



**BOWLS**  
NEW ZEALAND

# **OFFICIATING MANUAL**

*For Markers, Measurers and  
National Umpires*



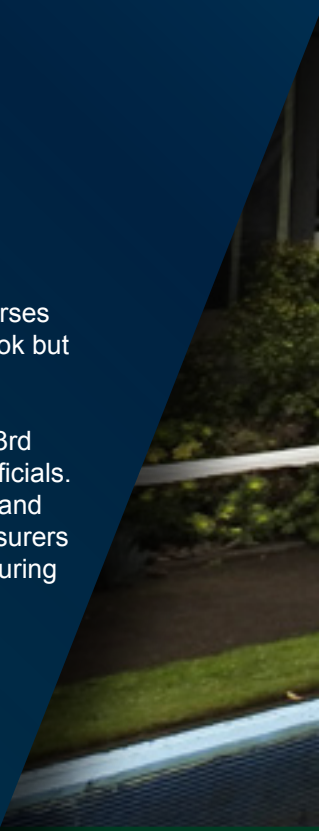
# A MESSAGE FROM BOWLS NEW ZEALAND

*For Bowls New Zealand Accredited Markers, Measurers and National Umpires*

## *Overview of the Manual*

This manual is designed to work in conjunction with and support modules of learning and courses for accreditation for Bowls New Zealand officials. Having said that, the manual is not a textbook but rather a reference all officials can use throughout their career.

The manual should be read in conjunction with the Laws of the Sport of Bowls (Crystal Mark 3rd edition 1st April 2015). The manual begins with an overview of the laws as they apply to all officials. The manual includes specific chapters relevant to Markers, Measurers and National umpires and their required duties. The chapter on Self Management applies to all officials, while both Measurers and National umpires will need to refer particularly to the chapter for Measurers and on Measuring Equipment.





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## **CHAPTER 1**

# *LET'S OFFICIATE*

The term 'official' is an overarching one used to refer to accredited and competent people taking particular and necessary roles in the game of lawn bowls. The term encompasses the roles of Marker, Measurer and Level 1 and 2 Umpires, as well as International Technical Officials.





# CHAPTER 1

The officiating accreditation structure for bowls in New Zealand is skill based. Each official's role requires specific competencies, that is, each official must be competent at particular tasks.

To become an official at any level usually requires participation in modules of training and demonstration of the required level of competency. This manual is designed to support delivery of those modules of training necessary for accreditation as an official.

## **THE OFFICIATING STRUCTURE IN NEW ZEALAND**

The officiating structure in New Zealand is shown in the diagram on the following page.

To gain accreditation as a Marker, Measurer, National Umpire or Level 2 Umpire, participants must satisfy the required competencies as set down in Bowls New Zealand's officials accreditation program.

The officiating structure allows progression through sets of competencies.

There are officials who may wish only to be markers or measurers. On the other hand, interested and competent officials can become umpires or develop their skills further to become International Technical Officials.

## **REQUIRED COMPETENCIES OF OFFICIALS**

Officials at all levels are expected to have a set of skills and be able to perform relevant duties competently. A specific set of competencies is required for each official and these are dealt with in this manual. Some competencies are specific to the official's particular role and some, such as self-management, apply to all officials.

All officials need to be competent in four main areas:

1. Self-management: How officials conduct themselves and manage the bowls environment fairly, honestly and with integrity;
2. Laws: Knowing the relevant Laws of the Sport of Bowls;
3. The official's specific tasks and duties.
4. Measuring technique.

## **MARKER COMPETENCIES**

Markers are officials responsible for the efficient management of singles matches. Markers must understand the bowls environment, be well prepared with the necessary equipment, and be able to organise themselves and the match environment. Markers must be knowledgeable in the correct and appropriate use of

essential equipment.

They must know where to position themselves to avoid interference with or intrusion into the game. Concise terminology and signalling are critical skills for markers. Markers' skills of concentration and accurate recording of game results can determine the outcome of games.

## **MEASURER COMPETENCIES**

Measurers need to know the Laws of the Sport of Bowls relevant to their area of expertise. Measurers must be familiar with the appropriate and correct use of all measuring equipment and know how best to be prepared for quick and accurate responses to calls for bowls to be measured. Measurers must be fair and able to effectively communicate the results of measures.

## **LAWS COMPETENCIES**

A Laws Umpire will have a thorough knowledge of the Laws of the Sport and Regulations and may adjudicate on the written law only. They will not carry out any physical measurements.

## **NATIONAL UMPIRE COMPETENCIES**

Umpires are necessary officials for games of bowls. The Laws of the Sport of Bowls (Law 43) require the appointment of an umpire for bowls competitions. Umpires must be proficient measurers, familiar with the correct and appropriate use of all measuring equipment. Umpires must also be cognisant of all aspects of the Laws of the Sport of Bowls, know the Law Book thoroughly and, when called upon to make decisions, be able to communicate effectively, fairly and with integrity.

## **INTERNATIONAL TECHNICAL OFFICIAL (ITO)**

This manual does not deal with the specific skills and competencies required of International Technical Officials (ITOs), as this is a World Bowls accreditation. The ITO accreditation is designed for those already accredited as National Umpires, who wish to umpire at national and international events and on TV at events such as Commonwealth Games, and other national events.

## **SUMMARY**

Information about officials accreditation courses, training modules and further information relevant to bowls officials in New Zealand can be found on the Bowls New Zealand Website. Those interested in gaining accreditation as bowls officials should, in the first instance, speak to their Club Secretary or approach their Umpires Committee/Association.

## TECHNICAL OFFICIALS' PATHWAY

Reaccreditation is required every five years.

**LEVEL 4**  
INTERNATIONAL TECHNICAL OFFICIAL  
Officiating at World Bowls Events

**LEVEL 3**  
INTERNATIONAL TECHNICAL OFFICIAL  
Officiating at World Bowls Events

Reaccreditation is required every four years.

**LEVEL 2**  
ACCREDITED  
Level 2 Umpire

**LEVEL 1**  
ACCREDITED  
Full Umpire

ACCREDITED  
Law Umpire

ACCREDITED  
Measurer

ACCREDITED  
Marker

## **CHAPTER 2**

# *LAWS OF THE SPORT OF BOWLS*

All bowls officials in New Zealand derive their authority from the Laws of the Sport of Bowls, and the sole authority for the production and revision of these laws throughout the world is World Bowls Ltd (WB).





# CHAPTER 2

## **THE LAWS OF THE SPORT OF BOWLS**

Within New Zealand, there is a multi-tiered system for the administration of bowls. Bowls New Zealand (Bowls NZ) is the peak delegated authority for administration and management of bowls in New Zealand. Bowls NZ is empowered to formulate, issue, adopt, interpret and amend regulations for the proper advancement, management and administration of Bowls in New Zealand.

*Within New Zealand are the many regional and centre authorities, into which local bowls clubs are grouped for competition and administration purposes.*

## **THE LAW BOOK**

The Laws of the Sport of Bowls apply worldwide, in every country where lawn bowls is played, except for small modifications for local conditions.

The laws deal with all facets of the game including:

- The physical arrangements of the surface on which the game is played ie: with the green, the ditches and the banks;
- The equipment necessary for playing the sport ie: mats, jacks, bowls and measuring equipment;
- The conditions and formats for games at various levels; and
- The rules for the game and the many factors which might affect games.

The current Law Book (Crystal Mark 3rd edition) was adopted by the World Bowls Council in 2014 and introduced in New Zealand on 1st April 2015.

World Bowls intends to review the laws of the sport approximately every four years, so there may be amendments from time to time. These changes will be notified to all clubs and officials by Bowls New Zealand. Officials need to keep up to date with amendments to the Law Book and can do this by reference to the Bowls New Zealand website.

This manual does not replace the Laws of the Sport of Bowls but should be read in conjunction with it. Where specific laws are referred to you should go back and read the laws and make sure you understand them.

## **THE STRUCTURE OF THE LAW BOOK**

All officials need to be familiar with the Law Book, its contents and its structure. Knowing the content and the way it is arranged allows for quick and easy reference when necessary.

You need to be able to find things easily and work through the matter logically.

Begin with the Table of Contents at the front of the book and learn the various sections of the book. Be familiar with the appendices including the diagrams and the distance charts.

## **THE INDEX TO THE LAW BOOK**

In line with most useful reference books, the Law Book contains an index that allows for quick and easy access to the relevant laws and regulations. Understanding the index and knowing how to use it, will save time when called to make a decision. To be a good umpire, it is critical that you are familiar with the index.

## **THE NUMBERING CONVENTIONS OF THE LAW BOOK**

Understanding the numbering conventions of the Law Book will make it easier to find particular laws in the Law Book, and to understand the ways in which laws are meant to be read.

The numbering convention in the Law Book is important in logically working through a problem, especially if you are faced with adjudicating on a complex matter.

Before looking at the main body of the Law Book, there is a significant statement in the foreword to the Law Book. It is sometimes referred to as the 'Law of Common Sense'.

Situations will always arise that are not covered by the laws. In such cases, officials should use their common sense and a spirit of fair play to decide on the appropriate course of action. The conventions listed in the foreword to the Law Book are also very important as these govern how certain laws are interpreted.

Where the words 'must' and 'will' are used in the laws, the action is compulsory, while the use of 'can' in the wording of the laws means that the action is optional.

## **THE MAIN BODY OF THE LAW BOOK**

The main body of the Law Book is divided into sections which lay out the necessary definitions, the basis of the game, its allowed equipment and playing surface arrangements, as well as how various situations that might arise during a game are to be handled.

The laws in the main body of the Law Book can be divided into two types: Basic laws and laws that may require interpretation. The foreword contains an introduction, conventions and definitions.

Officials will often need to refer to these definitions.

The basic laws are quite factual and unlikely to cause much dispute. These laws are largely contained in sections relating to administration, duties of players and officials

# LAW'S OF THE SPORT OF BOWLS

ORGANISATION	RESPONSIBILITY	OFFICIATING RESPONSIBILITY
World Bowls (WB)	Lawn Bowls Worldwide	Laws of the Sport of Bowls through the World Bowls Laws Committee.
Bowls New Zealand (Bowls NZ) and Bowls New Zealand Umpires Committee (BNZUC)	Lawn Bowls Nationwide	BNZUC has responsibility for adherence to the laws in New Zealand as well as the authority to create Domestic Regulations for approval by the board of Bowls New Zealand.
Umpires Associations/ Committees	Lawn Bowls within centres and regions.	Centre or Regional Umpires Committees organise officials at the centre or regional level.
Clubs	Lawn Bowls in clubs	Allocate: Umpires, Markers, Measurers



and some part of the game basics. These sections cover matters of equipment and how the game works. Sections on game anomalies and the more complex game issues contain laws that are open to more extensive interpretations, as they deal with matters that may cause disputes.

## *NUMBERING CONVENTIONS OF THE LAW BOOK*

Look at Section 1.1 arranging a Game and Law 1 Play arrangements. Some laws like Law 1 are further divided into sub-sections. If you are interested in play arrangements for a singles game go to Law 1.1.

Some Laws are expressed in a more complex way as is Law 56 dealing with Sets play. Law 56.1 dealing with the format of play in Sets Play has subsidiary numbers so if you are referring to knockout play, a subset of formats of play, you would go to Law 56.1.6.

# CHAPTER 2

## *DOMESTIC REGULATIONS*

The Domestic Regulations (DR) are a set of rules that apply only to New Zealand conditions. World Bowls (WB) allows each country to make some specific modifications to the laws that relate to local conditions.

As a member nation of World Bowls, Bowls New Zealand has the authority to create DRs provided that they follow the laws relating to domestic regulations as specified by WB (Law 57.1). The DRs for New Zealand can be found at the back of the New Zealand edition of the Law Book.

## *CONDITIONS OF PLAY*

There are specific Conditions of Play for competitions run by the national body, regions, centres and clubs. The laws and DRs also indicate where these may apply. Conditions of Play and what they should cover are defined in the main body of the Laws of the Sport of Bowls.

Good officials will be familiar with the Conditions of Play relating to specific competitions and tournaments before they begin their officiating task.

Conditions of Play for national or centre competitions are usually available for download from the Controlling Body's website. Conditions of Play for the New Zealand National Singles would, for example, be available from the Bowls New Zealand website. At regional level and for Interclub competition, Conditions of Play may be included in relevant handbooks.

## *SUMMARY*

Officials need to be familiar with the current edition of the Law Book and any amendments that may have been made to it. As an official you need to be able to access relevant sections of the Law Book quickly and be proficient with the use of the index so that players have confidence in your expertise. Study the Law Book, understand its layout and structure and practise finding relevant laws in a timely manner.



