Second Rostering Off

No player will be rostered off twice during the season until all players have been rostered off at least once. This means, that, should the process get back to the beginning of the list towards the end of the season, a search is done to find anyone who has not yet been rostered off, before rostering a person off for the second time.

The reason that gaps may occur in following the alphabetic order, is when players that would otherwise be rostered off, are not available in that week for other reasons, or players that would otherwise be rostered off, are not because to do so in that week would mean they would be rostered off on both playing days.

Vacancy Post Side Selection

Any player who has been rostered off, may find themselves getting a game that week anyway, because selected players may become unavailable to play for one reason or another after the selections have been made. In that case, the person who was rostered off is still considered to have been rostered off for the purposes of applying the policy, even though they ended up playing.

If there is more than one player rostered off and a later vacancy occurs for one of those players to fill, there is no hard and fast rule applied to determine which of the players that is. The general principle is to select a player from amongst the rostered off contingent who most appropriately fulfils the role of the vacancy without causing any consequential shuffle up of players, particularly between sides. For example, if a Division 2 and a Division 5 player are rostered off and a vacancy arises in Division 5, the Division 5 player would fill the vacancy even though the Division 2 player would be the stronger choice in that circumstance. In other words, place the player at the level at which they would normally play.

Where there is an equal choice between two rostered-off players to fill a vacancy, the principle of last out, first in is applied. The basis of this is that the last person to have been rostered off would not have been rostered off had the vacancy existed at selection time.

Moreover, no player is demoted post selection, even to accommodate the re-inclusion of a rostered off player into their usual side. For example, if a Division 2 player is rostered off and a vacancy arises in Division 5, the Division 2 player will play in Division 5 for that week – except after round 15, where the MBA conditions of play rules would prevent this from happening.

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APPENDIX 1: Rostering Off Procedures

Maintaining Records

The chairperson of selectors, and one other selector, keeps a record of the weekly rostering off, to ensure the integrity of the system is maintained.

At a practical level, the chairperson of selectors, will, each week, prepare a schedule for the selectors of who is not available to play in that week (based on the information that the players themselves have provided). If more players than are required to fill our sides for that week are then available, those who are in line to be rostered off (in accordance with the procedure) are highlighted on a separate list to make it very clear.

Noticeboard Postings

Information posted on the noticeboard shows those players who have been selected for the various sides, those who are not available for that week, and those who have been rostered off. This achieves complete transparency for all members.

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APPENDIX 2: CPS Pennant Sides Selection

CHECKLIST: CPS – PENNANT SIDES SELECTION

No.	TASK
1.	Headings: a. Round number b. Day, date and time c. Opposition team d. Playing HOME or AWAY
2.	Umpire
3.	Measurers
4.	Side Managers
5.	COVID Marshall
6.	Inside Duty Rink
7.	Outside Duty Rink
8.	Player Availability (each week at the beginning of selections) a. Unavailable – only include names listed on Noticeboard unavailable listing and names forwarded to the respective CPS and selection panel as being unavailable. b. Standby – all standby players who may have played in the previous pennant round returned to this listing. c. Available – player names which were listed unavailable the previous week and have not listed themselves as unavailable are placed under this listing (ie assume that they are available for selection). d. Any 'fill in' player used for the first time – CPS to notify Julie to enable her to register the player concerned in bowlink. (Player details required are full name, address, contact number and DOB.)
9.	Rostered off players.
10.	Report any '8' Badge and 50+ scores to the Secretary so badges are advised to the MBA asap.
11.	Selector's name next to team assigned for performance feedback report.

For selection privacy the only persons in the selection room before team selection is completed is the CPS and the selectors – no other third party.

Also, important that Panel B is not pressured when they are selecting their teams.

Please note:

- The respective CPS (or a Delegated Selector) is responsible for completing the above checkpoints and signing off on team selections.
- Once the CPS has checked the Selection Board as being finalised, he must then pass it onto the **website administrator(s)** to prepare the team listing for the website.

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APPENDIX 2: CPS Pennant Sides Selection

- The CPS checks and confirms with the **website administrator(s)** that the team listing is accurate as per the Club Selection board prior to them uploading to the website.
- Any changes post selection is to be notified to the **website administrator(s)** asap so they can update the team changes and listing with Bowlslink.
- It is important to note that if the **website administrator(s)** are not notified it can result in Bowlslink listed players being incorrect.
- **NB:** If new bowlers are offered a game, the **Secretary** must be advised asap so that their details can be input into the bowlslink database. **Website Administrators** will not be able to enter the new bowler into a team (bowlslink) without the Secretary's action completed.