



NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

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ADVISORY COMMITTEE PAMPHLET NO.26

DUTIES OF A PENNANT SIDE MANAGER - 2012

1. When teams have been announced by the Club Selectors record the players' names, RNSWBA computer registration number, 2011 pennant grading, their teams and playing positions in a suitable book. You should verify with your Secretary that the N.D.B.A. Summary Form has been returned to the Association offices.
2. Ascertain from the Selectors whose responsibility it is to replace players who; (a) make themselves unavailable during the week or, (b) become unavailable at the last moment.
3. Depending on the responsibility of (2) above, take the necessary action either to notify the selectors or replace player/s when they become unavailable.
4. It may be your responsibility to arrange transport to other clubs. Check this with your Club Secretary. If a junior member is playing in your side, check with your opposing club regards their club regulations for junior members.
5. Prepare the score cards showing the names of the players on the front of the cards and the home and visiting club on both front and back of the cards. Include the computer number of a player playing for the first time in the current season, & not notified on the NDBA player grading sheets. Ensure that all players have their RNSWBA Registration Card available for inspection (Refer State Condition of Play 1.7.B). Obtain the rink numbers allotted to your grade from either the Games Secretary or Greens Liaison Officer or, from the notice board if this is the custom at your club.
6. DRAWING OF SCORE CARDS: If playing at home arrive at the club early, greet the manager of the opposing side when he arrives and with him make the draw. If playing away be one of the first to arrive at the club house and seek out the opposing manager. The following method is to be used in the drawing of score cards in all Pennant Competitions; The cards should be prepared with the names of the players in the various fours. The side managers shall exchange cards; these shall both be shuffled, one set being placed separately face downwards (i.e. the side of the cards with the names face downwards) on the table, then covered by the opposing side's cards, one over the other. With the cards still face downwards, the rink numbers shall be marked on the back of each set of cards. The side managers shall then transfer the rink numbers to the face of the cards and fill in the names of the opposing players. Cards should be called 25 minutes prior to the scheduled start of play and the umpire(s) for the day and the representative of the Controlling Body should be announced.

7. **COMPLETING THE RESULT FORMS:**

- (i) All forms must be completed IN TRIPLICATE and BLOCK LETTERS are to be used for the names of the sides and the individual players and MUST include the RNSWBA Registration Number of any new player. When players in the same side have the same surname and initials, the players' Registration Number is to be included on the Result Form.
- (ii) Blocks of Pennant Result Forms are issued to all clubs.
- (iii) It is essential that the correct GRADE & SECTION in which a club side plays is recorded - space is provided on the form for the winning side's name and the losing side's name, each with its respective total score. The home pennant side manager is responsible for completing the form and is required to record the name of his side on the left side of the form and the name of the opposing side on the right side.
- (iv) To avoid delay in commencing the match, or in completing the form after the match, it is advisable, that some time prior to the starting time, for the home side manager (in Sectional Play) to record on the form the names of the players in each of his fours, in their playing order, so that he then only has to record the names of the opposing fours, ensuring that the fours that play against each other are correctly listed opposite each other. In Post-Sectional Play, the manager of the winning side should complete the Result Form in conjunction with his opposite Manager.
- (v) At the conclusion of the match the scores of each four are to be recorded in the correct position and totalled at the bottom of the form, ensuring that the winning side's scores and the losing side's scores agree with the score cards. **BOTH SIDE MANAGERS MUST THEN SIGN THE FORM TO SIGNIFY ITS CORRECTNESS.**

8. **DISPOSAL OF RESULT FORMS:** Result forms are to be forwarded in detail when matches have been completed or, have deemed to be completed in accordance with Rule 19 of the "Rules and Regulations". The Club Secretary of the home side has the final responsibility of ensuring that pennant result forms are completed and disposed of as set out below -

ORIGINAL COPY - This copy must be forwarded by mail, email or faxed to the Association Secretary, PO Box 2199, DANGAR 2309 so as to reach him not later than 12 noon on the **SECOND** working day after the match.

SECOND COPY - To be handed to the opposing side manager – **ENSURE THAT HE HAS FIRST COUNTERSIGNED IT.**

THIRD COPY - To be retained for the club's records.

9. **DISPOSAL OF RESULT FORMS – INCOMPLETE MATCHES:** In the case of an INCOMPLETE MATCH, a result form must be forwarded to the Association with the details of date, name of opposing club, etc., and in the space provided for scores the words "MATCH UNFINISHED" should be written.

10. **DISPOSAL OF RESULT FORMS - BYE/FORFEITS:** Should a club receive a bye/forfeit a result form must be forwarded to the Association with the details of date, name of opposing club, etc., with the name of the side receiving the forfeit shown in the space for "winning team" with the words "forfeit received" and the name of the side forfeiting in the space for "losing team" with the words "forfeit given". The players who would have played that day are to be listed on the form. A side receiving a bye shall submit a Pennant Result Form. For the purpose of grading of players and eligibility for post sectional play, the BYE shall be deemed to be a match played and the players declared on the Result Form as having played the match.
11. **DISPOSAL OF RESULT FORMS - POST SECTIONAL MATCHES:** The Club Secretary of the winning side has the final responsibility of ensuring that result forms are completed and disposed of.
12. **SCORE CARDS** of any unfinished match are to be retained by the respective competing clubs.
13. **SCORE CARDS:** It is not necessary to send score cards to the Association Secretary but they **MUST BE RETAINED BY THE RESPONSIBLE CLUB UNTIL THE CLOSE OF THE SEASON IN CASE IT IS NECESSARY TO REFER TO THEM.** **N.B.:** Refer Law 37.1.7
14. **PHONING/FAXING RESULTS:** Two recorders will be in attendance at Association Headquarters on Saturdays from 4.00pm until 6.00pm. Clubs have been placed alphabetically in two sections for recording purposes, i.e., from ADAMSTOWN to MORISSET HOSPITAL - PHONE 49293441 and NELSON BAY to WINDALE/GATESHEAD - PHONE 49291307. The fax number is 49291699. One club official should be appointed to phone/fax the results of ALL matches played at the home club. It is stressed that the purpose of phoning/faxing results is to enable publication in the Sunday Papers and Newcastle Herald.
15. If possible, according to the state of your own game if you are a playing manager, from time to time during the game make a note of the total scores of both sides and inform the skips of your side. This is especially important if the finish of the match looks like being close. If a playing manager it is better not to be a third or skip.
16. For the information of your players keep a progressive weekly score of the results of the matches in your grade. These can be obtained from Association Headquarters on TUESDAY and FRIDAY AFTERNOONS and will be published with results in the Newcastle Herald each Monday and Friday or from the Association website (www.ndba.com.au). It is preferable for one member of your club to obtain all the results for the grades played by your club rather than each pennant side manager doing so. Large sheets, for display on your notice board can be obtained from Association Headquarters to record the progressive scores.

In conclusion, use commonsense and be as useful as possible to all concerned. Always be pleasant - you are still one of a team without much authority. **AND REMEMBER, IF YOU ARE ASKED A QUESTION AND YOU CANNOT ANSWER IT, REFER TO THE "RULES AND REGULATIONS" BOOKLET ISSUED BY THE ASSOCIATION (two copies at your club) - IT CONTAINS ALL THE INFORMATION YOU WILL REQUIRE - FOR QUICK REFERENCE REFER TO BACK PAGE.**