## **CHAPTER 3**

# *MARKER SKILLS AND DUTIES*

This chapter aims to provide a basic understanding of the duties and tasks of the marker. The marker is a crucial official with clearly defined duties under Law 42 of the Laws of the Sport of Bowls and markers should have a good understanding of that law. The primary duty of the marker is to assist players so that the game can proceed within the laws and best etiquette of the game. Marking is an 'art' and, like all other arts, takes time to master. A good marker can enhance a game whilst a bad marker can ruin a game.



# CHAPTER 3

## OVERVIEW

The way a marker uses time during a game of singles can make a big difference to the way the game is played. A marker who is seen to be moving around the head and delaying play will affect players' concentration and the speed of the game.

Markers should practice a routine that can be used in every game to ensure that the game can be conducted without rushing around and so that the marking appears confident and effortless.

Estimating distances is an important part of marking. A good marker is proficient in accurate distance estimation and proficiency comes with practice.

## PREPARATION

*Appearance and bearing are important aspects of marking. If a specific uniform is necessary, it should be a good fit, look smart and not restrict movement when bending to measure or mark touchers.*

Apart from equipment necessary for marking, other small items such as coins, wallets, lighters or mobile phones should not be carried.

It is a good idea to have a full water bottle available. Identify a convenient place for it at the end of the rink but out of sight of players and television cameras if it is a televised game.

Markers should familiarise themselves with the competition rules or relevant Conditions of Play particularly:

- The number of shots required;
- The number of ends to be played;
- Whether dead ends will be allowed; and
- Rules for respotting the jack.

## AT THE VENUE

A good marker will arrive at the venue an hour before the scheduled match.

## PREPARATION

On arrival, markers should introduce themselves to the officials from the Controlling Body, fellow markers and the umpires on duty.

An efficient marker will ascertain who will be umpiring and where the umpire and equipment will be located.

## MARKER EQUIPMENT

Markers should have all necessary equipment with them including:

- Chalk for marking touchers (in New Zealand, spray chalk is recommended)
- A box string measure;
- Three or four wedges;
- A pen or pencil for completing the scorecard;
- The scorecard;
- A coin to toss at the start of the game and for extra ends; and
- Shot indicators if required by the Controlling Body.

### A good marker has the ability to do three things:

1. Correctly determine which player has shot;
2. Accurately determine distances;
3. Make efficient use of time during play.

Anticipating questions from players and being ready with answers is crucial.

## BEFORE THE GAME

The marker should collect the scorecard from the Controlling Body or Match Committee, and make sure that the names of both players and the rink of play are on the scorecard. Completing the scorecard is discussed at the conclusion of this chapter.

The marker should ascertain whether there will be a scoreboard attendant.

## AT THE RINK/TRIAL ENDS

Efficient markers will arrive at the rink of play 15 minutes before the game is due to commence to allow time for preliminary matters to be dealt with.

## INTRODUCTIONS

- Before the game commences markers should introduce themselves to the players.
- Good markers will indicate to the players that:
- They will mark touchers after the toucher has come to rest and before the next bowl is delivered; and
- They would like permission to remove obvious dead bowls from the ditch or green.
- Ask the players to allow time for marking touchers as necessary;

# MARKER SKILLS AND DUTIES

## LAW 42. THE MARKER'S DUTIES

- 42.1 In the absence of an umpire, the marker must:
- 42.1.1 Make sure that all aspects of play are carried out in line with the Laws of the Sport of Bowls;
    - 42.1.2.1 Make sure, before the game starts, that:
      - 42.1.2.1 All bowls have a clearly visible, valid world Bowls Stamp imprinted on them;
      - 42.1.2.2 The rink of play is the correct width in line with law 49.1 by measuring it; and
      - 42.1.2.3 The pegs or discs on the side banks in the direction of play are the correct distances in line with law 49.12 by measuring them.
- 42.2 The marker must:
- 42.2.1 Centre the jack;
  - 42.2.2 Make sure that the jack is at least 23 metres from the mat line after it has been centred;
  - 42.2.3 Place a jack that comes to rest less than 2 metres from the front ditch as described in law 9.2;
  - 42.2.4 Stand to one side of the rink, behind the jack and away from the head;
  - 42.2.5 Answer any specific question about the state of the head which is asked by the player in possession of the rink;
  - 42.2.6 When asked, tell or show the player in possession of the rink the position of the jack;
  - 42.2.7 When asked, tell or show the player in possession of the rink which bowl or bowls the marker considers to be shot;
  - 42.2.8 When authorised by the Controlling Body, signal to players and spectators (using the appropriate number and colour of shot indicators or some other suitable method) which player's bowl or bowls the marker considers to be shot;
  - 42.2.9 Mark all touchers with chalk and remove the chalk marks from non-touchers as soon as they come to rest;
  - 42.2.10 Stop any bowl that is from a neighbouring rink and could move a jack or bowl that is at rest;
  - 42.2.11 If both players agree, remove all dead bowls from the rink of play;
  - 42.2.12 Mark the position of a jack and any touchers which are in the ditch as described in laws 14.4 and 18.2;
  - 42.2.13 Not move, or cause to be moved, either the jack or any bowls until the players have agreed the number of shots scored; and
  - 42.2.14 Measure any disputed shot or shots when asked to do so by either player. If the players are not satisfied with the marker's decision, the marker must ask the umpire to do the measuring. If the Controlling Body has not appointed an umpire, the marker must choose a competent neutral person to act as the umpire. The umpire's decision is final.
- 42.3 When each end has been completed, the marker must:
- 42.3.1 Record the score on the score card;
  - 42.3.2 If scoreboards are not being used, tell the players the running totals of the scores; and
  - 42.3.3 Remove from the rink the mat used during the previous end, if necessary.
- 42.4 When the game has been completed, the marker must make sure that the score card:
- 42.4.1 Contains the names and signatures of the players;
  - 42.4.2 Contains the time at which the game was completed; and
  - 42.4.3 Is dealt with in line with the Conditions of Play

## TIP

Upon arrival at a venue identify the umpire. If an umpire has not been appointed, identify a competent third party to use in the event of a dispute. Markers may also, in this case have to ensure that the rink conforms to the laws before the game starts, and may also have to ensure that all necessary measuring equipment is available and ready at hand.

# CHAPTER 3

- Check with the players how they would like distances indicated (ie with hand signals) and if they would like distances called in Imperial (feet and inches) or metric (metres); (and not required)
- Check whether the players would like the marker to measure for them.

It is helpful to make a note of the colour of stickers, clothing or bowls the players are using so that it is easy to identify them when marking the card.

## THE COIN TOSS

Toss a coin and ask the winner to choose who will play first. If the winner of the toss gives away the mat and option to play first the opposing player cannot refuse.

## PROCEDURES IN TRIAL ENDS

When the jack is delivered, the marker should centre it where it stops unless otherwise requested by the player. Good markers will always centre the jack with their hands, never with their feet.

After centring the jack, markers should move to their position on the rink.

As each bowl comes to rest, good markers will use either hand signals or a clear voice to indicate to the players the distance of the bowl. Each player's bowls should be picked up and placed in neat groups on opposite sides of the centre line at the back of the rink near the ditch.

***At the completion of the trial end(s), it is courtesy to shake each player's hand and wish them well, before taking position at the end of the rink ready for the start of the game.***

## THE START OF THE GAME

Write the start time on the scorecard. In time limited games, a good marker will be ready to start the game when the agreed signal indicates that it is time to start play. The players should not begin the game before the signal.

## DURING THE GAME

The start of each end a good marker will maintain the same routine at the start of each end.

This includes carrying out the following four tasks:

- Taking up a position between the two metre mark and the front ditch;
- Making sure the mat has been positioned correctly on the centre line;

- Making sure the player has delivered the jack to a legal length and placing it on the centre line; and
- Centring a jack that comes to rest between the 2m mark and the front ditch at the two metre mark.

***Good markers will develop consistent routines that allow the game to proceed efficiently.***

## CASE STUDY - 4

Gail was marking a game of centre level ladies singles. She had not undertaken any training as a marker but had played many singles matches and was confident that she knew what she was doing.

As soon as every bowl was delivered she ambled into the head and moved around in circles trying to assess the situation. She was so intent on checking the head after each bowl that she was not aware that the next player was on the mat waiting to deliver her next bowl. Each player was forced to wait to deliver her bowl as Gail was in and out of the head, obstructing the view of the head and distracting attention from preparation to deliver.

One player became increasingly agitated and eventually called the umpire to request that the marker be asked to stand in one position and minimise her movement. The umpire watched the situation and quietly suggested to Gail that she move around less and be ready with estimations of distance when players asked.

The player who had become most agitated lost the first set and blamed the marker's performance for her loss.

Gail felt that the criticism and the action of the umpire was unwarranted and, after the match, spoke to the umpire and the Controlling Body about her feelings. The discussion was initially heated but with some time for reflection and as a result of the umpire's suggestion Gail decided to attend the Bowls New Zealand Marker module to become a competent marker.

Question:  
What else might Gail do?

# MARKER SKILLS AND DUTIES



*THE IDEAL POSITION TO STAND IS APPROXIMATELY 2 METRES TO THE REAR OF THE HEAD AND 1 METRE TO THE SIDE OF THE JACK.*

## **POSITIONING**

The ideal position to stand is approximately two metres to the rear and one metre to the side of the jack so that:

- A player's view of the rink boundary pegs and centre line is not obstructed; and
- The head can be viewed clearly and the marker is in a position to react to anything that happens in the head.

There are occasions when the marker may need to adjust their positioning:

- If the jack has been moved, the marker will need to move to a new position however still endeavor to maintain a position of two metres to the rear and one metre to the side of the jack.
- If the marker's position casts a shadow over the head, move to the opposite side of the jack or slightly further towards the back ditch.
- Once a drive shot has been delivered, move slightly forward of the head. This enables the marker to avoid bowls or jack which may be disturbed and make it easier to observe if a bowl becomes a toucher.

Markers should be aware that the jack is placed with the nearest point of the jack to the mat line being two metres from the front ditch.

On greens where the greenkeepers have used round dots as indicators instead of chalked Ts, the jack is not placed on top of the round dot.

The same applies to sets play spots. This is a common mistake by players and inexperienced markers alike.

***As a general rule, a good marker will keep the same position in relation to the jack on each end.***

If the jack position is moved during play so that it is at the very back of the rink or in the ditch the position of the marker may need to be altered accordingly. The marker should not stand on the bank unless requested to do so by the players.

A good marker will stand in a position that does not cast a shadow across the head or across the head on the neighbouring rink. This may change given the position of the sun and the time of the game (morning or afternoon).

***Unless required to mark a toucher or answer a question, the marker should keep still and quiet, particularly when players are on the mat ready to deliver a bowl.***

# CHAPTER 3

When a bowl is on its way up the rink (in course), it may be necessary to take a discreet step forward and to the side of the head to check distances and shot position. Good markers will return to their position and be ready to answer any questions before the bowl reaches the head.

***Engaging in conversation with scoreboard attendants, officials or spectators distracts markers and the players from concentration on the game.***

Likewise, prolonged conversation with players, even if known personally, can be distracting and may even lead to perceptions of bias. If a player initiates conversation, respond courteously and to the point, whilst ensuring that the opponent's concentration is not disturbed.

## TOUCHERS

During the game, the marker should mark all touchers with chalk, preferably on both sides so that bowls do not have to be picked up to check if they are touchers in the event of changes to the head.



***Good markers will:  
Mark touchers on the running surface of the bowl not on the dimples. A toucher should be marked as soon as it has come to rest, and at least before the succeeding bowl comes to rest.***

Ensure that the players are aware that a bowl is being nominated as a toucher. Remove any remaining chalk marks from non-touching as soon as they come to rest.

## DEAD BOWLS/JACKS/ENDS

If both players have agreed prior to the start of play, the marker should remove dead bowls from the rink of play. In case of uncertainty the umpire will make the decision as required.

Mark the position of the jack and any touchers in the ditch, using the appropriate indicators. As well, draw a circle in the sand around the toucher to indicate its position in case it moved invalidly and needs to be returned to its former position (Law 37.7). Synthetic ditch surfaces can be marked with chalk (Law 14.4).

***The marker should not prevent a jack or bowl from either entering the ditch or crossing the side boundary of the rink. It is still live until it comes to rest (i.e. do not 'catch' a bowl which is about to drop into the ditch). Remove a dead bowl immediately after it comes to rest, and ensure that the player is aware that this is being done.***

The marker's duty is to protect the head at all times. This includes being aware of adjacent rinks as a bowl from another rink disturbing the head could affect the game.

A jack or bowl in the ditch that has been moved as a result of impact with a dead bowl should be restored to its former position.

## INDICATING THE POSITION OF THE HEAD

The marker should only answer questions about the state of the head from the player in possession of the rink. Questions may include (but are not limited to):

- Position of the jack;
- Who has shot;
- Position of shot bowl(s); and
- Distances between bowl/jack, jack/ditch, bowl/bowl etc.

