



# GUIDELINES

## FOR SIDE CAPTAINS 2024-25



**BOWLS  
TASMANIA  
SOUTH**



## CONTENTS

1.	RESPONSIBILITIES .....	1
2.	UMPIRE OF THE DAY .....	2
3.	DUTIES PRIOR TO COMMENCING THE GAME .....	3
4.	DUTIES ON COMMENCING THE GAME .....	4
5.	DUTIES DURING THE GAME .....	4
6.	DUTIES ON COMPLETION OF THE GAME .....	5
7.	MOVEMENT OF PLAYERS .....	6
8.	SOCIAL/BAREFOOT BOWLERS ("5 GAMERS").....	7
	ATTACHMENT A - PLAYING ONE SHORT.....	9
	ATTACHMENT B - BOWLS ETIQUETTE .....	10

## 1. RESPONSIBILITIES

- 1.1 **Rules.** It is the responsibility of the Side Captain to ensure that the proper conduct of the game of Bowls is observed within the parameters laid down in the Laws of the Game, the BTS Conditions of Play and this guide.

All Side Captains must carry with them a copy of the Bowls Tasmania South Pennant Conditions of Play (CoP) and a spare set of Club stickers.

- 1.2 **Duty of Care.** As a Side Captain you carry the 'Duty of Care' for your players and should always be mindful of their wellbeing. You have the responsibility to ensure that any act or neglect on your part does not contribute to a situation where your players would be exposed to unreasonable risk.

- 1.3 **Extreme heat.** You should familiarise yourself with **Pennant CoP 6.1** and your responsibility to monitor temperature on the WeatherZone App. You should be consulting with your opposing Side Captain and the Umpire to ensure local conditions are considered in your decision to either continue play, temporarily suspend play until heat subsides, or abandoned play. Players showing any form of distress should be consulted and the appropriate advice and/or action taken.

APPROVED: OCT 2024

REVIEW: SEP 2025



# FOR SIDE CAPTAINS 2024-25



1.4 **Uniform.** Side Captains should check that their players are correctly attired as per BA Logo Policy and **Pennant CoP 5.5**. Where new or social bowlers are being given latitude in their attire (via a dispensation approval from the BTS Secretary), inform your opposing side captain as a courtesy.

1.5 **BTS Website.** The BTS Secretary publishes dispensations, position sharing, and 5 game player information to the BTS website. You will find these approvals under **PENNANT > COP NOTICES**.

## 2. UMPIRE OF THE DAY

2.1 Once the game has commenced the Umpire of the day is in control and should overrule any decision made that is not in line with the Laws of the Sport of Bowls.

2.2 The Umpire should also make sure that all aspects of play are in line with the Laws of the Sport of Bowls. Any disputes, queries, or requests for clarification must be referred to the Umpire for resolution.

**Note:** It is the Umpire's responsibility to check that the green has been correctly marked and set out. However, if an Umpire cannot be appointed before the visiting team arrives then the Side Captain should ascertain that everything is in order.

2.3 If your club does not have an Umpire, then you **must** invite any visiting Umpire to officiate as per **Pennant CoP 9.2 (b)**. At no time should a qualified visiting Umpire be overlooked in favour of an unqualified home side player.

2.4 It is advisable that there is one Umpire per green so as not to continually expect Umpires to move between greens whilst trying to concentrate on their own game.

2.5 In the absence of an Umpire any qualified Measurer should be used as per **Pennant CoP 9.2 (d)**.

2.6 In the absence of an Umpire or Measurer, Side Captains must both agree to an action within the rules, before the game proceeds.

2.7 It is compulsory for Side Captains to advise the Umpire when substitutes or a coach are utilised by a team. The umpire ensures these roles are filled/performed in line with the Laws of the Sport of Bowls.

**APPROVED:** OCT 2024

**REVIEW:** SEP 2025



## FOR SIDE CAPTAINS 2024-25



### 3. DUTIES PRIOR TO COMMENCING THE GAME

- 3.1 Meet and greet the visiting Side Captain.
- 3.2 Ensure that the score cards are correctly completed with player's given and last names.
- 3.3 If any substitutes from another Club are used, clearly indicate on the card, their given and last name, and the Club at which they are registered.
- 3.4 If Opposite Gender players are being used, inform the opposing Side Captain, and verbally confirm their eligibility under **Pennant CoP 3.5. (They must be regular players in either Div 3 or below in Women's Thursday Pennant (to be utilised in Men's Midweek) or Div 3 or below on Saturday Open Gender Pennant (to be utilised in Men's Midweek). Women who only play regularly Saturdays or Men who only play regularly Wednesday, can only be utilised as Opposite Gender players via a dispensation request to the BTS Secretary and Match Committee approval.**  
  
