



2023-23 SELECTION MANUAL

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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 developed this selection manual to provide the principles and requirements to be followed by the selectors it appoints. The manual 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:

1. all selectors to familiarise themselves with the requirements set out in this manual and to apply them to the best of their ability.
2. the Chairperson of Selectors (CPS) and selectors to ensure 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 CPSs 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 CPS to select players for all sides competing in the Thursday women's pennant competition.
2. a men's selection panel, comprising of three selectors under the stewardship of a CPS, to select players for all sides competing in the Wednesday men's pennant competition.
3. two open-gender selection panels, under the stewardship of a CPS to select players for sides competing in the Saturday open-gender pennant competition, with Panel A, comprising three selectors selecting the three highest-ranked sides and Panel B, comprising three selectors, selecting all remaining sides. The CPS for Thursday women's competition shall act in an advisory capacity to assist the two Saturday open-gender selection panels on the current performance and placement levels for our women bowlers.

Selection panels are to keep in mind that the three pennant competitions (ie Wednesday, Thursday and Saturday) are to be viewed as individual competitions and selection for each be based on merit.

Chairperson of Selectors

There will be a CPS appointed for each of the three playing days:

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

Appointment of Selectors

The Bowls Committee will:

1. advertise for members to apply for the roles of CPS and selectors for the selection panels.
2. appoint the CPS who will then be invited to participate in the selection of members to serve on the selection panels.

The Bowls Committee may appoint:

1. the same person to be CPS for both Thursday women's and Saturday open-gender competition or for both Wednesday men's and Saturday open-gender competition.
2. the same person to serve as a selector on more than one of the panels.
3. 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 to 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 final selection decisions are well considered and fair.

The CPS shall:

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

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

The CPS is responsible for:

1. ensuring compliance with the requirements for selection set out in this manual.
2. ensuring 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 the situation to the Bowls President for further action by the Bowls committee.
3. ensuring effective communication and liaison occurs between Panels A and B for the management of player movement between the sides under the control of the respective panels.
4. preparing the selection whiteboard for the selection panel discussions to ensure that all information is accurately presented, which includes:
 - information regarding player availability
 - rostering off requirements
 - post selection.
5. completing the selection whiteboard and placing it in our outside cabinet for club members information.
6. 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.
7. for moderating the resolution of any selection grievances in accordance with the selection grievance procedures set out in this manual.

Role of Selectors

The selectors should be aware of and understand the objectives set by the Bowls Committee for the Club to try to 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/medal.

Player Responsibility

It is every pennant player's responsibility to:

1. display a spirit of competitive sportsmanship, courtesy and friendliness to both team members and the opposition.
2. register unavailability for any given week on the "Unavailable" sheet on the club's noticeboard before selection.
3. check weekly selection to note where playing and if rostered for outside or inside rink duties.
4. advise the respective CPS of unavailability after selection as soon as possible.
5. understand and adhere to the Club Tranmere's Code of Conduct.

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 shall select all 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 Saturday open-gender selection, Panel A shall liaise with Panel B regarding player movement 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 the decisions being made by the selectors are in accordance with the requirements set out herein and 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.

It is essential all discussions at selection panel meetings are 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 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

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

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 selection panel must determine the best choice of player to be moved to a higher side based on the above criteria, noting that a player can, other than in exceptional circumstances, only be moved 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 full financial members 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.

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 selection panel must also take into consideration the placement of a player that has been moved from a higher-ranked side to a lower-ranked side. The player should be placed into a team position that encourages them 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:

1. side selection panels shall inform players moved to a higher side whether this is a **temporary move** due to the unavailability of other players, or player improvement or development. Player improvement or development shall be for a minimum of two matches in the respective side.
2. side selection panels inform (or at least earnestly attempt to inform) affected players of their movement and the reason before the selection board is placed on the outside wall, website or uploading to bowlslink.

Once sides have been selected for viewing by members by:

1. posting on the selection board for viewing by members
2. uploaded to the website
3. input into bowlslink

there is to be no player movements unless a selected player or players becomes unavailable to play. Selectors will contact players affected by any movements to replace unavailable players.

If a selector becomes aware of a weakness in a player's performance that could hinder their possible advancement or result in potential movement 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.

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. The temporary player can play in whites; they do not need a uniform.

The CPS needs to be:

1. mindful the number of games a temporary bowler plays
2. confer with the secretary to ensure the temporary player detail is correctly registered in bowlslink

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. (refer flowchart, Appendix 3)

Members **must 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.

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.

The bowls committee should ensure that the grievance/code of conduct is dealt with prior to the next pennant match and that any determination is undertaken within seven days.

APPENDIX 1: Rostering Off Procedures

Principle

The Tranmere Bowling Club members have determined that all players, other than those playing in the top sides, shall be considered for rostering off if more than the required number of members are available for selection on any given day. This recognises the aspirations for our top sides to compete at the highest possible level to raise the profile of Club Tranmere.

