

# DUTIES OF A SIDE MANAGER

## Before the Game

1. On publication of the selection of teams, the Side Manager responsible for a team with Duty Rink duties is to advise the duty rink's skipper of their duties that pennant day.
2. Arrive at the HV club **at least** 30 mins before game start time,
  - a. but if playing away:
    - i. Plan the latest departure time so as to arrive at the away club **at least** 30 mins before game start time.
3. Collect the team information from the office which is attached to a table stand identified by the team division name. Also clipped to this is:
  - a. A score card for each rink, with players' names etc. already entered by computer.
  - b. Sticky labels with the list of players for each rink, in playing order, for attaching to opposition's score cards (saves hand-writing names in real time).
  - c. A printed table of players, by rink and playing position.
4. If playing away, use the table of players to check off the names of the players going direct, according to the two lists ('Permanently Direct' and 'Temporary Direct') on the notice board.
5. Use this table to check off each player as they arrive.
6. If playing away, ensure that all the players not going direct have their own transport or a ride, and know where to go and how to get there. Also ensure that everyone leaves the club in time to arrive at the away club **at least** 30 mins before start time.
7. Call anyone who has not shown up by at least 30 mins before start time / departure time to confirm that they will be at the game by start time.
8. At 30 mins before start time, identify and sit down with the opposition side manager.
9. At 30 mins (**and no earlier**) before start time, and with the Duty Umpire present, complete the draw.[*see attached Conditions of Play rules for full details on this process 6.2.1*]
10. Use the adhesive list of HV players names for opposition score cards.
11. If the opposition also have adhesive labels, apply the opposition list of players to HV cards. If not, hand write the opposition players' names onto HV cards.
12. Once all score cards are correctly filled in, collect the score cards for your side.
13. Tell the players the rink number to which they are assigned. Note that this **MUST BE DONE** 15 mins before the start time. Players may then begin their trial ends on their allocated rink. (2 end roll-up).
14. Give the score cards to the Seconds (scorekeepers) of each rink.
15. At the allocated start time the 2 trial ends must stop, and the game is to start.
16. Note that practice on the green allocated for the match is available to players:  
**On Saturday:** from 12 noon  
**On Wednesday:** from 11:15 am

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## During the Game

1. Monitor the health and well-being of the team. Pay particular attention to sun protection, hydration and old / infirm players.
2. Assist in resolving any questions, issues or disputes, as appropriate. Note that disputed decisions are the responsibility of the Duty Umpire.
3. Record all the details of any incident that might warrant later follow-up.

## After the Game

1. Collect the score cards as soon as possible after each rink finishes (sometimes Seconds forget and walk away with them).
2. Check that each score card is correctly completed and signed by both Seconds. Also confirm that the score recorded inside the card is the same as the score written on the front of the card.
3. Meet with the opposition side manager and cross check all cards to determine which side has won, and that you agree the final score. Help the opposition manager complete their score sheet, if they have one.
4. Speak to each of the skips in your side to obtain feedback from them on individual and overall team/rink performance.  
If a rink/team had a particularly poor result, ask how the performance could have been improved.  
Where the rink/team result was poor ensure you speak with at least one other member (in addition to the Skip) of the rink/team to confirm your thoughts. Make a note of players you speak with so this can be shared with selectors if they ask. Try and avoid routinely asking the same team members for feedback.
5. Players are being encouraged this year to provide unsolicited feedback on their own and their team's performance, so expect and take account of any unsolicited feedback you may receive.
6. Congratulate the team if they won. Encourage them if they lost.
7. At the HV clubhouse,
  - a. Enter the results of the game on the Results board. Enter the total shots for and against. Also enter the points scored. (2 points for each rink won, plus 8 points for an overall win on a 4-rink match or 6 points on a 3-rink match)
  - b. Hand the score cards to the Score Recorder in the office so that the official scores can be entered/confirmed on the BowlsLink website.
8. Meet with the Selector for your side and provide them with the feedback you received from your side's players.

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### Conditions of Play (extracts for Side Managers)

#### Practice

**5.3.1.1** Greens are to be made available to those wishing to practice by:

Saturday: 12 noon

Wednesday: 11.15am

**5.3.1.2** Practice earlier than these times will be at the discretion of the Home club's greenkeeper or Greens Manager only and must be respected. **No practice will be allowed before 8.30am.**

**5.3.4** Players can practice on any rink of the green of play prior to the draw of rinks for the game. **Once the draw for rinks has been completed, side Managers should notify players, practice must cease & trial ends commence.**

#### **5.4 Trial Ends (Roll up)/ Game Start**

Two trial ends are permitted on the rink drawn with the number of bowls to be used in the game; to commence in accordance with Rule 5.1.