Markers should ensure that they comprehend the player's question and provide the appropriate answer. A good marker will answer clearly, precisely and positively, while being wary of providing too much information.

## TIPS

- Watch for a toucher and be alert to moving bowls and changes to the head particularly where the jack and bowls finish.
- Be alert, concentrate on the game and what is happening in the head at all times. The head may change rapidly.

# MARKER SKILLS AND DUTIES

## CASE STUDY - 5

Wayne was playing in his centre's singles tournament at his club. He was defeated in the first round so was asked to mark for one of the games in the next round. One of the players in the next round was a bowler well known to Wayne as he had played with him and against him in previous tournaments.

During the game, that player asked Wayne whether he was holding shot. Wayne replied in the negative, indicating the actual shot bowl and its relationship to the jack. He was then asked where the jack would go if it was moved by the shot bowl. Wayne indicated a position on the green where he believed the jack would finish. The opposing player shook his head but said nothing. In the event the jack was not moved but on the next changeover the opposing player indicated his disquiet to Wayne. He felt that Wayne was giving advice rather than simply indicating the position at the head.

### Questions:

Was the player right in his view that Wayne was giving advice rather than simply marking? What should Wayne do for the remainder of the game?



Having good anticipation skills will enhance the game and put the marker in great demand. Be attentive and listen carefully to questions so that questions do not need to be repeated. If markers do not hear a question properly or do not understand, players can be asked politely to repeat the question.

Be familiar with the definition 'Jack high' or 'Jack level' (Law C26).

If players ask if a bowl is 'Jack high', do not just say no, tell them how far short or past jack high it actually is.

Singles players want accurate information from a marker so that they can make judgements about where to roll their next bowl. Having a good estimate of the distances between the jack and bowl(s), between bowls, the jack or bowl to the ditch is crucial. So for example, if a bowl is 18 inches short, Markers should not call it two feet short, as players will soon lose confidence in a marker who is not accurate.

Players usually want to know the position of their bowls in relation to the jack ie how far short of or how far past the jack. There are easy ways to help estimate these distances. When asked to indicate the shot, remember to point only with your hand, not with your foot.

Be decisive when asked questions. Being alert and anticipating possible questions will help. Give common sense answers. If the question is, 'Am I holding two shots?', but the player is only holding one the answer should be 'No. only one shot.'

## ANTICIPATING QUESTIONS

A crucial component of the marker's duties is answering questions posed by the player in possession of the rink. Anticipating questions is the key to good marking. When marking, ask yourself, 'If I was on the mat what would I want to know?'. Generally, players want to know answers to such questions as:

- Am I holding?
- How far past is the shot bowl?
- How many second shots do I have?
- Which is the shot?

***As a marker, look at the head, think about the possible questions and prepare your answers: Try to anticipate player questions so that an accurate answer is ready quickly, especially in a timed game or if there is a shot clock in operation.***

# CHAPTER 3



## GIVING ACCURATE ANSWERS TO QUESTIONS

Markers must answer accurately and concisely without giving more information than is asked for. At the same time, markers must be able to gauge what information a player is actually asking for.

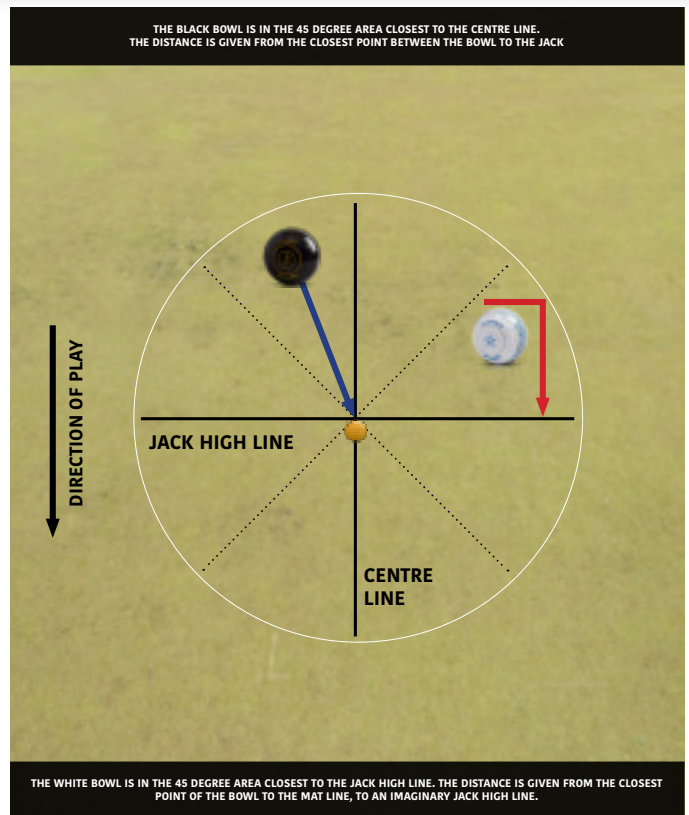
If a player asks the general question 'Am i holding?', the answer is 'Yes' or 'No' or 'It's a measure.' If players ask for the position or situation, they are asking for more information than simply whether or not they are holding. They will want to know whether they are up or down and by how many. Whilst giving this information the marker should anticipate further questions about the relative position of bowls to the jack and be ready with the answers without a further extended visit to the head.

Avoid frustrating and time-wasting exchanges such as the following:

- 'Am I holding one?' No.
- 'Am I holding two?' No.
- 'Am I down?' Yes.
- 'How many?' One.

## TIPS

- The use of chalk spray, rather than chalk is preferred, as it minimises the risk of moving the bowl.
- Remember to return jack and bowl indicators to a position behind the rink number when the end is completed.
- A marker will not show a player the position of jack high. This is deemed as providing assistance to the player.



Divide the circle around the jack into imaginary quadrants around the centre line and jack high as shown in the above diagram.

When asked, decide where the bowl lies in relation to the jack from the centre line to jack high. If a bowl is within the 45° area closest to the centre line, e.g. the yellow bowl above the area known as 'the gap', then the distance is given from the closest point between the bowl to the jack.

If a bowl is positioned within the 45 degree area closest to jack high, eg the red bowl above, the distance is given from the closest point of the bowl to the mat line, to an imaginary jack high line.

Markers can train their eyes to more accurately assess distances. Use items such as floor tiles, a ruler, the size of your foot or your height to help with the calculations.

## Picking the shot

A good marker has an accurate eye for picking the shot; Players will have confidence in and rely on the marker's ability during the game. When asked 'Who has shot?' a good marker will not be afraid to give an opinion as to the state of the head. Players understand that until a proper measure is completed, the marker's view is a best estimate.

To pick the shot when two bowls are in close proximity to each other, a marker needs to review the situation by

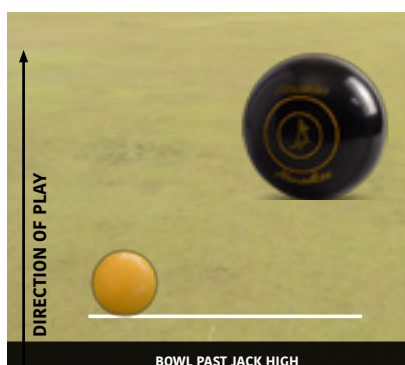
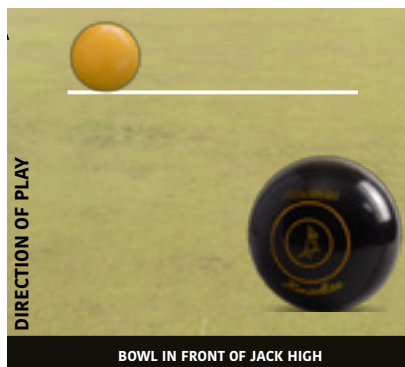
# MARKER SKILLS AND DUTIES

moving to a position behind the jack to view the two bowls concerned in the opposite direction.

Alternatively, stand halfway between the two bowls and look back to the jack and gauge the shot. If there are more than two bowls involved, the same process of judging the shot applies to each bowl concerned.

Picking which bowl is shot when two bowls are on opposite sides of the jack can be hard. Markers can, however, train their eyes to deal with these situations. Practise by having someone place two bowls either side of a jack (At various distances with one bowl further from the jack than the other). Have the furthest bowl moved in small increments towards the jack.

Each time the bowl is moved, call which bowl is shot until it is too hard to decide. Check the accuracy of your estimates by measuring.



## HAND SIGNALS

There may be situations when it is difficult for the players and the marker to communicate verbally, especially on long ends. Situations that may make verbal communication difficult can include:

- It may be a windy day;
- The neighbouring rinks may be quite verbal;
- There may be traffic noise; or
- There may be players with hearing difficulties or language barriers.

In these cases a simple series of hand signals can be used by players as a question and by the marker to answer to facilitate communication. These hand signals are easily learned, easily understood and widely accepted.

Before the game commenced, the players may have agreed that the marker will indicate distances. Clear and consistent hand signals can help with this. Hand signals indicating distances, should be made by holding both hands the approximate distance apart with the palms facing inwards.

## THE USE OF SHOT INDICATORS

*Some events may require the use of shot indicators (commonly known as 'lollipops' or 'paddles') to indicate the state of play.*

These should ideally be used:

- After two bowls have been delivered by each player;
- As the position at the head changes; and
- At the completion of the end after the result of the end has been determined.

It is best practice to answer questions verbally or with appropriate signals. Shot indicators should not be used by themselves to answer a request from a player in control of the mat. There may, however, be situations where shot indicators are helpful in answering questions: The competition environment may be particularly noisy, or there may be a lot of traffic moving past.

*When using shot indicators to indicate the number of shots during an end, the shot indicators appropriate to the player holding shot should be held in one hand, with the arm extended to the side of the body in line with the shoulders and the elbow bent at an angle of around 90°. The tops of the shot indicators should be in line with, or slightly above, the level of the marker's forehead.*

# CHAPTER 3

The shot indicators should be displayed facing the direction of the mat line for two or three seconds, then turned through 90° for a further two seconds, before again being turned in the direction of the mat line for a further two or three seconds.



Player: Am I two shots up?  
Marker: You are two shots up.  
Action: The number of fingers (paddles) indicates the number of shots in both the question and the reply.



Paddles are too low and will be difficult to be seen from a distance.

## TIP

Carefully check the wording of the Conditions of Play in sets play or other nominated respot events as many Controlling Bodies will declare their event as having 'no dead ends' and indicate that the jack is to be respotted. Respotting can only occur when the jack in motion passes outside the rink of play. Dead ends can still occur within sets play or other nominated respot events through various acts such as displacement of the head.

# MARKER SKILLS AND DUTIES



## One shot

The four individual shot indicators should be placed behind each other and held in a group so that only one is seen when the set is held up



## Two shots

The four individual shot indicators should be separated into two groups of two so that only two shot indicators are seen when the set is held up



## Three shots

The four individual shot indicators should be separated into three groups so that only three shot indicators are seen when the set is held up.



## Four shots

All four shot indicators should be seen with two in a horizontal position at 180° to each other, and the middle two at 45° on either side of the vertical.

# CHAPTER 3



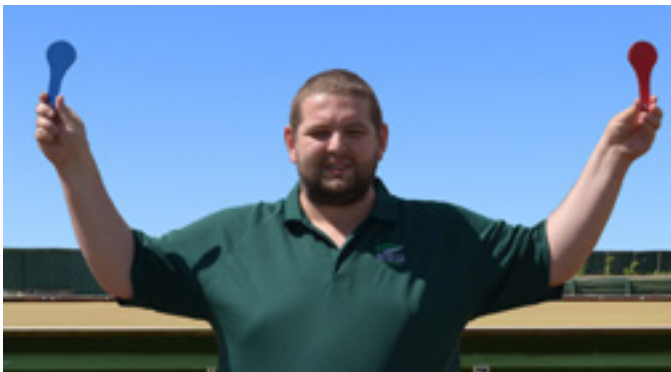
**Player:** How far is that bowl from the jack, or - how far short (past) is that bowl of jack high?

**Marker:** That bowl is short of jack high.

**Action:** Pointed fingers or palms raised and facing each other the approximate distance.

**Marker:** That bowl is past jack high

**Action:** Both arms raised above shoulder height with palms facing away from the shoulders (towards the player) and moving backwards and forwards



## **No shot or tied end**

If, for example, a bowl from each player is touching the jack or the end is tied, both sets of indicators can be used together. The four individual shot indicators should be placed behind each other and held in a group so that only one is seen when the set is held up. The two sets should be held in a horizontal position at 180° to each other.

