



## **NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC**

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### **ADVISORY COMMITTEE PAMPHLET NO.26** **DUTIES OF A PENNANT SIDE MANAGER - 2020**

- 1. When teams have been announced by the Club Selectors, record the players' names, RNSWBA computer registration number, 2019 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 office.**
- 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.**

**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. N.B.: State C.O.P. 3.6.4**

#### **Players Eligibility –**

**Only players nominated on the Current Season Pennant Player List shall be eligible to play for that club in the current Bowling Season.**

**Players may only be added with permission from the State Match Committee (through District and Zone, as applicable). Applications to be submitted using the prescribed form and must be received a minimum of five (5) days prior to the match required. (through District & Zone, as applicable)**

**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.**

**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 30 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.

#### 5. Completing the Result Forms:

- (i) Result forms must be completed and **block letters** are to be used for the names of the sides and the individual players and must include the RNSWBA registration number. 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) Pennant result forms can be found on home page of the NDBA website and Bowls NSW website under **Member Resources / Match and Competition Documents / State Pennants 2020 / Match result form.**
- (iii) It is essential that the correct SECTION in which a Club side plays is recorded; this is not the GRADE. 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 Pennant Side Captain 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, some time prior to the starting time, for the Home Side Captain (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 Captain of the winning side should complete the result form in conjunction with his opposite number.
- (v) At the conclusion of the match the scores and ends won of each four are to be recorded in the correct position and totaled 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 CAPTAINS MUST THEN SIGN THE FORM TO SIGNIFY ITS CORRECTNESS. (once signed the score is considered correct)**

**6) Informing NDBA of results:** - Please note that there will be no one taking calls at the office for Pennant results during the 2020 season.

**RESULTS SHOULD BE NOTIFIED IN ANY OF THE FOLLOWING WAYS AS SOON AS THE TEAMS SHEETS HAVE BEEN COMPLETED FOR ALL MATCHES PLAYED AT CLUB.**

There are several ways to register Saturday Pennant results for 2020.

- 1) A Link has been sent to all clubs to record pennant results.
- 2) If you cannot use option 1 then email (straight after all home matches are completed) a copy of each result sheet to [zone2@ndba.com.au](mailto:zone2@ndba.com.au) DO NOT use any other email address.
- 3) If you are not able to use option 1 or 2 you can phone or text my mobile on 0448803590 and leave a message stating, a) what grade and section, b) competing clubs, c) Master Board Score, d) match points for each club.

**7. Disposal of Result Forms:** If you cannot forward result forms straight after match, a copy MUST reach the office by 5pm the next working day after match.

- 1) Scanning the result form and e-mailing to [zone2@ndba.com.au](mailto:zone2@ndba.com.au)
- 2) Taking a photo of result form and text to 0448 803 590 or emailing photo to [zone2@ndba.com.au](mailto:zone2@ndba.com.au)

Faxing is not a recommended method but may be used as a last resort.

**Penalty of loss of points plus fines may occur should result sheets not be received on time.**

A COPY - To be handed to the opposing Side Captain - ENSURE THAT HE HAS FIRST COUNTERSIGNED IT.

A COPY - To be retained for the Club's records.

**8. Incomplete Matches:** - Result forms are only to be forwarded in detail when matches have been completed, have been deemed to have been completed (54 ends) or an incomplete match.

In the case of an INCOMPLETE MATCH, a result form must be forwarded to the Association with details of date, name of opposing Club, etc., and in the space provide for scores the words "MATCH UNFINISHED" should be written. Clubs involved in incomplete matches must retain their own score cards as it may be necessary to continue the match from the existing stage at the end of sectional play.

**9. Forfeits:** - Should a Club receive a forfeit it **MUST COMPLETE** the details at the top of the pennant result form, 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".

**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.:** Sponsors score cards to be used at all times.

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.

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 and will be published in the Newcastle Herald and on the Association website ([www.ndba.com.au](http://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.

**AND REMEMBER, IF YOU ARE ASKED A QUESTION AND YOU CANNOT ANSWER IT, REFER TO THE "CONDITIONS OF PLAY" WHICH CAN BE FOUND ON THE NDBA OR BOWLS NSW WEBSITES- IT CONTAINS ALL THE INFORMATION YOU WILL REQUIRE.**

**Results procedure**

- 1. Enter results via website link, or**
- 2. ASAP Send results sheets to [zone2@ndba.com.au](mailto:zone2@ndba.com.au)**

**email photo to email address above.**

**Failure to forward result sheets to NDBA by 5pm the next working day may result in loss of points or a fine.**