

TRANMERE SIDE MANAGER ROLE 2022-23

PRELIMINARIES

The MBA's Metropolitan Pennant Conditions of Play 2022-23 is the principal reference source. For home games, a copy is filed in the Tranmere clubroom office and included with the umpire's equipment. For away games, side managers should always take along the copy that has been provided to them for that purpose.

It is important that side managers are familiar with the conditions of play because, even though the responsibility for match day decisions rests with the umpire of the day, side managers are often the first contact for their side should an issue arise, and side managers are the liaison with the umpire of the day.

In the event of any uncertainty on matters that arise, refer to the umpire for direction rather than proceed based on uncertainty. Accept the umpire's decision and, if still uncertain, discuss the issue with our club president after the match.

The Metropolitan Pennant Conditions of Play 2022-23 lists a variety of specific duties for side managers (cl: 6.2). Those duties are separated into tasks required to be done

- prior to the game,
- on game day, including specific arrangements for the draw of the cards and,
- for recording and confirming results after the match.

In addition to the MBA requirements, our side managers are responsible for ensuring that the score cards for every match (and match results sheet if a copy has been obtained) are returned to the club on match day and deposited into the box provided at the club. It is vital that the score cards from away matches are returned on match day to enable the results, as entered by the home side, to be promptly confirmed.

KEY INFORMATION

Entering Players Names into the MBA On-Line Results Portal

Tranmere players names for all sides will be entered into the MBA On-Line Results Portal by Julie McGirr in conjunction with the selectors.

Practice – Draw of Cards – Trial Ends

Bowlers can practice on any rink of the green of play before the draw of the cards, subject to the host club having their greens ready on time (cl 5.3).

The exchange of score cards & rink allocation **MUST NOT commence until 15 minutes before the scheduled start time of the trial ends** (cl 6.2.1.1 and cl 6.2.1.2).

Note: If only one side manager is present 5 minutes before the starting time for trial ends, the side manager can allocate rinks so that players can begin their trial ends at the scheduled time (cl 6.2.1.3).

Practice **MUST CEASE** as soon as the side managers hand out their match score cards to their sides (cl 5.3.4).

Please ensure that all details are properly recorded on the score cards. Players names to be printed neatly with Last & First Name.

When playing away check the opposing team side manager has listed our player names correctly on the match cards.

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On Wednesday (men) and Thursday (women) if a member of the opposite gender is used then you must put **OG** next to their name. (cl 6.2.1.4 and 3.3.3).

Permit Player must have Member's club abbreviation next to their name (cl 6.2.1.4 and 3.1.3)

If a **substitute bowler** is used then write **SUB** alongside their name (cl 3.5.1).

Temporary Player can only play as lead or second in our lowest side (cl 3.4) and **(TMP)** must be recorded next to their name (cl 3.4.1).

Substitutes and Player Absence

The arrangements for substitutes and player absence (cl 5.10) are particularly important in the 5-rink format on Wednesday, where only the fours and triples teams may continue with a player short. If the pairs team is short a player after the scheduled start time, for example, should a player fail to arrive or have to withdraw, and there is no substitute available, that team cannot have a player transferred to it from the fours AND the side must forfeit the match (cl 5.10.2.2).

Before the draw of the cards, side managers should check that all players are present. If they are concerned about the potential for a player to fail to arrive and no substitute is available should that happen, it would be prudent to make changes to the teams before the draw of the cards. Once match cards have been drawn changes can only be made in exceptional circumstances (cl 5.5, as further clarified by MBA memorandum dated 9 October 2022). Match cards can be changed only with agreement of the opposing Side Manager and **only before the match start time**. The umpire must be advised.

Opposite gender players can only be used on Wednesday & Thursday in the lowest side.

For Wednesday (cl 3.3.4) Only one OG player can play in each team, may only play as Lead or Second in a team of Fours or Lead in team of Triples.

For Thursday (cl 3.3.4) Only one OG player can play in each team and may only play as Lead or Second.

Who Records Scores on the Scorecard and the Scoreboard

Seconds are responsible for keeping their team's score card on a four's rink (cl 7.2.2).

Skippers are responsible for keeping their team's score card on a triples or pairs rink (cl 7.2.1).

Progressive scores must be regularly reconciled and agreed with the responsible person from the opposing team.

The score board must be updated at least every second end. It can be updated by any person, BUT it is the responsibility of the player keeping the scores to ensure the scoreboard is correct (cl 7.3).

At the end of the match side managers MUST ensure that the seconds (skippers in pairs & triples) have verified the match result with the responsible person on the opposing team, that the completion time of the match is recorded on the match cards and that both have signed the match card.

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All results will be entered by the HOME Side the MBA On-Line Results Portal. There will be a designated person responsible for entering the results of **all** matches played at home into the MBA On-Line Results Portal.