**Note:** If you are informed that the proposed player has received a BTS dispensation to play, details can be checked on the BTS website.
- 3.5 If social/barefoot bowling members are playing under "5 game social player" provisions to fill temporary vacancies in a side, inform the opposing side captain. Note: 5-game players must be approved by the BTS Secretary prior to play. You can check this on the BTS website **for all but short notice inclusions.**
- 3.6 If a coach is being utilised by a team, introduce them to the opposing Side Captain and inform the Umpire of the Day.
- 3.7 **For a manual draw**, Home Club Score Cards are to be laid upside down on a table. The visiting Side Captain should then shuffle the cards and place their cards on top. This avoids the situation where the home club may wish to give skips a preferred rink. **BowlsLink Automated Draw: Within the competition area of BowlsLink, an Auto Shuffle function is available allowing the Home Side Captains (Pennant Administrators) to perform a team shuffle simulating the card shuffle. Clubs may wish to use this function.**
- 3.8 Side Captains will advise the players of the rink draw and ensure that no players continue to practise on the rink they are drawn to play on in accordance with **Pennant CoP 4.5 (c).**





# **FOR SIDE CAPTAINS 2024-25**



- 3.9 If requested to do so by the visiting Side Captain, a green shall be timed by the opposing side captains in accordance with **Pennant CoP 2.6**.
- 3.10 If any rink is playing one player short, the side captains should consult the skip and players on that rink to ensure the order of play (as per attachment A) is known and complied with.

## **4. DUTIES ON COMMENCING THE GAME**

- 4.1 Ensure that the trial ends (roll-up) do not continue past the designated starting time as set down in the **Pennant CoP 1.9**.
- 4.2 The Side Captains should toss to decide who has possession of the mat. For the first end only, the winner of the toss must choose whether to keep the mat or give the mat away. This decision applies to all rinks in the team as set down in Law 5.2.3.
- 4.3 Advise players that instantaneous penalties apply to behaviour as listed in the BA policy 'Instantaneous Penalties'.
- 4.4 Advise players that smoking within 20 metres of greens and seating areas beside greens is not permitted by State law during pennant competitions. Indicate the designated smoking areas at your club. This law includes vaping using E-cigarettes.
- 4.5 Advise players that mobile phones or other electronic devices may not be used on the greens unless a legitimate reason has been given to the Umpire prior to the commencement of the game. (Refer to BA Policy 'The Use of Personal Electronic and Communication Devices'.)
- 4.6 An infringement notice for not observing the Smoking or Electronic Devices policy may be issued by a Side Captain or an Umpire as per **Pennant CoP 5.3**.

## **5. DUTIES DURING THE GAME**

- 5.1 Should it not be possible to commence a game on the originally specified green/rinks, the Side Captains may agree to relocate to an alternate rinks/green/surface. A "Change of Playing Surface" form must be completed and signed by the Side Captains to confirm the decision as per **Pennant CoP 4.4.(c)**.

**APPROVED: OCT 2024**

**REVIEW: SEP 2025**



## FOR SIDE CAPTAINS 2024-25



- 5.2 A redraw of rinks must occur for both the moved match and any assigned match (up to 30 minutes prior to scheduled start) on the new green. This requirement enforces adjacent rinks where practicable as per **Pennant CoP 1.11**
- 5.3 Should the game be interrupted due to inclement weather (heat, cold, rain, wind etc) as per **Pennant CoPs 6.4 & 6.5** the Side Captains should agree on what action to take. Before making any decisions regarding weather conditions, the Side Captains may (if they wish) confer with the Umpire of the Day to confirm that they have considered all the options available to them and ensure their decision is in keeping with the Laws and the CoP. They should then advise the players and the Umpire of their decision. If they are unable to decide the Umpire will decide and that decision will be final.
- 5.4 If a game is suspended for any reason by the controlling Body, by the Umpire after an appeal by players, or by agreement between the Side Captains, any ends which have not been completed must be declared dead. (Law 32 - Game Stoppages.)
- 5.5 Players are not permitted to leave the green without advising their opponent and their absence should not exceed 10 minutes. (Law 33 - Leaving the Green lays down the conditions under which a player may leave the green.) Breaking this law, by a player or team, could result in the game being forfeited to your opponent.
- 5.6 Infringement notices for improper conduct should be completed and signed by Side Captains and the Umpire before forwarding to the BTS Secretary for action.

## 6. DUTIES ON COMPLETION OF THE GAME

- 6.1 Collect score cards from your own team and verify that they have been fully completed (scores, ends played, and signed by both skips).
- 6.2 Verify that your side's cards match the cards of the visiting side (scores and ends played).
- 6.3 Each home club shall arrange for the results of all matches played on its greens to be entered into the BowlsLink results portal. **The home Side Captain (or their delegate) must enter results into the Portal as soon as possible after the conclusion of play. The opposing Side Captain must be present to assist and verify that results entered into the Portal are correct.** Cards should be kept as a record of games played.

