

# TRANMERE SIDE MANAGER ROLE 2023-24

## PRELIMINARIES

The MBA's Metropolitan Pennant Conditions of Play 2023-24 is the principal reference source. For home games, a copy is filed in the Tranmere clubroom office and with the Umpire's equipment. For away games, side managers should always take the copy that has been provided to them for that purpose.

It is important 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 2023-24 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 the scorecards are returned to the club 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.

### *Draw of Cards and Practice*

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 available (cl 5.3.2).

**The exchange of scorecards & rink allocation must be completed by 30 minutes before the scheduled start time.** (cl 6.2.1.1)

Note: If only one side manager is present 30 minutes before the starting time, the side manager can allocate rinks and record on scorecards to enable practice to begin but retain the scorecards to complete the draw when the other side manager arrives (cl 6.2.1.2).

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

On Wednesday and Thursday if a member of the **Opposite Gender** is used (**OG**) must be next to their name. (cl 6.2.1.3 and 3.3.3)

**Permit Player** must have (**PER**) & player's Member Club abbreviation next to their name (cl 6.2.1.3 and 3.1.3).

**Temporary Player** can only play in our lowest ranked side as Lead or Second in Fours or lead in Triples and (**TMP**) must be recorded next to their name (cl 3.4 & 6.2.1.3).

If a **Substitute Player** is used for a reason acceptable by the Umpire, then player's name and (**SUB**) should be added to both scorecards (cl 3.6).

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

Once the draw for rinks has been completed, side managers should notify players and players **must** only practice on the rink they are drawn to play on (cl 5.3.4).

All games are conducted without trial ends and games will be started at the indicated time by ringing a bell or PA announcement (cl 5.4).

## ***Substitutes and Player Absence***

The arrangements for substitutes and player absence (cl 5.12) 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 5.12.2.1 & cl 5.12.2.2).

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 the rinks have been drawn changes can only be made in exceptional circumstance (cl 5.5). For example, on Wednesdays, if a player is missing from either the Pair or Triple teams the Side Managers can agree to amend the line up on the match cards so the match can be played with the agreement of the Umpire of the Day.

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 scorecard on a four's rink (cl 7.2.2).

Skippers are responsible for keeping their team's scorecard 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 scoreboard 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. (cl 7.2.3).

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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 should 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 scorecards and enter the result into the MBA On-Line Results Portal.

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 the results and, side managers are required to return the scorecards and the match report sheet to the club.

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.

**Side Managers are to ensure completed match cards are placed on office desk or box on front desk after score have been but on the Club's result board.**

## **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, practice ends will start at 8.45am Wednesday morning and games commence at 9.15am.

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, all games will be cancelled.

**For Thursday** (cl 9.5) - if, at 4.30pm on Tuesday, the forecast temperature is predicted to be **36°C** or above for Thursday, practice ends will start at 8.45am Thursday morning and games commence at 9.15am.

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 cancelled.

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**For Saturday** (cl 9.3) - if, at 4.30pm on Thursday, the forecast temperature is predicted to be **36°C** or above for Saturday, practice ends will start at 8.45am Saturday morning and games commence at 9.15am.

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,

- all Premier league and Division 1 to 3 matches will be played on the following Friday night, with games starting at 6.00pm and rink cards drawn by 5.30pm
- Division 4 and below matches will be cancelled and may be re-scheduled at the discretion of Match & Program Committee. (refer flowchart)

In any day, where play is not possible due to the temperature reaching **38°C** before play commences on the day, games will be rescheduled, if possible by Match & Program committee.

**Take note:** For all early start games, the number of ends required to be played are reduced (cl 4.2.2& 5.9) 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 5.10.4).

## ***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 have been played at the stoppage time, the game will be deemed to be completed and a result declared. 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 9.4).

**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 have been played at the stoppage time, the game will be deemed to be completed and a result declared. 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).

**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 have 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. (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)**. 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 after confirming the temperature, the Umpire advise all players to stop at the finish of the ends in progress.

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## ***Mid-Game Breaks (CI 5.7)***

**Wednesday & Saturday normal start time:** All division (except Premier) shall have mid-game breaks. Duration of break should be 15 minutes or less from the time the last team leaves the green.

**Thursday normal start time:** Premier League will not have a mid-game break. All other divisions, players shall take a 10 minute break at the completion of 11 ends.

**Early Start Games** - there will be no scheduled mid-game break. However, side managers are to be mindful of the duty of care for players and consider having breaks, if necessary, to provide players with opportunities to hydrate.

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

## ***Cancellation of Play During a Match – Wet Weather (CI 8)***

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

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.

## ***No Smoking Policy (CI 15.12)***

**Tranmere has a No Smoking Policy and Smokers can only smoke outside the Club's property.**

Bowls SA Smoking Policy applies for all pennant games and there are severe penalties for clubs and players reported for smoking on the green.

If you notice someone smoking (including electric cigarettes and vapes) remind them smoking is not permitted on the club's property.

## ***Mobile Phones (CI 15.3)***

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.

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## Damage to Greens (CI 15.13)

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.

## Coach (CI 15.9)

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:

- The Umpire of the Day is given the name of the coach prior to the game.
- Only one person is present at the rink to give advice at any one time
- 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.
- If, after observation, the Umpire's opinion is the rule has been broken, the Umpire must ask the coach to follow the rules.

## 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)

## Incident Report Advice Form

The Bowls Committee has put in place an Incident Report Advice form to be completed if a person wishes to report alleged incident they may have been involved or a witness to an incident. The completed form is to be forwarded to the Bowls Secretary as soon as possible for consideration by the Bowls Committee. As Side Manager please be aware of the form and action to be taken if required. (refer form attached)