## **At the completion of the end**

At the completion of an end, the marker should display the shot indicators as indicated above while walking down the rink in a straight line between the centre line and the boundary peg.

*The shot indicators should be displayed with the hand facing the direction of the mat line for the first four or five paces then turned through 90° for a further four or five paces, before again being turned face the direction of the mat line for remainder of the time.*

The shot indicators should be displayed until a point approximately two thirds the length of the rink before being lowered smoothly and stored in the other hand or the pocket with the other set of shot indicators.

## **Respotting the jack**

The Laws of the Sport of Bowls allow for the respotting of the jack in sets play events, and Controlling Bodies may elect to follow the same laws in events other than sets play. Players should be advised of this prior to the event via the Conditions of Play. A Controlling Body may choose to allow one or the other of two methods for respotting the jack.

## **Three respots method**

If the jack is driven over the bank between the boundary pegs, or rebounds to less than 18 metres (20 metres international) from the mat line and remains on the centre line, it is respotted at the centre T mark (see diagram on page 30).

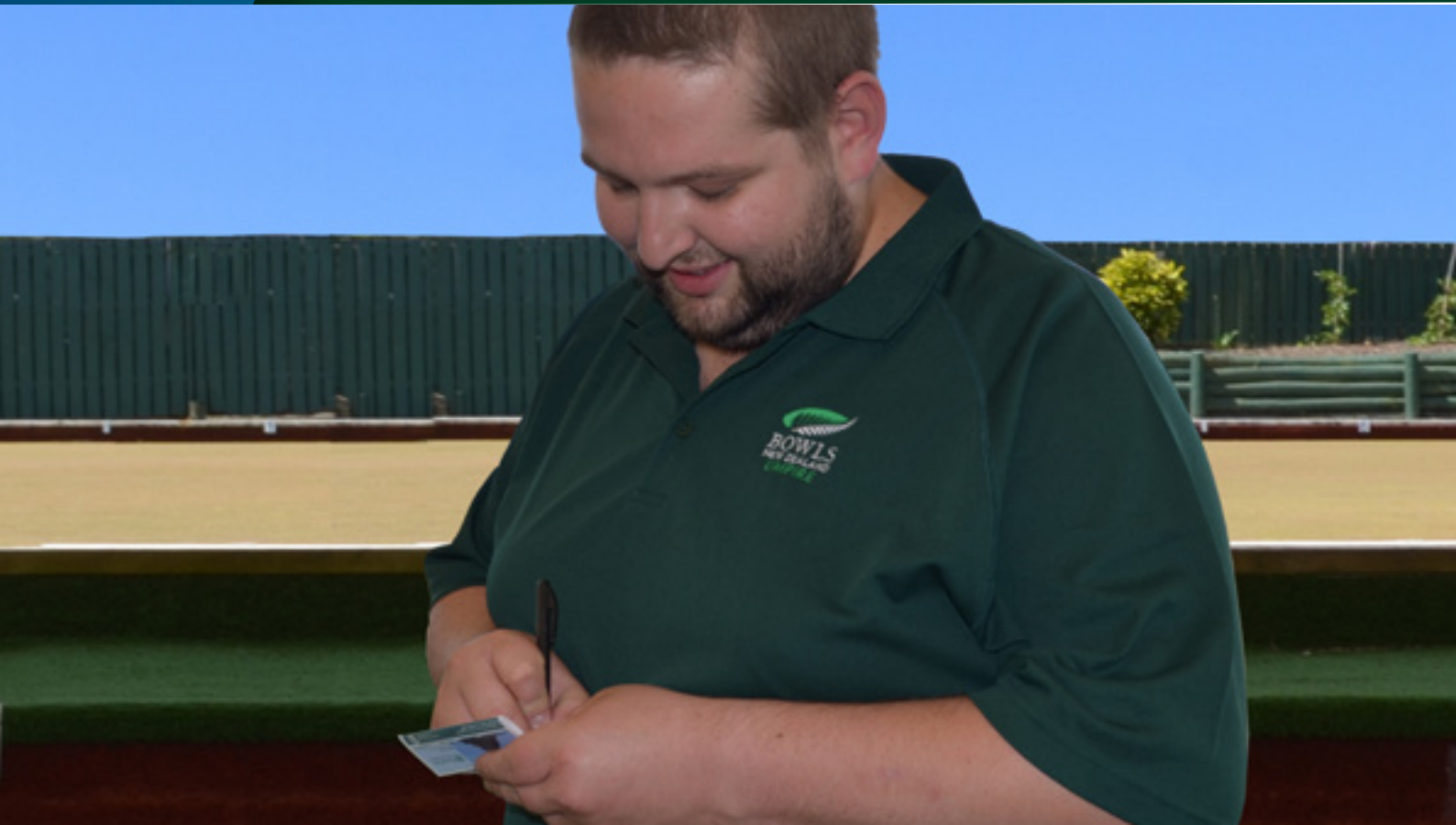
If the jack is driven over a side boundary, or rebounds to less than 18 metres from the mat line and to one side of the centre line (left or right of the line), it is respotted 2 metres from the front ditch and 1.5m left or right of the centre line as appropriate.

## **One respot method**

A single re-spot position which is 2 metres from the front ditch and on the centre line (T) can be used as an alternative to the three re-spot positions described above.

If any of the spots are covered by a bowl, the jack must be placed in a position as close as possible to the covered spot, between and in line with that spot and the corresponding spot at the opposite end of the rink without touching a bowl (Law 56.5.4).

# MARKER SKILLS AND DUTIES



## COMPLETION OF AN END

At the completion of an end a good marker will be standing approximately two metres to the front of the head and one metre to the side of the jack. The marker will wait in this position for the players to declare the head before giving any indication of the shots scored and before marking the scorecard.

***Prior to the head being declared, the marker must not under any circumstances, touch the jack or bowls. It is up to the players to decide if any bowls are to be removed.***

The marker should measure only if requested to do so by players. Having measured, the marker should only indicate the shot bowl, without moving it or any other bowls as the players may wish to call an umpire for confirmation. If the measure is too close for the tape or if the shot cannot be decided, the marker must call the umpire. Make sure that the umpire is told how many (if any) shots have been conceded and to whom. A good marker will not give the umpire or the players an opinion as to the outcome.

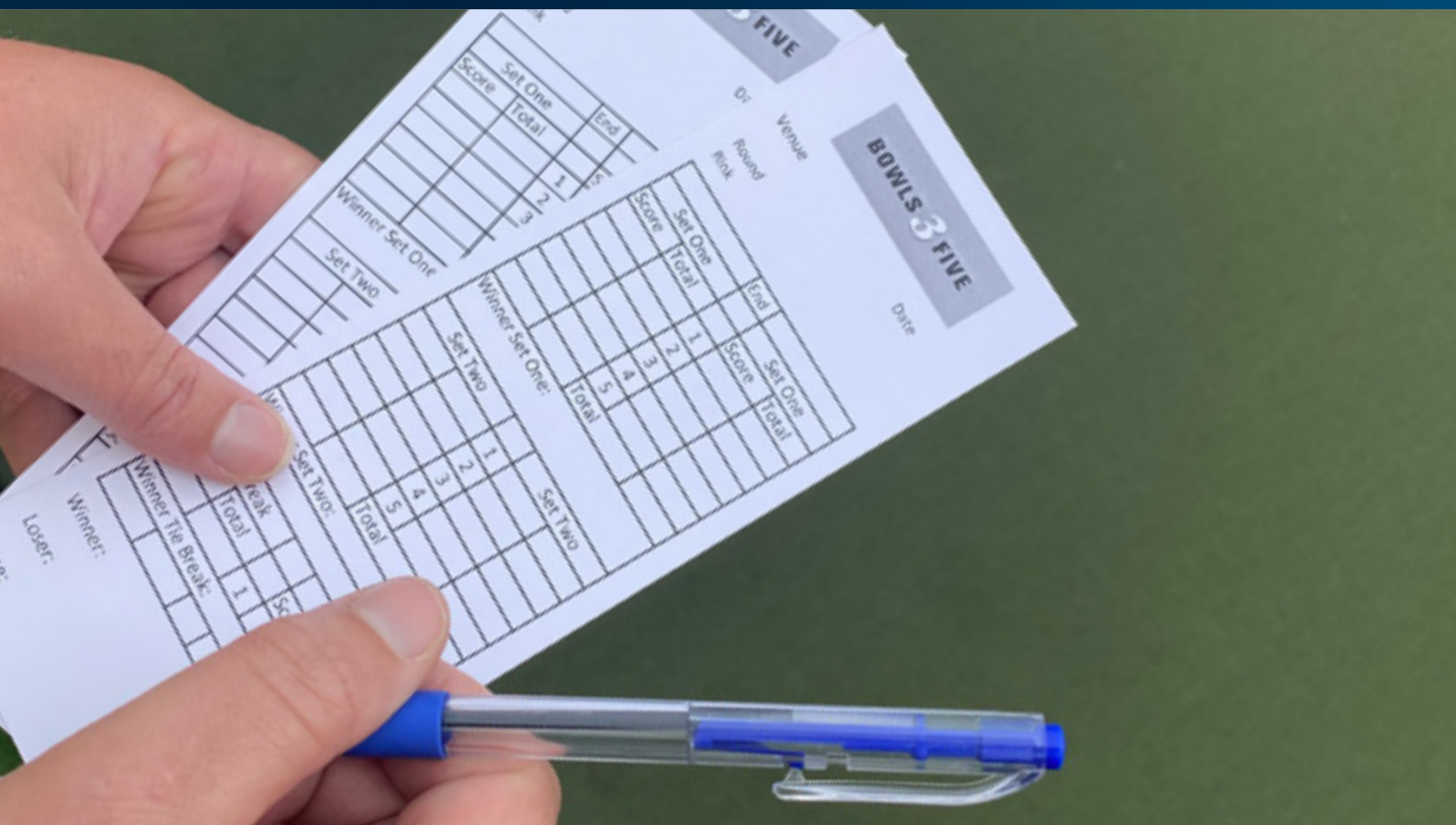
***If a bowl or the jack is disturbed by the marker while marking as a toucher or during measuring, the marker should put the bowl back to a position agreed by the opponents. If the opponents cannot agree, then the marker should return the bowl to its former position (Law 37.4.2).***

Once the number of shots has been decided, advise the players of the score, then briskly walk up the rink indicating the score with spread fingers or by displaying the appropriate shot indicators in the correct position as already shown.

Pick up the mat and place it on the bank if that has not already been done.

It is a good idea to look back to check if the jack has been delivered. Position the jack when it has come to rest and then change the scoreboard if necessary, and then return to position. Mark the scorecard accordingly. If there is a scoreboard attendant changing the scoreboard, make sure that the scoreboard agrees with the scorecard and check any errors. Work out a sequence of steps and be efficient, timely and consistent in execution.

# CHAPTER 3



## THE COMPLETION OF THE GAME

At the completion of the game, markers have significant responsibilities.

### MARKER RESPONSIBILITIES

The marker, at the completion of the game should congratulate the players and shake hands. The marker also has a number of duties to perform to ensure that the finished game is legal within the Laws of the Sport of Bowls. The marker must:

- Check the scores and transfer the result to the front of the scorecard;
- Ensure that the players sign the scorecard in their designated areas. As some players leave the vicinity of the rink as soon as a game is completed, the scorecard should be signed immediately the game is finished;
- Complete any other relevant information on the front of the scorecard: The time the game finished, the winner's name etc; and
- Follow the Controlling Body's instructions regarding returning the scorecard at the end of the game.

### SUMMARY

The way that markers perform and manage their time during a game can certainly influence the way the game is played, particularly to the comfort and satisfaction of the players.

Players want to play the game at their pace (quick, slow—depending on the circumstances of the match), not the marker's pace and the marker needs to understand this. By developing and practising a regular routine, a good marker will enhance any game by providing correct information to players and spectators alike.

By doing this, the marker won't interfere with the players' time during the game and players can therefore simply get on with concentrating on their own performance.

### TIP

At the completion of each and every end, make sure you correctly record the number of shots won by the winner of the end and the resultant progressive score. Make sure you also indicate, for the same end, that the opponent did not score and carry forward the opponent's progressive score.