APPROVED: OCT 2024

REVIEW: SEP 2025

Page 5



## FOR SIDE CAPTAINS 2024-25



- 6.4 If a game has not been completed due to adverse weather conditions the results **must** still be entered into the results portal. If the BowlsLink Results Portal is not accessible a copy of both sides of each card must be emailed to the BTS Statistician before 6.30pm on the day of play.
- 6.5 Ensure that all flags are lowered and any other equipment such as mats, jacks and umpiring equipment are stored away.
- 6.6 If you feel the green was not up to standard, you must rate the green condition truthfully and send a report to the BTS Secretary within 48 hours after the match. **The report should include the results of the pre-game timing as per Pennant CoP 2.6.**

### 7. MOVEMENT OF PLAYERS

- 7.1 Side Captains should make players aware of the Movement of Players rules (Law A.4, **Pennant CoP 5.6**). For Pennant/Fours this means that:
- (a) At the start of each end the third may stay at the head with the skip until it is the third's turn to play.
  - (b) The lead and second must always start at the mat end.
  - (c) Players will only be allowed to walk up to the head under the following circumstances:
    - (i) **Leads:** after the second player in their team has delivered their second bowl.
    - (ii) **Seconds:** after delivery of their second bowl.
    - (iii) **Thirds:** after delivery of their **second** bowl.
    - (iv) **Skips:** after delivery of each of their bowls.
  - (d) In exceptional and limited circumstances, a skip can ask a player to walk up to the head earlier than described above. If a player does not meet the terms of this clause Law 13 will apply.

APPROVED: OCT 2024

REVIEW: SEP 2025

Page 6



# FOR SIDE CAPTAINS 2024-25



## Notes on Movement of Players:

- As the third is allowed to remain with the skip at the beginning of the end until it is their turn to play, there should be exceptional reason for the third to approach the head before their first bowl.
- There should be good reasons (exceptional and limited), such as the jack moving or loaded and no longer visible and/or a tightly clustered head, for the third to approach the head before their second bowl.
- An exceptional circumstance usually only arises 2-3 times during a match and overuse of the rule will be monitored by the Umpire of the Day.
- The Skip is also allowed to remain at the head until it is their turn to bowl and therefore has no reason to approach the head before their first bowl.
- An Umpire is permitted to advise players of this Law (Law 13.3).

## 8. SOCIAL/BAREFOOT BOWLERS (“5 GAMERS”)

- 8.1 Social/barefoot bowlers are allowed to be selected and play under “5 game social player” playing rights to fill temporary vacancies in the pennant sides. Selection of such players should be merit-based according to their ability. Hence these players may be placed in a team higher than a Club’s lowest pennant side.
- 8.2 **Pennant CoP 3.7(c)** requires the club to advise the BTS Secretary each time a 5-gamer is to be used prior to them playing their game. Similarly, payment of a proportional affiliation fee of \$35 is payable by the Club to BTS for 5 game social players before their first game, when they play in in their second or subsequent season.
- 8.3 Clubs are expected to help these players meet minimum uniform requirements and all players should assist these new players meet etiquette expectations for the game in a cordial and non-confrontational manner. If non-compliance with uniform is unavoidable, the club must seek dispensation from the BTS Secretary to approve “as near as possible” uniform. This will be subject to a timeframe for compliance with uniform requirements.
- 8.4 This introduction of this provision by BTS is designed to minimise the potential for Clubs to play short in pennant competition. It is primarily designed to encourage clubs with social members who have limited experience of competitive bowls (e.g., barefoot

APPROVED: OCT 2024

REVIEW: SEP 2025

Page 7





# **FOR SIDE CAPTAINS 2024-25**



programs or casual play) to fill a temporary team vacancy. BTS hopes their experience eventually leads them to play pennant as a full member with playing rights.

- 8.5 Signing up a visiting friend, relative or colleague, who bowls in another jurisdiction as a social member for the purposes of using them to fill a vacancy available to others fails to meet the intent of this specific condition of play and makes the protest provisions of the CoP available to the opposing Club.

Michael Andersch  
Chair, BTS Officiating Panel  
September 2024

Attachment A - Opposite gender players and a rink playing one short

Attachment B - Etiquette for Bowls

**APPROVED: OCT 2024**

**REVIEW: SEP 2025**

Page 8





**ATTACHMENT A - PLAYING ONE SHORT**

Due to this query arising regularly, BTS Match and Officiating Committees believe it prudent to remind Side Captains and Players how to handle the circumstance of a rink playing one short when it also includes an opposite gender player.