The following practical approach is to be adopted to minimise compromising the competitiveness of any side while meeting the equity principle.

The Basic Approach

Each season the rostering off alphabetical list continues from where it finished the previous year. However, if the information is no longer available, it will recommence with a random determination of the letter of the alphabet.

If more than one person is required to be rostered off, the next person in alphabetical order follows until the number for the week is filled.

Exemptions

Any person playing:

1. in the top side on each pennant day is exempt from being rostered off.
2. one day each week on Wednesday, Thursday or Saturday is exempt from being rostered off.
3. two days each week (ie Saturday and Wednesday, or Saturday and Thursday) cannot be rostered off on both days in the same week.

Exceptions

If rostering off would compromise the competitive nature of the side to an unacceptable level, a player who would otherwise be rostered off, may have that deferred one week.

Where practical, no side shall be required to have a second rostered off player until all sides have had one player rostered off. If more than one player is in line to be rostered off on any side, the selectors may decide to roster off more than one player, to maintain integrity 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.

APPENDIX 1: Rostering Off Procedures

Continuation To Following Weeks

For every week thereafter, the process is continued from where it ended the week before. Any player(s) having not been rostered off on an exception basis will be the first call for rostering off the next time a requirement arises.

Note: players may be selected again on the exception basis, however, selectors should seek to only defer rostering off for second week in extreme circumstances. They should be seeking to achieve the integrity of the alphabetic order as much as possible.

Full Rotation Before Second Rostering Off

No player will be rostered off twice during the season until all eligible players have been rostered off at least once. Should the process get back to the beginning of the alphabetical list the CPS must determine if any player has not been rostered off before rostering any player off for the second time.

Vacancy Post Side Selection

Any player who has been rostered off, may find themselves getting a game because selected players may become unavailable after the selection. In that case, the person who was rostered off is still considered to have been rostered off.

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 most appropriate for the vacancy. For example, if a Division 2 and a Division 5 player are rostered off and the vacancy arises in Division 5, the Division 5 player would fill the vacancy. 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 would not have been rostered off had the vacancy existed at selection time.

No selected player can be moved post selection 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. (Except after round 15, where the MBA conditions of play would prevent this from happening).

Maintaining Records

The CPS, and one other selector, keep a record of the weekly rostering off, to ensure the integrity of the system.

At a practical level, based on information players have provided, each CPS will prepare a schedule for the selectors. If more players are available than required to fill the sides, those who are in line to be rostered off are to be highlighted on a separate list.

Noticeboard Postings

To achieve complete transparency, each week information posted on the noticeboard shows:

1. players who have been selected
2. players who are not available for that week,
3. players who have been rostered off

APPENDIX 2: Checklist CPS – Pennant Sides Selection / Processes

No.	TASK
1.	Headings: a. Round number b. Day, date and time c. Opposition team d. Playing HOME or AWAY
2.	Allocating: Umpire / Measurers / Side Managers / Inside Duty Rink / Outside Duty Rink
3.	Player Availability (each week at the beginning of selections) 1. Unavailable – only include names listed on Noticeboard unavailable listing and names forwarded to the respective CPS and selection panel as being unavailable. 2. Standby – all standby players who may have played in the previous pennant round returned to this listing. 3. 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). 4. Any 'fill in' player used for the first time – CPS to notify the secretary to enable her to register the player concerned in bowlink. (Player details required are full name, address, contact number and DOB.)
4.	Rostered off players.
5.	It must be ensured that: 1. all scorers are aware that they are to clearly identify an “8” or “50” on the scorecard to bring to the respective skipper/side managers/CPS' attention. 2. the Secretary is to be provided with the scorecard (photo or hard copy) so completed MBA forms are completed and provided to the MBA asap. IMPORTANT - the MBA must receive completed forms within 30 days or the request for 8 and 50 badges may be refused.
6.	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:

1. The respective CPS (or a Delegated Selector) is responsible for completing the above checkpoints and signing off on team selections.
2. Once the CPS has checked the Selection Board as being finalised, they must then pass it onto the **website administrator(s)** to prepare the team listing for the website and **bowlink administrator(s)** to input the teams for bowlink by the designated times stipulated by the MBA. If the timeframes are not met the club may incur penalties.
3. The CPS checks and confirms with the **website administrator(s)** that the team listing is accurate as per the Club Selection board prior to selections being uploaded to the website.
4. Any changes post-selection is to be notified to the **bowlink administrator(s)** asap so they can update the team changes and listing with bowlink.
5. **It is important to note if the bowlink administrator(s) are not notified it can result in bowlink-listed players being incorrect.**
6. **NB:** If new bowlers are offered a game, the **secretary** must be advised asap so that their details can be input into the bowlink database.

GRIEVANCE PROCESS

Pennant player has a grievance with pennant selection