# MARKER SKILLS AND DUTIES

## DO AND DON'T OF MARKING

**DO** be correctly attired and equipped (spray chalk, pen, card, coin, measure & wedges).

**DO** introduce yourself to both players.

**DO** be conversant with the ownership of bowls.

**DO** stand on the side of the rink where your shadow is not cast across the head.

**DO** try to stand about 2 metres behind the jack and about 1 metre to one side.

**DO** watch for questions or signals from the player in possession.

**DO** answer all questions briefly but specifically.

**DO** move to a position to observe if a bowl becomes a toucher.

**DO** stop bowls from adjoining rinks from displacing bowls or the jack on your rink.

**DO** remove all dead bowls immediately from the ditch.

**DO** keep clear of the head when players arrive, they determine the result not you.

**DO** advise the players of the score every end.

**DO** place the score on the board every second end.

**DO** have the scorecard signed and timed at the completion of the game.

**DON'T** move about when the player is on the mat

**DON'T** answer a question you didn't hear properly or understand; ask the player to repeat or rephrase the question

**DON'T** invite the player to inspect the head.

**DON'T** stop the jack before it completes rolling.

**DON'T** lift a bowl on your rink to allow passage of a bowl from a neighbouring rink.

**DON'T** indicate a bowl with your foot.

**DON'T** stop or catch bowls about to enter the ditch.

**DON'T** remove bowls near the boundary without agreement from the players

**DON'T** remove any live bowls or disturb the head in any way.

**DON'T** tell the players who has shot or how many, when they arrive at the head at the end of an end.

**DON'T** stand on the bank even if the jack is in the ditch.

## **CHAPTER 4**

# **MEASURER SKILLS AND DUTIES**

Measuring is a skill that is extremely important to the game of bowls. The Law Book recognises this in its references to measuring conditions and equipment. Measurers and umpires need to know the laws relevant to measuring. Measurers need to know how to use standard measuring equipment appropriately and efficiently and be able to confidently communicate the results of a measure to the players. How measurers conduct themselves during games can have a significant influence on the way in which games are conducted and the atmosphere that prevails.

### **DUTIES OF A MEASURER:**

A measurer must be accredited and undertakes identical training in the duties of a measurer as all accredited national umpires and as such is able to demonstrate their competency by carrying out the following required duties:

- Measure any disputed shot or shots using suitable measuring equipment, such as that described in law 54.
- Must decide whether the distance of the mat from the rear end and front ditches and the distance of the jack or bowl from the mat line are in line with the Laws of the Sport of Bowls or not.
- Must decide whether a jack or bowl is in play or not.

A player can call for an umpire if they are not satisfied with the measurer's decision.

A measurer must not offer advice or any interpretation of the Laws of the Sport of Bowls.



# CHAPTER 4

This chapter will deal with the general protocols of measuring, choosing the appropriate equipment for particular measures and communicating decisions to players. Whilst this chapter refers to measurers, umpires must also be familiar with the contents of this chapter, as a large proportion of the duties of an umpire also require measuring skills. Chapter 6 of this manual deals with the measuring equipment, its application and techniques for use.

## **GENERAL PROCEDURES FOR MEASURING**

The measurer or umpire for a game should check the measuring equipment and make sure it is in a handy position and readily accessible.

When called to measure, measurers should quickly ascertain the type of measure and the approximate distance so that they are prepared with the appropriate equipment. Sometimes players, when they call for a measure, will indicate the distance with their hands but be ready for other possibilities eg. If the players suggest that the distance is approximately two inches, take callipers of different sizes just in case.

Ascertain the rink on which the measure is to be conducted and only walk onto that rink. The measurer should not cut across other rinks and should be careful not to be in the line of sight of bowlers on other rinks on the mat ready to deliver or delivering their bowls.

***A good measurer will walk briskly (without running) and carefully towards the measure.***

Before starting any measure, check with both teams what is required ie exactly which bowls are in question and need to be measured. Take a few seconds to assess the situation.

Ask for bowls not in question to be removed from the head, then ask players to stand clear of the measure. The measurer or umpire, should be the only person immediately in the head.

For longer distances, help may be required. The best option is to seek assistance from another neutral person such as a marker or another umpire. A player can be appointed as an assistant but it is important that neutrality is maintained.

A good way to do this is to ask one player from each team to come and assist. The measurer and appointed assistant should be the only people in the head. The measurer should take the decision end of the measure, and give very clear and direct instructions to the chosen assistant.

## CASE STUDY - 6

Lorraine was appointed measurer for a game of fours in which she, herself, was playing. She was called to undertake a long measure on the rink adjacent to her own. The long string measure was required and she needed an assistant. She asked the third from her own team to act as her assistant, allowing the third to take the decision end of the tape. The decision when it was made went to the home team.

The third from the opposing team felt that the process of measuring was unfair. She felt that, in fairness and to maintain neutrality, she should have been asked to be the assistant. She also felt that the measurer should have taken the decision end of the tape. The away players on that rink felt that the measure had not been conducted fairly and that the measurer had favoured her own home team. As a result, there was a lot of muttering and an unpleasant atmosphere prevailed for the remainder of the match, especially as the outcome of the match was close.

### **Question:**

How could this situation have been resolved?

### **TIP**

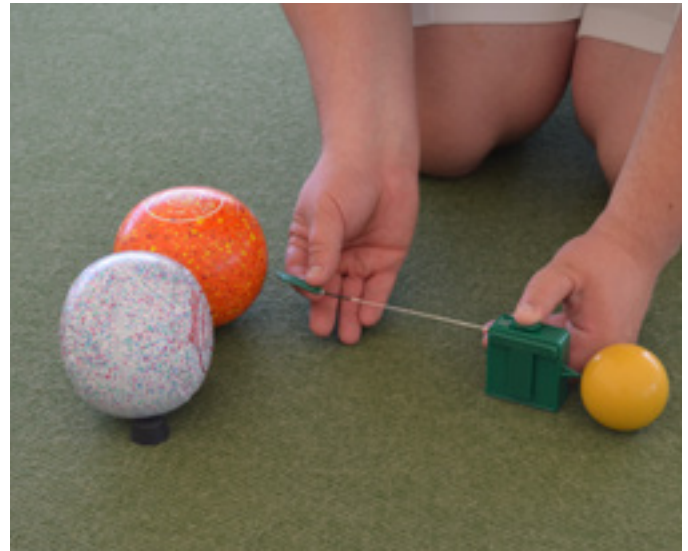
Walk around the head i.e. do not walk through the head, between the jack and bowls.

# MEASURER SKILLS AND DUTIES

## BEST PRACTICE FOR MEASURING



Chock any leaning bowls, making sure that they are secure in all directions they could possibly fall. Do not move the bowls or the jack whilst measuring.



Measure the bowl lying flat first.



Adopt a comfortable and steady position before commencing the measure.



Always work from the open side, the side with the greatest amount of space for working in.

# CHAPTER 4

## BEST PRACTICE FOR MEASURING - CONT.



Measurements between objects in the ditch are made last because of the soft sand base in the ditch



Where a measure is to be conducted near or in the ditch, no part of the measurer's body should make contact with the ditch.



If any of the bowls to be measured are obstructed, chock the bowls to be measured and carefully remove the obstructing bowl, making sure that there is no movement of the bowl in question.



Do not jiggle the pointer or push the measure between any bowls.

# MEASURER SKILLS AND DUTIES

## MEASURING ACCURATELY

*Measurements should be between the nearest points of a bowl and jack.*

When objects of different sizes are lying on the same plane, the nearest portions lie on a line drawn between the centre of each object. This measurement therefore is on a slight incline from slightly above the centre of the smaller object (jack) to slightly below the centre of the larger object (bowl) as shown in the following diagram. As the distance between the objects increases the incline becomes less significant.

*World Bowls has determined that all measures should be 'from the top down', as this is a better view of the point of contact. The important consideration is that care be taken that the bowl and/or jack are not moved.*

The measurer should not ever make an adjustment to measuring equipment whilst it is between the bowl and jack, as it will invariably lead to the bowl and/or jack being moved, and an incorrect decision being made. If either the bowl or jack is disturbed by the measurer or umpire during measuring, the jack or bowl should be returned to its former position (Laws 37.4.3 and 38.4.3).

## CHOOSING THE APPROPRIATE EQUIPMENT

Measurers or umpires, when called, must never make a decision using their eyes alone but must use the appropriate equipment to make a decision.

- The equipment that should be available for measuring is set out in Law 54 as:
- A copy of the current Laws of the Sport of Bowls (and Conditions of Play for the match being played);
- A tape measure at least 30 metres long;
- Equipment for measuring between the jack and bowls when the distances between them are beyond the range of a flexible measure (for example a string measure);
- A flexible measure (for example, a box string measure or a long string measure);
- Callipers;
- Feler gauges;
- Chocks/wedges (for supporting leaning bowls)
- Equipment for deciding whether or not the jack or a bowl is within the side boundary of the rink such as a portable, retractable line, a mirror and a square (both with a levelling bubble), or a boundary scope.

## CASE STUDY - 7

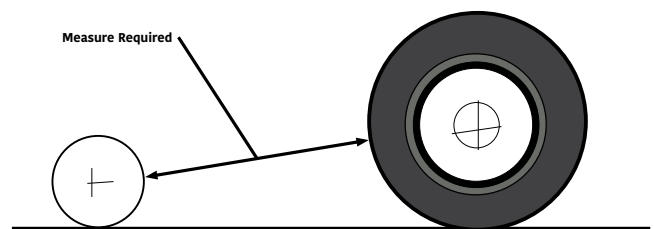
Alice, as the appointed measurer for a game of Interclub, was called to adjudicate on whether a bowl on the side boundary of one of the rinks was in or out of play. Alice rushed up to the rink in question, got down on her knees and looked along the line between the boundary pegs at opposite ends of the rink. She waved her hand dismissively and advised the skips that the bowl was definitely out.

The skips on the rink said that they had both already done a visual assessment and could not decide if the bowl was in or out and asked Alice to use the boundary scope. Alice told them there was no need as the bowl was most definitely out and that in any case her decision was final.

### Questions:

What should Alice have done?

What piece of equipment could Alice have used?



## TIP

Never determine a decision without equipment.

# CHAPTER 4

Chapter 6 deals with measuring equipment and how best to use each item of equipment. Measurers and umpires should make themselves familiar with all the necessary equipment, making sure that it is well-maintained and in good working order.

## **CHALLENGING THE LENGTH OF JACK OR BOWL**

A jack has not been delivered legally if it is less than the required distance from the mat line. If skips in team games or players in singles games are concerned that the distance of the jack from the mat is less than the required distance they can call for a measurer or umpire to decide.

A long tape at least 30 metres in length is necessary when called to check the distance of a jack or bowl from the mat. Measurers need to be familiar with the laws relating to improper delivery of the jack and a dead jack, as well as with the laws relating to short bowls and rebounding bowls. Measurers also need to know the minimum distances for a jack and bowls as set out in the Law Book.

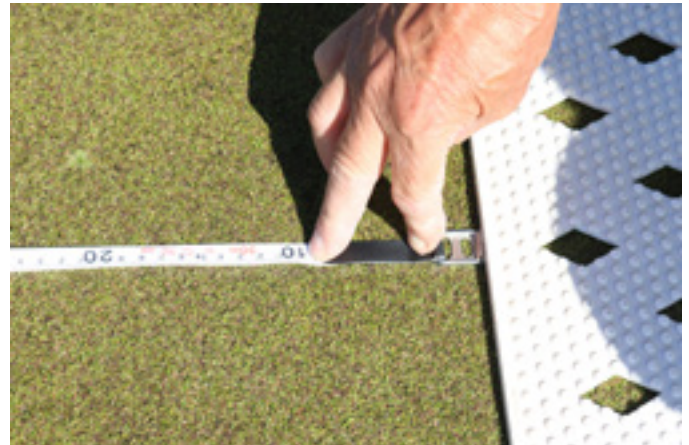
Before using the tape, and preferably prior to the commencement of the game check where zero is on the tape.



An assistant at the mat-end of the measure should hold the end of the tape at the centre of the mat line. The measurer or umpire should walk towards the jack carrying the tape reel. When the tape has been extended the required distance, the assistant should make sure the zero of the tape is at the centre of the mat-line.

The measurer should place the tape on the ground in a direct line between the mat and the jack, ensuring that the tape is taut and that it does not disturb the jack. To avoid disturbing the jack if the tape extends beyond it, it will be

necessary to position the tape as close as possible to one side of the jack



*Remember that the measure is from the front centre of the mat to the nearest point of the jack to the mat line.*

Should the required distance be beyond the nearest point of the jack, then the distance of the jack from the mat is illegal.

## **TIP**

Where zero is on the tape can be checked by folding back the tape so that the pointer is at the 20cm mark. If the fold is exactly on the 10cm mark then the end of the pointer is zero. If not, then keep adjusting the point at which the folded back tape is on 20cm and the fold on 10cm to locate zero. It is sometimes helpful to mark zero on the tape.

Remember that the minimum distance of a delivered jack from the mat line is 23 metres.

If, after the jack is centred, the nearest point of the jack is less than the minimum required distance, return the jack to the mat end of the rink. If it is the second time the jack has been incorrectly delivered in that end the jack should be placed with the nearest point of the jack to the mat line being 2 metres from the front ditch.

If the jack is of correct length, inform the players, and quickly rewind the tape while walking off the green.