The Conditions of Play allows only 1 opposite gender player per rink (team) in a Club’s lowest grade in the single gender competitions on Wednesdays and Thursdays. BTS Match Committee and/or the BTS Board will not grant an exemption to play more than 1 opposite gender player in any rink as there is sufficient scope within the Conditions of Play for Clubs to borrow same gender players from other clubs as substitutes **or 5 game social/barefoot players.**

Should a Club find itself in the position of needing to play one short in a rink with an opposite gender player, **then the opposite gender player fills the Lead position**, the Second position is unfilled with the usual gendered players playing Third and Skip.

The rules for playing one short are covered in the Law Book under Domestic Regulation 2.6 on pages 117/118. The Second position is simply missing in the incomplete team and all players play in their usual order which means the complete team’s Second will always play 2 consecutive bowls.

There is a tendency as an end progresses for Thirds and/or Skips to get confused as to whose turn it is. **REMEMBER: The team that won the prior end always has their Lead, Third and Skip play before their opponents regardless of whether they are complete or incomplete.**

Hence the complete team third bowls immediately following their second when they won the previous end, but when lost, the Second’s first bowl immediately follows their lead’s second bowl.

**ORDER OF BOWLS WHEN COMPLETE TEAM WINS THE PRIOR END AND ROLLS JACK**

	Leads		Seconds		Thirds		Skips	
<b>Complete Team</b>	First Bowl	Third Bowl	<b>Fifth Bowl</b>	<b>Sixth Bowl</b>	<b>Seventh Bowl</b>	Ninth Bowl	11th Bowl	13th Bowl
<b>Incomplete Team</b>	Second Bowl	Fourth Bowl			Eighth Bowl	Tenth Bowl	12th Bowl	14th Bowl

**ORDER OF BOWLS WHEN INCOMPLETE TEAM WINS THE PRIOR END AND ROLLS JACK**

	Leads		Seconds		Thirds		Skips	
<b>Incomplete Team</b>	First Bowl	Third Bowl			Seventh Bowl	Ninth Bowl	11th Bowl	13th Bowl
<b>Complete Team</b>	Second Bowl	<b>Fourth Bowl</b>	<b>Fifth Bowl</b>	<b>Sixth Bowl</b>	Eighth Bowl	Tenth Bowl	12th Bowl	14th Bowl

**APPROVED: OCT 2024**

**REVIEW: SEP 2025**





## **ATTACHMENT B - BOWLS ETIQUETTE**

Bowls etiquette is different from the concrete sets of Laws of Bowls. Etiquette is simply the conventional displaying good sportsmanship based on the traditions of the game. Having a good understanding of these traditions is just as important to the new bowler, as a good knowledge of the laws of the game.

In general terms, etiquette applies to politeness, respect and behaviour in and around the green and during play. It ensures a welcoming atmosphere for the enjoyment of everyone playing the game.

### **Tips for good bowls etiquette:**

1. Be punctual and always welcome visitors.
2. Introduce yourself to your opponents at the start of play.
3. Be polite and friendly to your opponents and refrain from using language that could cause offense. Be mindful of the age and nature of those around you.
4. Respect the laws of the game and the role of the volunteers and officials.
5. When at the mat end and not delivering a bowl, stand at least 2m behind the mat and remain within the confines of the rink.
6. Avoid distracting the bowler on the mat when at the mat end, e.g. by chatting or moving in their peripheral vision. Be similarly conscious of players on adjacent rinks.
7. When delivering a bowl, watch it until it comes to rest then retire behind the mat immediately.
8. Commend your teammates' good bowls and your opponents' exceptional ones.
9. Admit a fluke shot when you play one and remember it when your opponent gets one later in the game.
10. Never clap a "lucky" bowl – remember that it is a poor bowl with a great result.
11. Never encourage (ride) an opposition bowl for a lucky outcome for your team or clap the resulting outcome.
12. Excuses for bad play should not be blamed on the condition of the green, wind or other weather conditions. The conditions are the same for all players.
13. Assist in kicking back the bowls at the completion of an end to 2 metres behind the mat.

**APPROVED: OCT 2024**

**REVIEW: SEP 2025**





**Tips for good bowls etiquette (continued)**

14. Look after the bowling green and avoid dropping your bowls onto the green and never sit on the banks with your feet resting near the plinth of the green, due to its tendency to damage easily.
15. When moving from the mat end to the head end, always:
  - a. Follow behind or to the side of the last player so that they can see the path of their bowl.
  - b. Remain within your rink, walking close to the centre of your rink. This avoids distracting bowlers on adjacent rinks.
16. When moving behind other rinks, e.g at the conclusion of play or during breaks for refreshments, be aware that nearby games may still be in progress. Watch for activity on all nearby rinks and stand still to avoid crossing behind the head of a game or likely line while a player is on the mat preparing to deliver a bowl.
17. Share a shout with your opponent at the end of the game and engage in polite and respectful conversation.