### GAME PROCEDURES

#### **5.1 Start Times**

Saturday: Trial ends begin no later than 12:45 pm – Games start not later than 1pm

Wednesday: Trial ends begin no later than 12 noon – Games start not later than 12:15 pm

#### **Player Position**

No changes to player positions shall be permitted once the draw for rinks has been made, except for:

- physical disablement, where permission must be sought from the opposing side Manager and Umpire of the Day
- the absence of a Skip (refer Rule 5.13)
- the inclusion of a substitute (refer Rule 3.7)

Any Member Club identified as having failed to comply with this rule will be penalised in accordance with the MBA Constitution and By-Laws. The penalty will include a fine & side forfeit. For scoring of side forfeits refer to Rule 7.11.

#### **Late Arrival – Side**

Should one side fail to appear at the time appointed, or **within 15 minutes thereof**, the opposing side, if ready to commence play, shall be awarded the game as a forfeit with points and shots as set out in Rule 7.11.

#### **Side Manager**

The side Manager is the club representative for the side at the venue and should be the link between the side and the Umpire of the Day.

The side Manager is responsible for carrying out decisions made by the side.

The Umpire of the Day may make decisions affecting the side independently of the side Manager.

#### **6.2.1 Pre-Game Procedures**

**6.2.1.1** Side Managers must be present at the venue **30 minutes prior** to the scheduled starting time of the game to ensure that **draw rinks & complete scorecard details**. The draw for rinks should occur 30 minutes before the scheduled start time of the game (refer Rules 1.6 & 5.1), **and not before.**

**6.2.1.2** If only one side Manager is at the venue **5 minutes** before the starting time for trial ends, that side Manager will allocate the rinks and record them on their scorecards to

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enable trial ends to begin but will retain the scorecards to complete the draw for rinks & scorecard details when the other side Manager arrives.

**6.2.1.3** Both side Managers are to ensure that their scorecards are correctly completed with Date, Division, Section, Club Name, all Player's Names printed clearly with Last and First Name and, if applicable, Opposite Gender (OG), Pennant permit/ game permit (PER) Temporary Player (TMP) & Player's Member Club Abbreviation if applicable prior to the draw.

### **6.2.1.4 The Draw**

Home side Manager – Obtain rink allocation.

#### **Fours Competitions Side Manager Responsibilities**

Where both sides have an equal number of teams of only three players, those teams shall be drawn together. Any additional three-member teams shall be drawn with the remaining four member teams. The draw for opponents and rinks shall be drawn separately for each of these groups. The teams shall then play as drawn.

- Home side Manager – shuffle and place scorecards face down on table
- Visiting side Manager – shuffle and place scorecards face down on top of Home side scorecards.
- Allocate and record rinks to each pair of scorecards before they are moved
- Both side Managers legibly complete scorecards as indicated in Rule 6.2.1.3, ensuring that notations are correctly recorded on the scorecards and initialled by the Umpire of the Day if necessary.
- Toss for mat – the result of toss to be recorded on each scorecard. (Suggest Member Club abbreviation to be written on front of the scorecard e.g., ADL=Adelaide)

#### **Wednesday Premier League & Division 1, 2 & 3 Side Manager Responsibilities**

- Home side Manager – shuffle and place scorecards face down on table in three groups i.e., Pair on top row, Triples on second row and Fours on third row.
- Visiting side Manager – shuffle and place scorecards face down on top of Home side scorecard groups to match.
- Both side Managers legibly complete scorecards as indicated in Rule 6.2.1.3, ensuring notations are correctly recorded on the scorecards and initialled by the Umpire of the Day if necessary.
- Home side Manager will shuffle their cards only face down and allocate rinks. The Away side scorecards can be matched, and the rink numbers recorded.
- Toss for mat – the result of toss to be recorded on each scorecard. (Suggest Member Club abbreviation to be written on front of the scorecard e.g., ADL=Adelaide)

### **6.2.2 Game Completed**

After the game has been finalised:

Scorecard keepers are to ensure that scores, player names and finishing time on the scorecards agree, then sign both cards.

Side Managers are to ensure that all scorecards have been completed correctly, all cards are signed in accordance with the Laws of the Sport of Bowls and that the finishing time has been recorded on all cards.

**Do not complete scorecards for games that will be resumed (see Rules 5.9 & 5.10)**