

# WERRIBEE BOWLS CLUB

## MIDWEEK PENNANT - SIDE MANAGERS DUTIES



The Selectors at the start of each week appoint the Side Managers. They are an important link between the Selectors and the sides and should endeavour to undertake the following:

### 1. Side Managers Duties - Playing Their Game At Home

Arrive at the club no later than 9.30am to collect Side Managers day's information and check them, ready to perform duties by 9.45 am to meet and greet the opposition Side Managers.

### 2. Side Manager Duties – Playing Their Game Away

Must allow enough time to collect and check Side Managers day's information and arrive at the opposition's venue by 9.45am to meet with the opposition Side Manager.

### 3. Side Manager Duties - Before The Game

Collect the appropriate Side Managers information cards etc. from the back office in the club rooms. Side Manager's information is clearly identified and marked, votes and score cards with each side number for pennant games and should contain the following:

#### Blue Pennant Folders

- For sides playing home and away, this form will be used to upload the teams and scores to Bowlslink, the Bowls Vic data base system, the home team sheets scanned and emailed to Bowls Victoria by a person/s designated by the Selection Committee.
- Score Cards - check they are the correct ones for your game
- Pennant Performance Slips - Printed for each team and in envelopes with skip's name
- Copy of the Metropolitan Pennant Competitions Conditions of Play located on the shelf window with folders
- A small supply of extra bowls rings are located behind the bar if required
- Pens if required behind the bar
- Paper & envelopes for personal comments to Selectors

#### Side Managers Are Required To

- If at home, begin the preparation of the BV Pennant check form by inserting date, division and section, opposition's club name and side number. Ensure you use the correct side of the check form. (Left side if home, Right side if away)
- Together with the opposing Managers conduct the draw for rinks prior to the commencement of trial ends
- Exchange scorecards then shuffle. The Side Managers after being advised of the available rink numbers, consecutively numbered, should then nominate one rink per pair of cards. Cards of one side to be placed name face down by one Manager then the other Manager will place a card face down on each card
- Teams will play on the rinks as drawn. Mark these rink numbers on the cards.
- Complete your pennant check form and scorecards with the names of the visiting side players and the home side names
- Toss a coin to see who plays first - the winner of the toss has the choice of keeping or giving away the mat
- Distribute envelopes containing scorecards and Pennant Performance voting slips to each of the Skips.

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Metropolitan Pennant Competitions Conditions of Play state:

- Wherever a Law, Rule or Regulation gives a Side a right of decision or choice, it will be exercised by the Side Manager who will act on behalf of the side
- Any important decision must be made by the Side Manager. It is customary to consult with the Skips prior to the side's decision being made
- Gather side together on the green and advise them of any important announcements that may need addressing
- Discuss tactics the side may need to implement, or if you desire, ask a skip to respond on your behalf

#### 4. Side Managers Duties - After The Game

- Collect final signed scorecards and performance slips from the No.2 of each Rink
- Check that cards are filled in correctly.
- Together with the opposing Side Manager, check that the scores on the cards agree, then complete the Pennant Check Forms. Each Side Manager will enter the scores from each team on to their form with the corresponding points, calculate the totals and then the home team's form is signed by both Side Managers.
- The away team's check form does not need signing but having the opposition Managers contact details can come in handy.

#### Points allocated for a Match

1. Side Win - Ten points
2. Side receiving forfeit or walkover - Ten points + 2 points per rink + 12shots
3. Side giving forfeit or walkover - No points & minus 12shots
4. Side tie - Five points
5. Team win or forfeit - Two points
6. Team tie - One point
7. Bye - No points unless the BV Metropolitan Pennant Committee abandons all play on the day

#### Pennant Check Form for a Side Forfeit or Walkover

- Both Sides must complete a form showing which side has given the walkover
- A Side receiving a walkover must also enter the intended players names to enable players who would have played in the match to qualify for finals

#### Pennant Check Form for a Side with a Bye

- A Form must be completed showing a bye with the intended players names entered to enable players who would have played in the match to qualify for finals
- Alterations to a pennant check form - Clubs may seek a correction to the Pennant Check Form if an alteration is received in writing endorsed by both Clubs within 5 days of the match being completed

#### Points When Play Is Abandoned

- Sides will share points when all matches scheduled for that day are abandoned
- Points when play is abandoned, and less than 60 ends have been completed
- Match is deemed a tie
- Match abandoned by Side Manager's agreement and more than 60 ends have been completed.
- The game will be awarded to the Side who has the higher number of total shots at the time the game is abandoned, and points allocated accordingly

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Pass on to selection committee any information obtained after consultation with the side Skips that may influence future selection of sides.

Side Managers may be invited by the selection committee to attend a meeting to convey any feedback or performance of the sides they represent.

Side Manager's information containing scorecards and Pennant Performance Slips to be returned to the back office of the club rooms

A member of the Selection Committee will collect Pennant Check Forms from home Side Managers.

### 5. Side Managers Duties – Away Games

On completion of the game, phone or text results or take a photo of the completed pennant check form and send to the nominated pennant selector so the results can be recorded at the club. A photo of the completed check form is the preferred option.

The selection committee require the away side to complete a pennant check form. This is used to confirm information uploaded to Bowlslink. It should be an exact copy of the Home sides check form.

### 6. Duties of Person/s Nominated by the Selection Committee each Match Day

- Home Clubs are responsible for uploading the results of home matches via Bowlslink. Chairperson of Midweek to complete (Training required for this duty)
- The Home Club must provide completed Home Game Pennant Check Forms via email to [bowlsvic@bowlsvic.org.au](mailto:bowlsvic@bowlsvic.org.au) or post to BV until advised otherwise.

### 7. Procedures for Scanning and Emailing Midweek Pennant Check Forms to Bowls Victoria

- Switch on club computer, screen and printer
- Obtain password for computer if required, from the Chairperson of Selectors or the person responsible on the day
- MidWeek Chairperson to ensure all days results are sent through to Bowls Victoria

#### Step 1 - Scan Pennant Check Forms (Home Sides Only) from Printer to USB Drive

- Place pennant check forms face up in scanner feeder
- Insert USB drive obtained from Selectors, into the printers USB slot
- Printer display will show "Scan to USB drive", press this option
- Forms will be scanned
- When scanning is completed, remove the scanned copies from tray then remove USB drive from printers USB slot

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### Step 2 – Email Scanned Pennant Check Forms to Bowls Victoria

- Insert USB drive into USB slot on the computer
- File Explorer will automatically load and display the USB drive contents
- Double left-click “HPSCANS” displayed in the USB file list
- File will display the name “scan” shown as a pdf file
- Right click this file, select “Send to” then left click “Mail recipient”
- A new email form will open, with the selected file included as an attachment
- Enter the letter” b “into the email address (bowlsvic@bowlsvic.org.au) will display, left click on the displayed email address
- In the Subject box, enter after scan “Pennant Results Werrabee Bowls Club Midweek Pennant, then the day’s date
- Click “Send”
- Open the Outlook Email Folder shown in taskbar along bottom of screen
- Wait for the Number 1 shown in “Outbox” to disappear, and then close the Outlook Email Folder
- Close the File Explorer window
- Leave current “HPSCANS” files on USB drive
- Safely Remove the USB drive from the computer and return to a secure known location
- On completion switch off Club Computer, screen and printer