At Tranmere we have our own match result sheet. Side managers must use them to assist with result confirmation and ease of entering results into the MBA On-Line Results Portal.

In the event of a forfeit received, we must still complete our score cards and enter the result into the MBA On-Line Results Portal.

Side Managers are to ensure completed match cards are placed in box on the front desk.

Where our sides are playing away, it is the responsibility of the home side to enter the results. However, it is our responsibility to confirm them and, side managers are required to return the score cards (and copy of the match report sheet if there is one provided by the home side) to the club and place them on the front desk.

Make sure the results go up on the Club's results board. Everybody is interested to see how we have done on the day, especially those rinks who think they have a claim on the winning rink award.

MBA and BOWLS SA HEAT POLICY (Cl 9, Annexure A and Flowchart)

Clubs have a duty of care to all players by exercising caution, by regularly monitoring temperature and applying the temperature cut-off requirements and, by providing adequate breaks, water for player hydration, shade, and sun protection products.

Players have a personal responsibility to ensure that they apply sound self-management practices to minimise any likely effects on their health and well-being.

Temperature cut-offs and starting times

In the event of forecast hot weather, there are different arrangements for all days with different start times coming into effect.

For Wednesday (cl 9.4) – if, at 4.30pm on Monday, the forecast temperature is predicted to be **36°C** or above for Wednesday, trial ends on Wednesday morning will commence at 9.15am, with rinks to be drawn at 9.00am.

However, if the Monday forecast does not predict 36°C or above for Wednesday and on Wednesday morning, at 7.30am, the forecast temperature is predicted to be **38°C** or above, the whole round of matches is cancelled. No replays will be scheduled.

For Thursday (cl 9.5) - if, at 4.30pm on Tuesday, the forecast temperature is predicted to be **36°C** or above for Thursday, trial ends on Thursday morning will commence at 9.15am, with rinks to be drawn at 9.00am.

However, if the Tuesday forecast does not predict 36°C or above for Thursday and on Thursday morning, at 7.30am, the forecast temperature is predicted to be **36°C** or above, all games will be played on the following Tuesday at the normal start time.

For Saturday (cl 9.3) - if, at 4.30pm on Thursday, the forecast temperature is predicted to be **36°C** or above for Saturday, trial ends on Saturday morning will commence at 9.15am, with rinks to be drawn at 9.00am.

However, if the Thursday forecast does not predict 36°C or above for Saturday and on Saturday morning, at 7.30am, the forecast temperature is predicted to be **38°C** or above,

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- all Premier league and Division 1 to 3 matches will be played on the following Friday night, with trial ends commencing at 6.00pm and rink cards to be drawn at 5.45pm. (cl 9.3.1)
- Division 4 and below matches will be cancelled and may be re-scheduled at the discretion of Match & Program Committee. (refer flowchart)

In any case, where play is not possible due to the temperature reaching **38°C** before play commences on the day, games will be rescheduled, if possible, to a day that has been allocated for that.

Take note: For all early start games, the number of ends required to be played are reduced (cl 4.2 & 10.1) Should the game need to be suspended and be resumed on another day, the game continues to be played with the same scorecard and only to the reduced number of ends (cl 10.2.2).

Temperature cut-offs and play abandonment (Refer Flowcharts)

For Wednesday If, whilst playing a match the temperature reaches 38°C, the umpire of the day will declare an end to the day's bowling, with ends still in play at that time to be completed. There is no restart provision. If the required minimum number of ends has been played at the stoppage time, the game will be deemed to be completed and a result declared. Otherwise the match is abandoned as a draw (cl 9.4).

For Thursday - If, whilst playing a match the temperature reaches 36°C, the umpire of the day will declare an end to the day's bowling, with ends still in play at that time to be completed. There is no restart provision on the day. If the required minimum number of ends has been played at the stoppage time, the game will be deemed to be completed and a result declared.

For Premier league and division 1 & 2 matches, if the required number of ends are not completed the matches will be resumed the following Tuesday at the normal starting time (or a day as determined by Match & Program Committee) (cl 9.5.1).

For division 3, if the required number of ends are not completed, the game shall be treated as a draw. For scoring, refer to Rule 7.10 (cl 9.5.2).

For Saturday - If, whilst playing a match the temperature reaches 38°C, the umpire of the day will declare an end to the day's bowling, with ends still in play at that time to be completed. There is no restart provision on the day. If the required minimum number of ends has been played at the stoppage time, the game will be deemed to be completed and a result declared.

For Premier league and division 1 to 3 matches, if a result has not been reached, the matches will be resumed the following Friday evening from their previous state, with start times of 6.00pm. A two-end trial roll-up is allowed. (cl 9.3.1).

For division 4 and below, If the required number of ends are not completed, the game shall be treated as a draw. For scoring, refer to Rule 7.10. (cl 9.3.2).