Similar procedures should be adopted for checking a rebounded jack or bowl, and for checking a short delivered

# MEASURER SKILLS AND DUTIES

bowl. In these cases, do not centre the jack or bowl, but ensure the jack or bowl is within the boundaries of the rink. If there is any doubt check this before measuring the distance.

Have the end of the tape held by the marker, another umpire or a player at the centre of the mat line with the zero at the mat line. Walk forward from the mat to the jack or bowl while allowing the tape to unwind.

*Ensure the tape is straight and tight and measure the length of the jack or bowl. The measure is made to the edge of the jack or bowl nearest to the mat line, i.e. the whole of the jack or bowl must be past the minimum distance to be legal.*

If the jack is less than the legal distance, the jack should be returned and the end should be declared dead (or the jack respotted depending on the Conditions of Play). If the bowl is less than the minimum distance from the mat line, the bowl should be declared dead and removed. If the jack or bowl is of correct length, inform the players. Quickly rewind the tape while walking off the green

## CONDUCTING MEASURES BETWEEN TWO OR MORE BOWLS

Measures between three or more bowls can be tricky. A good measurer will develop a systematic, step-by-step procedure so that these measures can be conducted quickly and efficiently.



## CONDUCTING A THREE BOWL MEASURE

Begin with a measure of the odd bowl first (in this instance the orange bowl). The measuring sequence is as follows:

1. Measure the orange bowl;
2. Measure the first white bowl;
3. Measure the second white bowl;
4. Check the measure's original setting by going back to the orange bowl;
5. Communicate the decision to the players.



## CONDUCTING A FOUR BOWL MEASURE

In this case the measuring sequence begins with a choice of which set of bowls to start with (eg. the orange bowls), then continues through the following steps:

1. Measure the first orange bowl;
2. Measure the second orange bowl;
3. Decide which orange bowl is the nearer and adjust the original setting to the nearer bowl (if required);
4. Measure the first pink bowl;
5. Measure the second pink bowl;
6. Check the measure's original setting by going back to the orange bowl. If one or both of the pink bowls is shot, communicate the decision to the players;
7. If the nearer orange bowl is shot, then measure the further orange bowl and adjust the original setting;
8. Measure the first pink bowl;
9. Measure the second pink bowl;
10. Check the measure's original setting by going back to the further orange bowl;
11. Communicate the decision to the player

The measurer and/or umpire should always make a decision when called. A tied end is a decision.

Having measured, the measurer should only indicate the shot bowl/s without moving it or any other bowls as the player/s may wish to call an umpire for confirmation. The umpire's decision being final.

# CHAPTER 4

If the player/s is not wanting to call the umpire, the measurer should then turn out the shot bowl(s) telling the players the decision. If two bowls are equidistant from the jack, both bowls should be turned out together. Advise the players verbally of the decision. e.g. '1 Shot to red' or 'Tied shot. No score'.

Having turned out the shot bowl(s) nothing else in the head should be moved by the measurer or umpire as this may lead to confusion amongst spectators and players as to the outcome of the measure.

After a measurer or umpire has communicated their decision to the players, the players need to prepare for the following end without comment on the decision. A good measurer or umpire would refrain from responding to any comments made by players or spectators.

## **SUMMARY**

Measuring accurately and quickly is a skill that takes practice. Measurers need to be practised with the equipment and be aware of the appropriate equipment for the measure. Chapter 6 deals in detail with measuring equipment and its use.



## **CHAPTER 5**

# *NATIONAL UMPIRE SKILLS AND DUTIES*

The duties of an umpire outlined in the Laws of the Sport of Bowls is the general requirement for a Level 1 and 2 umpire to be appointed for competitions.

Umpires need to be skilled measurers as well as knowledgeable about the laws. Umpires may be called upon to decide disputes and to give an opinion on the interpretation of the laws. The umpire's main role is as a neutral arbiter, ensuring that the laws are complied with at all times and that games are conducted in a spirit of fairness and common sense.





# CHAPTER 5

## Law 43. The Umpire's Duties

- 43.1 An umpire must be appointed by, or on behalf of, the Controlling Body for the competition.
- 43.2 The umpire's duties are as follows.
  - 43.2.1. To make sure, before the game starts, that:
    - 43.2.1.1 All bowls have a clearly visible, valid World Bowls Stamp imprinted on them;
    - 43.2.1.2 The rink of play is the correct width in line with law 49.1 by measuring it; and
    - 43.2.1.3 The pegs or discs on the side banks in the direction of play are the correct distances in line with law 49.12 by measuring them.
  - 43.2.2 The umpire must measure any disputed shot or shots using suitable measuring equipment, such as that described in Law 54.
  - 43.2.3 The umpire must decide whether the distance of the mat from the rear and front ditches and the distance of the jack or a bowl from the mat line are in line with the Laws of the Sport of Bowls or not.
  - 43.2.4 The umpire must decide whether a jack or a bowl is in play or not.
  - 43.2.5 The umpire must make sure that all aspects of play are in line with the Laws of the Sport of Bowls
  - 43.2.6 The umpire's decision is final in all circumstances except those relating to the meaning or interpretation of a law, in which case there will be a right of appeal to the Controlling Body.

## INTERPRETING THE LAWS

*It is the umpire's duty to make sure that the game is played in accordance with the Laws of the Sport of Bowls (Law 43.2.5).*

While much of an umpire's duty has to do with measuring, at various times umpires will be called on to adjudicate on how the laws should be interpreted.

Chapter 2 has already stressed the importance of understanding the Law Book and its structure, together with the Table of Contents and the Index so that umpires can navigate quickly to particular laws. The most complex situations arise from bowl or jack displacement and to deal with these umpires need a crystal clear understanding of the distinction between a jack or bowl in its original course (Law C15), a jack or bowl in motion (Law C16), and a jack or bowl at rest, as well as an understanding of the definition of a displaced jack or bowl (Law C4) and a neutral person or object (Law C23). Law 37 deals with the necessary actions in the event of bowl displacement and Law 38 deals with the actions to be taken when the jack is displaced. In these situations the distinctions between bowls in course, in motion or at rest become important, as does the definition of a neutral object.

If called to a head to deal with a displacement question then umpires will need to ascertain what caused the bowl or jack to be displaced, where the bowl or jack was when it was displaced, and whether the head was disturbed and when (ie before or after the bowl was displaced). Appendix C of the Law Book summarises these two complex laws and it is worth taking the time to work through the scenarios these laws present. Of course these are not the only laws requiring interpretation but they can be the most troublesome, especially as they involve working through with the players what actually happened.

Matters may also arise for which there is no rule or reference in the Law Book. The Foreword to the Law Book anticipates this saying that where situations arise that are not covered by the laws, players, markers and umpires should use their common sense and a spirit of fair play to decide on the appropriate course of action taken.

## PREPARATION

Having accepted an umpiring appointment, umpires should ensure that they have in their possession a copy of the current law book, domestic regulations, and the conditions of play applying to the competition. They should make sure that they are fully conversant with these, and have any problems resolved by the Controlling Body in advanced of arrival at the venue.

# NATIONAL UMPIRE SKILLS AND DUTIES

The umpire will be dressed in accordance with the rules and regulations of the competition. The uniform should be neat and tidy and free from lanyards or badges if applicable.

## DEFINITIONS

A jack or bowl is in its original course from its delivery until it comes to rest or becomes dead. For a bowl this includes all the times it comes into contact with the jack or other bowls.

A jack or bowl is in motion when it is moved during play after it has been at rest as part of the head.

A jack or bowl is displaced when it is moved invalidly i.e. in a way that is not approved within the Laws of the Sport of Bowls.

A head is disturbed when the position of the jack or a bowl(s) in the head are altered.

## AT THE VENUE AND BEFORE THE GAME

A good umpire will always arrive at the venue at least an hour before the match is due to start to allow sufficient time for carrying out the various duties which have to be undertaken prior to the commencement of play.

On arrival at the venue, umpires should introduce themselves to members of the Controlling Body and fellow umpires.

A good umpire will ascertain who is responsible for collecting the scorecards at the end of the game.



## CASE STUDY - 8

Bill is the umpire for a Centre knockout Singles tournament. At the end of a game on one rink, Andrew (marker) calls the umpire to deal with an incorrectly recorded score on the scorecard. Andrew explains that he has made a mistake on the scorecard, there is no scoreboard in use, and the players cannot agree on the scorecard, where the mistake was made and what the final result should be.

Bill listens to the views of the players and it becomes clear to him that there is no way of fixing the mistake. There is no specific law applying to this situation but, basing his decision on common sense and fair play, after some deliberation Bill decides to declare the game a drawn game. The law relating to drawn games in a knockout competition (Law 28) then applies.

To comply with this law, Bill directs the players to complete an extra end to decide the outcome.

After the game, both players appeal to the Controlling Body against Bill's decision arguing that the decision was wrong (Law 43.2.6). After appropriate review under the Bowls New Zealand appeals Policy, the Controlling Body agreed that, given there is no specific law applying to such a situation, Bill's decision, while controversial, was the only appropriate course of action.

Questions:

Can you think of any other way to resolve the situation?

What is the lesson to be drawn from this?

At some events, the umpire may, as a courtesy, undertake this responsibility.

A good umpire will check the Club equipment and its location, making sure that all equipment is in good working order, ensuring that there can be no mishaps with poorly organised or prepared equipment. Make sure, for example, that screw adjustments on all equipment are screwed in.

A copy of the Law Book, the Conditions of Play and a Challenge to Bowls form should be located nearby.

# CHAPTER 5

It is a good idea to have a full water bottle available and locate it in a position easy to access but not intruding in any way on the bank or players' access to the green.

Before the game starts, umpires should find out if they will be working with another umpire. If so, it is a good idea to liaise with that other umpire to work out an approach to working together and a means of communication when necessary: They might, for instance, devise a discreet signal indicating that help is needed. Umpires should work out together how they will manage the pre-match checks and measuring the pace of the green.

Before play begins umpires need to check the measurements of the green and this is easier to do with an assistant. Measure the width of the rinks and two metre and 23 metre indicators, making sure the side rink markers and centre rink markers are in the correct place and upright. For sets play make sure that the spots are correctly marked. Make sure the mats; Jacks; and bowl and jack markers are at each end of all rinks. These will need to be rechecked before subsequent games.



## **TIMING THE PACE OF THE GREEN**

Umpires may need to time the pace of the green. The pace of green is defined in the Law Book as the measured time in course of a bowl that comes to rest 27 metres from the delivery point.

The standard manual procedure for measuring the pace of the green requires a long tape and a digital stopwatch. The umpire measures out 27 metres from the mat line and has an assistant deliver a bowl. The umpire times the bowl from the point of release until it comes to rest at approximately 27 metres from the mat line.

A timing ramp may also be used for timing the green depending on the green surface. The timing ramp is suited for grass and sand-filled synthetic greens while the manual method of timing is preferred for needlepunch and woven synthetic greens. It is a good idea to be familiar

with the timing ramp equipment. Timing ramp procedures and conversion charts are available.

## **TRIAL ENDS**

The Conditions of Play should indicate when and under what conditions trial ends are allowed. The laws allow the Controlling Body to limit trial ends and to decide whether trial ends are included in the time allowed for timed games (Law 5.1.2).

## **CHECKING BOWLS**

Bowls should be checked once trial ends are complete. Players should be asked to group their bowls for checking at the end of the green from which play is scheduled to start.

Make sure that each player's bowls are from a matched set, and have a current date stamp if required by conditions of play. Make sure that the stickers on the bowls match and that there is only one layer of stickers on each side of each bowl.

## **DURING THE GAME**

Each umpire should take up a position in the middle of the green in the direction of play at opposite ends of the green on the bank.

From these positions, umpires should have a clear view of all rinks of play and should be able to observe action on these rinks. The aim is to be in the best position to offer assistance when called upon.

***Good umpires are encouraged to stand and move around the greens while remaining alert, whilst play is in progress. Remaining seated for prolonged periods is incompatible with being watchful, alert and ready to move when called. Players can locate an umpire more quickly if umpires are standing.***

Leaving the green whilst play is in progress should be avoided unless there is a relieving umpire available.

Part of the umpire's role is to ensure that the banks are kept clear of extraneous objects (bowls bags, articles of clothing, etc.), and that players are aware why objects should not overhang the face of the bank.

Good umpires will check that indicators used to mark the position of a jack or bowl in the ditch have been removed from the face/top of the bank prior to the commencement of the next end played in that direction.

## **TIP**

Avoid conversations with anyone not directly involved in the game.

# NATIONAL UMPIRE SKILLS AND DUTIES

## CASE STUDY - 9

At a regional event, Lorraine and Peter were the appointed umpires. At the beginning of the game, they took up the correct positions at either end of the green. Lorraine noticed that a jack roll on one of the rinks was short and collected the 30-metre tape ready to respond. When she was called she walked on the rink in question waiting for Peter to come from the other end. Peter was nowhere to be seen so Lorraine used one of the players as an assistant and measured the length of the jack roll herself.

The next call was for a long measure using a long tape. Again Lorraine had to use one of the players as an assistant, as Peter was nowhere to be seen.

When one of the officials of the Controlling Body came by Lorraine asked him to find Peter and see what he was up to. Peter still did not reappear.

Lorraine umpired the rest of the game without any help from Peter, becoming increasingly irritated at the situation and feeling embarrassed that the other named umpire was not putting umpires in a very good light. At the end of the game Lorraine went looking for Peter to see where he had been and what had happened to him. She found him sitting inside the Clubrooms at the window where he had apparently been watching the whole game and talking to spectators. In front of the spectators, Lorraine and Peter exchanged heated words about the role of the umpires with Lorraine pointing out forcefully that she would not umpire with Peter again.

Later, the Chair of the local umpires Committee discussed the situation with both umpires.

### Questions:

- What approach should the Chair of the umpires Committee take?
- How could Peter improve his performance as an umpire?
- What could Lorraine have done differently?

## UMPIRE WATCHING

Concentration can be broken by becoming involved with:

- Duties that are outside the umpire's direct concern (e.g. Updating either rink-side or central score boards);
- Spectators: Whilst contact with spectators or officials cannot always be avoided when play is in progress, it should be kept to a minimum.

Good umpires will remain alert and will be scanning their eyes frequently over all rinks of play. This will help ensure that when asked to give a decision, the umpire will have seen what the problem is and not have to rely only on what they are told.

When, for example, a jack or bowl going to the side of a rink is noticed, the umpire can move towards that rink in anticipation of being asked to determine if jack or bowl is within the confines of the rink. Good umpires will watch jacks being delivered, and if a jack looks short, be ready for a call to measure its length. If umpires see players taking time over what appears to be a close measure, they can anticipate and be ready with the appropriate equipment if called. This is known as umpire watching.

Paying prolonged or close attention to what is happening on one specific rink on the green, or on an adjoining green (eg watching a game in which a friend or club-mate is playing), will not only distract an umpire from what is happening elsewhere but also undermine perception of the umpire as a neutral arbiter. This game watching practice should be avoided.

## CALLS TO MEASURE

Good umpires are skilled measurers and will know the techniques for measuring dealt with in Chapter 4, as well as being conversant with the use of the measuring equipment described in Chapter 6. When called to measure, umpires should take a few seconds to assess the situation and ask themselves the following questions:

- What am I being asked to do?
- Will any of the bowls need wedging?

It is good practice to ask the players to take out any bowls not in contention; Umpires should never take them out themselves. If the players are standing around or in the head they can be asked to retire to the bank or move away.

## CALLS TO ADJUDICATE

Normally umpires should not interfere in any situation that arises on the green, unless requested to do so by the skip(s) in a team game, or by either player or the marker in a singles game.

# CHAPTER 5

Having said that, some situations (eg foot-faulting, possession of the rink, or if the skips make a decision that is not in line with the laws) may require the umpire to become involved without such a request. In these cases, the manner in which the umpire approaches the problem is critical in avoiding confrontation or upsetting players during play.

## CASE STUDY - 10

Michelle, an experienced umpire, no longer played competition bowls. She liked to umpire at games in which her sister was playing as it gave her the opportunity to watch the games while umpiring. Other players, though, found this to be a problem as Michelle spent much of the time she was umpiring near the rink on which her sister was playing and often became so engrossed she was slow to respond to calls from other rinks. When she was called to measure or adjudicate on matters on the rink on which her sister was playing, other players often muttered that she favoured her sister.

The Umpires Committee that appointed umpires for the events found itself in a difficult position, as Michelle had always been willing to umpire when it was difficult to find enough umpires for the task. If Michelle could not be appointed to the green on which her sister was playing, she would not umpire at all, sometimes leaving the Committee short of umpires.

Eventually, matters came to a head and the Chair and Secretary of the umpires Committee had to speak to Michelle about the concerns being raised. Initially, Michelle did not take kindly to the situation threatening not to undertake any more umpiring duties outside of her Club. On reflection, however, and after discussing the situation with her sister, she realised that there was an issue that needed to be addressed.

In order to keep on carrying out the umpiring duties she enjoyed so much she agreed that it was best for her to umpire at events or on greens where her sister was not playing.

### Questions:

- 1 Has Michelle made the correct decision?
2. Could the Umpires Committee handled it differently?

## TIP

When moving around the green avoid disturbing players' concentration especially when walking behind the head when a player at the opposite end of the rink is preparing to bowl.

Even in situations where it is necessary to speak to a player about a situation or to give an interpretation that favours the opposing side, umpires should do their best to make sure that, even if players are disappointed or even angry at an outcome, the situation does not escalate.

When called upon to adjudicate on a matter, be calm, authoritative without being dictatorial and find out exactly what happened. Asking clear questions in order to ascertain the details of the situation, especially if the situation is complex, will help. A good umpire will develop the habit of asking the following 'best practice' questions: What is the problem? Is the query about an interpretation of a law or about an incident that has occurred (eg a bowl displacement) and about

- What should happen next?
- What actually happened?
- What caused the situation to occur?
- Who was involved?
- Was a bowl or jack displaced and if so when, by whom or what, and what occurred as a result?
- Do both skips or opponents in singles agree about the sequence of events?

A good umpire will develop a clear and consistent routine when called upon to adjudicate. This will help work through the situation to the most appropriate conclusion.

## TIP

Avoid conversations with anyone not directly involved in the game

# NATIONAL UMPIRE SKILLS AND DUTIES

## CASE STUDY - 11

Sarah was umpiring at a Centre Interclub final. She was called to rink four, where the skips were involved in a heated dispute. Spectators were also having their say. Sarah asked the spectators to step back and took the skips down the rink a little way out of earshot and quietly asked each skip to outline what had occurred and what was causing the dispute.

The two skips began arguing about what had happened and it became clear that the dispute was about a displaced bowl and about what should be done as a result. To resolve the dispute, Sarah asked 'best practice' questions about:

When the bowl was displaced;  
Where the bowl was when the displacement happened;  
Who displaced the bowl; and  
If and when the head was disturbed.

Sarah was able to ascertain that the second of team a had delivered her bowl. The bowl moved the jack and was travelling with the jack when it hit the foot of skip of team B and was deflected, then moving several bowls. There was no further movement of the jack in this process.

The skip of team a was arguing that she had the right to place the bowl where it would have come to rest and the skip of team B believed that the end should be declared dead.

Sarah resolved the dispute by referring to the law relating to bowl displacement (Law 37). She deemed the disturbance to the head before the bowl was displaced to be valid (Law 37.1.2.1). As the skip of team B had displaced the bowl, Sarah deemed that skip a as the skip of the team that delivered the bowl should replace the disturbed parts of the head and choose whether to place the bowl where she thought it would have come to rest or leave it where it actually did come to rest.

The skip of team a returned the bowls that had been moved to their previous position and then chose to place the displaced bowl near where the jack had come to rest giving

team a the shot. The skip of team B was not happy about the situation, and continued to argue with Sarah that, as she had not intended to deflect the bowl the end should be declared dead. Sarah quietly and calmly showed the skips the relevant law, firmly refusing to engage in any further dispute. She discreetly watched the remainder of the end in case the dispute continued and then returned to her position on the green.

### Questions:

1. Did Sarah handle the situation appropriately?
2. What approach should Sarah take if the dispute continued?

### **AT THE COMPLETION OF THE GAME**

At some events, umpires may be asked to collect the scorecards, check that they are correct and return them to the Controlling Body. A good umpire will have ascertained this before the start of the game and carry out this duty efficiently making sure that scorecards are collected as soon as games finish.

Collect all equipment and pack it away for the next game. Return it to where it is stored.

### **ADDITIONAL RESPONSIBILITIES OF UMPIRES**

The law requiring that umpires ensure that all aspects of play are in line with the Laws of the Sport of Bowls (Law 43.2.5) places some additional responsibilities on umpires including but not limited to managing:

- Challenges to bowls;
- Compliance with Bowls New Zealand directives on artificial devices, footwear and attire;
- Appeals against umpire decisions;
- Illegal spectator behaviour
- 

It is the umpire's responsibility to ensure that all aspects of play are in line with the laws. There will be times when players do not observe the laws and umpires may have to enforce the laws. Some laws have penalties attached to them and umpires can draw on the Bowls New Zealand Disciplinary Policy for serious infringements, however heavy handedness and undue imposition of penalties is not best practice. Ensuring that the laws are observed can be tricky at times and such situations need to be handled carefully, avoiding conflict wherever possible.

Chapter 7 on Self-management deals more fully with conflict management and conflict resolution and all officials should refer to this chapter.

# CHAPTER 5

## CHALLENGES TO BOWLS

The Law Book not only deals with the rules for playing bowls and the physical dimensions and layout of the playing surface (the green), but also with the equipment necessary for playing bowls including the specifications for bowls themselves. Bowls must comply with the specifications laid out in the Law Book (Law 52). The Law Book specifies what bowls can be made of, the nature of the markings they must carry and those they may carry, and the required minimum bias.

Challenges can be made to bowls on the grounds that they do not comply with specifications in terms of what they are made of and how they are marked (Law 52.1), or that the bias is incorrect (Law 52.2). As well as laying down the grounds for challenges, the Law Book specifies how, when and by whom challenges can be made (Law 52.4).

While challenges to bowls may not occur very often, umpires do need to be aware of the significance of such actions and the steps that must be followed in handling the situation (Laws 52.4 and 52.5). Good umpires will be prepared with the necessary Challenge to Bowls form available from Bowls New Zealand. While challenges to bowls may not occur very often, umpires do need to be aware of the significance of such actions and the steps that must be followed in handling the situation (Laws 52.4 and 52.5). Good umpires will be prepared with the necessary Challenge to Bowls form available from Bowls New Zealand.

### TIP

Bowlers can use a bowlers' arm when they see fit (including being able to pick up and use intermittently) provided the bowlers' arm they are using is approved by Bowls New Zealand.

## ARTIFICIAL DEVICES

Artificial Devices can be used for delivering the jack or bowls (Law 41.8). Approved bowlers' arms and the process for appealing to the umpire against non-compliant players or non-approved devices is detailed in the Bowls New Zealand artificial Devices Policy.

***Good umpires will be aware of the requirements for play with bowlers' arms and will be vigilant in their observation of players using these devices.***

## FOOTWEAR

Players and anyone else on the green (including markers, measurers and umpires) are required to ensure that their footwear complies with the Laws of the Sport of Bowls.

All players, markers, measurers and umpires must wear flat-soled ('heel-less') footwear when they are on the green. BNZ has outlined its approach to 'illegal' footwear, that is footwear that does not meet approved standards, and the list of approved bowls shoes can be found on the BNZ website.

Good officials will be observant of player footwear and ensure that players comply with footwear requirements.

## ATTIRE

Under the Laws of the Sport of Bowls National Authorities can make regulations regarding clothing.

## APPEALS AGAINST UMPIRE DECISIONS

The umpire's decision is final except in matters relating to interpretation of the laws (Law 43.2.6) or relating to circumstances not covered in the Law Book. BNZ appeals Policy details the process to be followed in the event of an appeal.

In the event of an appeal, umpires will be required to submit written reports on the circumstances of the decision and leading up to the appeal. Good umpires will keep an officiating diary as described in the following chapter of this manual, where decisions, especially controversial ones, will be recorded and able to be drawn on for any appeal situations.

## SPECTATORS

Spectators are an integral part of competitions and are to be encouraged. However, spectators must not disturb or advise players in any way, and part of the umpire's duties is to ensure that this law (Law 45) is not broken. Good umpires will keep watch on spectator behaviour and step in courteously and carefully when it appears necessary to do so. If there is continued undisciplined behaviour by spectators, the umpire should ask the Controlling Body to take immediate action.

## PLAYING UMPIRES

Much of what has been written so far about the umpire's role assumes that the umpire is not a competitor. The majority of umpires though, especially at Club level, will also be playing and have to switch between the role of player and the role of umpire and neutral arbiter. This can sometimes place umpires in difficult situations. Umpires who have conducted themselves fairly and have earned the respect and trust of other players through a clear and consistent application of their philosophy of umpiring will have little trouble.

# NATIONAL UMPIRE SKILLS AND DUTIES

*Following some best practice principles will help umpires negotiate their way through any problems.*

## **THE UMPIRE IS A NEUTRAL ARBITER**

When called, good playing umpires will, in approach and manner, make it clear that they are assuming the role of neutral arbiter. Dealing quickly, efficiently and only with the matter at hand will help make it clear that there will be no bias.