The BOM site for checking temperature applicable to **Tranmere home matches** is **Adelaide (West Terrace)**. Our computer, in the bowls office, will be set onto the appropriate BOM site. The temperature will be checked on the half hour by the officer appointed by the umpire of the day. If the temperature reaches 38°C (Wednesday and Saturday) or 36°C (Thursday) our appointed umpire of the day will be notified, and the umpire must cease play at the finish of the ends in progress.

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Mid-Game Breaks

Please be aware that MBA policy is to have mid-game breaks in all matches except for Saturday divisions that play 25 ends. (cl 5.7).

For all games where play starts at normal times with no concern about extreme heat potentially stopping play, a mid-game break is required to be taken.(cl 5.7).

For all games played at an early start time on days of extreme heat, MBA stipulates that there will be no scheduled mid-game break. (cl 5.7).

However, side managers are to be mindful of the duty of care for players and consider having breaks if necessary.

The duty of care remains a paramount obligation. Conditions should be monitored, and opportunities provided for breaks in play and adequate hydration.

Tranmere will have tea & coffee available as well as the bar being open for refreshments.

Cancellation of Play During a Match – Wet Weather

Rules relating to cancellation of play due to wet weather are detailed in the MBA Pennant Conditions of Play (cl 8).

A side manager may appeal to the umpire of the day to have play stopped if continuing to play would constitute a breach of duty of care (cl 8.3.1).

When play has been stopped because of wet weather, the match may not be abandoned until an hour after the last stoppage (cl 8.3.4).

The situation regarding resumption of play after a stoppage is often a source of contention. If, at the time the umpire has called a stop to play, an end has not been completed, that end is a dead end and must be resumed from the beginning upon resumption of play.

An end is only considered to have been completed if the thirds have declared the result.

Tranmere considers it unsportsmanlike to abuse this rule by either walking off the green before the umpire has called a stop to play, or by failing to declare the result of an end for which all the bowls have been bowled.

Bowls SA No Smoking Policy

There are severe penalties for clubs and players reported for smoking on the green.

The home club, opposing side manager or any MBA appointed official, can request a player to refrain from smoking on the green. This now includes electronic cigarettes.

If the breach continues, the most senior official or representative present will warn the player and issue an infringement notice (available on the Bowls SA website). Both side managers are to be made aware of the issue of an infringement notice and the players name must be marked with an * on the score card.

Further infringement by the player will see that players name formally reported to the MBA. The MBA will investigate further and determine the action applicable under the discipline clause of the MBA constitution.

Players and clubs can be fined up to \$1100 for not adhering correctly to the policy.

TRANMERE HAS A NO SMOKING POLICY AND SMOKERS CAN ONLY SMOKE OUTSIDE OF THE CLUB'S PROPERTY.

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BOWLS SA Policy on Damage to Greens (cl 16.13)

Be aware of the policy relating to damage to greens. Clubs can object to a bowler delivering their bowls in a manner that could damage grass and synthetic greens.

Please report, to the selection panel, any Tranmere bowlers that could be in trouble with this policy. Our coaching panel will try and assist these bowlers.

If a visiting player has been observed with a delivery action that could damage our greens and that action is severe enough to warrant immediate attention, the side manager should advise the opposing side manager and ask him/her to request the player in question to modify their delivery.

Where the player in question cannot or is unwilling to modify their delivery, the side manager is to notify the opposing side manager that a bowling mat will be required to be used by that player for the remainder of the game. Should that be refused, the player may be banned from further play. Be sure to advise the umpire of the day that this course of action has been taken.

Where the delivery action is not severe enough to warrant immediate attention, a notification form is to be provided to the opposing side manager, to inform the player in question of the concern about the potential damage their delivery action could have on our greens. The intention is to allow the player and their club to address the issue. This action should only happen at the end of the match, so no embarrassment is incurred during match play.

Mobile Phones (cl 16.3)

Mobile phones are not permitted to be used on the greens or surrounds during play.

Should there be a legitimate reason for potentially answering a mobile phone call during play, the umpire must be so notified prior to the commencement of play. The phone may be carried by the player but must be on "silent" (vibrate) and responded to on the bank away from play. If a player in their side is involved in an accident when playing at Tranmere or at an away venue. Forms for this purpose can be found on the club's main noticeboard.

Coach (cl 16.9)

Either the coach of a side, or in their absence, the coach's delegated deputy, can give advice to a player during play as long as they abide by the sub-clauses of Law 44.

- A side coach must identify themselves to the Umpire of the Day
- Advice must only be given when team is in possession of the rink
- Advice must be given from outside the boundaries of the green
- Interaction between coach & player must not interfere with play on the rink or other rinks.

Accident /Incident Reporting

If a player is involved in an accident when playing at Tranmere or at an away venue, the side manager is required to complete an Accident/Incident Report Advice form. Forms are located on the main noticeboard. (refer form attached for details required)