Playing umpires will be called on to measure or make decisions that may appear to favour their own team: In this case, no comments should be made or responded to.

Equally, playing umpires will make decisions favouring the opposing team and, should not discuss the matter or respond to comments from their own team or supporters.

Umpires may be called to measure or arbitrate on their own rink of play. In this case, it is good practice to have a player from the opposing team watch the measure or use a player from the opposing team as an assistant. This serves to make it clear that not only will there be no bias, but also serves to ensure that players will be less likely to claim bias or mutter about the possibility of bias.

## **EFFICIENCY**

If they are called frequently, playing umpires can hold up play on their own rink, so efficiency is important. Efficiency is served by having umpiring equipment readily at hand, at one end of the umpire's own rink of play. Umpiring equipment can be laid out ready to be picked up quickly.

## **MOVEMENT AROUND THE GREEN**

When called to umpire, there can be a temptation to save time by moving across the green from one rink to another. This can be distracting for players, so playing umpires should observe the principle of walking up and down rinks rather than across.

## **SUMMARY**

Umpires are a necessary part of the game of bowls and have a crucial job to do. The best umpires are those who are there quickly and competently as required, are visible on the greens and showing active interest

## CASE STUDY - 12

Jack was appointed umpire of the day in a game of Interclub. He himself was playing second. No one else was available as measurer or umpire.

Halfway through the game Jack was called to measure by the thirds on his own rink. He gathered the necessary equipment and went to the head to measure. After consulting with both thirds, he asked the opposing third to stay on the green and observe him carrying out the measure and explained to his third why he was doing this. He explained to the opposing third how he was measuring and showed the third the measures as he went. The opposing third readily agreed that Jack's own team's bowl was the shot.

### **Questions:**

Did Jack approach the matter correctly?  
Are there other ways in which Jack could have handled the matter?

## CHAPTER 6

# MEASURING EQUIPMENT FOR USE BY OFFICIALS

Previous chapters have dealt with the skills and competencies of Measurers and National umpires, both of whom will be called on to undertake some form of measuring. The general procedures for measuring have been covered in the chapter on Measuring. This chapter will describe:

- The equipment to be used by measurers and umpires;
- The situations in which that equipment should be used; and
- The recommended methods of measuring.



PROHAWK  
Sue Way

  
**WORLD BOWLS**  
Laws of the Sport of Bowls  
Crystal Mark Third Edition  
Effective 1st April 2015  
(Including domestic regulations for  
World Home Disabled No.1)  
  
Crystal Mark  
The Quality Standard for  
Bowls Equipment



8m/26ft  
Crystal Mark

# CHAPTER 6

The Laws of the Sport of Bowls require that Clubs provide their umpires with suitable equipment to carry out their duties. Measurers and umpires should ensure that their Club's kit and equipment is complete, in good working order and well maintained.

## OVERVIEW OF EQUIPMENT

Law 54 deals with the minimum equipment that should be available. there is a range of equipment available for measurers and umpires. Measurers and umpires should ensure that their Club's equipment is sufficiently comprehensive to cover measuring and other situations that might arise.

The following essential tools and equipment cover most situations.



## ESSENTIAL ITEMS OF EQUIPMENT

<i>ITEM OF EQUIPMENT</i>	<i>USED FOR</i>
CHOCKS AND WEDGES	For supporting leaning bowls
FEELER GAUGES	Measuring smaller distances up to 5mm
WHITE CARD OR PLASTIC	For use with feeler gauges and callipers
CALLIPERS	Measuring small distances up to 30m
BOX STRING MEASURE	Measuring distances 20cm to 3 metres
LONG STRING OR PEG MEASURE	Measuring longer distances up to 5 metres and between objects on ditch and on green
LONG MEASURE TAPE	Measuring longer distances or objects on the green or in the ditch
BOUNDARY SCOPE	Judging whether jack or bowls are within the rink of play
BOUNDARY LINER	Judging whether jack or bowls are within the rink of play
30 METRE TAPE	Measuring live jack, live bowl, rebound jack distances

### TIP

When checking available equipment, make particularly sure that the largest width measurable with the set of feeler gauges is larger than the smallest width measurable with the available callipers; Otherwise, a situation may occur where the equipment available is inadequate for the measure required

When called to determine shot the measurer or umpire should use the easiest and quickest means available to give an accurate result.

## RECOMMENDED USE OF EQUIPMENT

All good officials will be familiar with all necessary equipment, ensuring that the equipment available is appropriate for all foreseeable measures.

In any measuring situation where an assistant is used, a good umpire will always take the decision end of the measure, that is the end where the judgement about which is shot is to be made.

# MEASURING EQUIPMENT FOR USE BY OFFICIALS

## CHOCKS AND WEDGES

Chocks and wedges should be used for all bowls that are not absolutely flat.



Chocks and wedges are an essential item of equipment used as necessary by all officials in conjunction with other measuring equipment. They are used to prevent leaning bowls from falling prior to or during measuring, and come in a variety of materials, shapes and sizes.

It is worth having a selection of different chocks and wedges because how a bowl is best chocked depends on its position and the equipment being used.

The umpire will chock any leaning bowls prior to measuring, provided at least 30 seconds have elapsed since the last bowl has come to rest if a player has requested this delay (Law 23.2).

Remember, if a bowl is not chocked and falls over during measuring, it should be left in its new position while deciding the number of shots scored continues, and all the shots measured before the bowl fell will count (Law 23.6.3).

This should not be confused with a bowl or jack being disturbed by an umpire during measuring. In this case the umpire must replace the bowl or jack to its former position (Law 37.4.3). As a general rule, any bowl that is not lying flat on the green should be wedged before measuring commences.

## FEELER GAUGES

Feeler gauges are measuring equipment approved for use at all events, and to be used by measurers and umpires. Feeler gauges are essential when the distance being measured is very small.



## TO MEASURE WITH FEELER GAUGES:

- Using chocks or wedges, secure any bowls in danger of moving;
- Place a strip of white cardboard or plastic on the green under the gap between each bowl and the jack to improve visibility;
- Working from the open side begin by choosing a selection of gauges that together make a thickness less than the assessed distance between the jack and the bowls;
- Be square on to the measure, preferably with elbows and wrists on the green for maximum stability
- Slide the gauge down the first bowl to be measured (do not slide down the jack or do not force the feeler gauge between bowl and jack). Keep the feeler gauge on an angle to allow for the nearest point of the jack and bowl being at different heights;
- If the gauge passes between the bowl and the jack, remove the gauge from between the bowl and jack and make any necessary adjustment.
- Continue to make small adjustments until there is bare contact with the bowl and jack. If the gauge is not able to pass between the jack and the bowl, do not force it; Remove the gauge, reduce the thickness and try again;
- Without disturbing the setting of the gauge move to the second bowl and try the gauge through the gap between bowl and jack;
- Always return to the first bowl to recheck the measure;
- Make the decision as to which bowl is 'shot' and roll it out.

## WHITE CARD OR PLASTIC

These are pieces of equipment used by measurers or umpires in conjunction with feeler gauges as a visual aid in measuring very small distances. White card or plastic can be used at all events.

# CHAPTER 6

These pieces of card or plastic are small enough to slide along the ground in the gap between the bowl and jack being measured. They help the measurer or umpire make assessments about the selection of gauges that will be required for the distance to be measured.



## CALLIPERS

Callipers are measuring devices used by measurers and umpires, and approved for use at all events for measuring distances up to 30cm.

*Callipers come in a variety of sizes and shapes. Most umpiring kits will contain at least two callipers of different sizes.*



### To measure with callipers:

- Using chocks or wedges, secure any leaning bowls;
- Working on the open side and at right angles to the jack and bowl, kneel on the green and set the callipers at a distance slightly less than the assessed distance between the bowl and the jack;

- Steady the hands, if possible resting elbows and wrists on the green and move the callipers between the jack and bowl, working from the bowl to the jack. Make the initial contact with the bowl rather than the jack as the bowl is the heavier object, and less likely to move;
- Ensure that the callipers are at the correct angle between the nearest points of the jack and the bowl. Remember, the measure is made from the closest points on the bowl and jack so the callipers must be on an incline as shown in the diagram below;
- Remove the callipers from between the bowl and jack to make any adjustment. Do not adjust the callipers while they are between the bowl and jack. Open the callipers gradually and make repeat adjustments until bare contact is made with both bowl and jack;
- Without disturbing the setting of the callipers, check the other bowl(s);
- Always return to the first bowl to recheck the measurements;
- Make a decision as to which bowl is 'shot' and roll it out.

Callipers may also be used for a measure to a jack in the ditch but only if a direct line is available between the bowl and the jack.



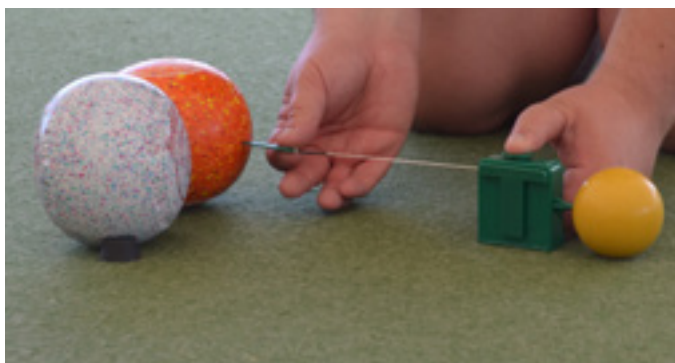
## TIP

Always remember before deciding the shot, to check that any bowls in the ditch are touchers

# MEASURING EQUIPMENT FOR USE BY OFFICIALS

## BOX STRING MEASURE

The box string measure is approved for use by players, measurers and umpires at all events and is suitable for measures between 20cm and 3 metres.



To use a box string measure correctly:

- Secure any leaning bowls with chocks or wedges;
- Place the pointer of the measure against the jack with the string facing the bowl to be measured and extended a short distance. Hold down the release button. Extend the string to the bowl until the tip of the measure just touches the bowl. Do not jiggle the tip of the measure up and down or sideways. Lock in the measure by releasing the button, and recheck the measure;
- Without altering the setting of the measure, move the measure so that the pointer is against the jack but pointing toward the second bowl to be measured. Extend the string and check the measure against the second bowl;
- Return to the first bowl to recheck the measurements;
- Make the decision which bowl is shot;



*If the distance to be measured is longer than can comfortably be reached, assistance from another umpire or a player will be required. The assistant will take the jack end and the measurer or umpire should take the decision end.*



## LONG STRING MEASURE

The long string or peg measure is a measuring device approved for use by measurers and umpires at international and below events. The long string measure can be used for measures up to five metres or when a jack or bowl is in the ditch and a flexible measure is needed.

# CHAPTER 6

***If the distance to be measured is longer than can comfortably be reached, seek assistance from another umpire or a player. The measurer or umpire should take the decision end while the assistant takes the jack end.***

The correct procedure for using the long string measure is to:

- Ensure that any leaning bowls are secure;
- Have the assistant place the fixed end of the measure close but not touching the jack;
- Extend the string to the bowl. Check with the assistant that the pointer is on the jack and set the measurement, ensuring that the string is in a straight line from jack to bowl;
- Without altering the measurement, check the measure from the jack to the second bowl;
- Always return to recheck the measurement against the first bowl;
- Make the decision as to which bowl is shot;
- Roll out the shot bowl and communicate the decision to the players.

A note of caution: If the measure is to an object in the ditch, make sure that the string crosses the ditch in a straight line between the jack and the bowl. Make sure also that the string does not cut into the green at the point where it crosses the edge of the ditch.

## **BOUNDARY SCOPE**

The boundary scope is a piece of measuring equipment used by measurers and umpires for events at all levels. The boundary scope is a cross hair telescopic sight on a stand attached to a base with adjustable feet for levelling horizontally. The telescopic sight is used for prompt and accurate decision making as to whether a bowl or the jack is within the boundary of the rink. The base of the boundary scope can be used to make decisions as to whether a bowl or jack in the ditch is within the boundary of the rink.

It needs to be remembered that a bowl or the jack is only dead if it is found to be completely outside the boundary of the rink of play (Law 17.1.4). It is also important to remember that the side boundaries of the rink of play are measured from the centre line of the boundary pegs on the opposite ends of the green (Law C27.3).

***If any part of the bowl or jack is inside the boundary of the rink of play, it is a live bowl and still in play.***

To decide whether the jack or a bowl on the green is in play using the boundary scope:

- Set up the boundary scope at the boundary peg at the end of the green furthest from the jack or bowl in question. If, for example, the decision is to be made for a bowl on the boundary between rink 7 and rink 8, then position the boundary scope on the boundary peg between those two rinks;
- Position the V-pin at the base of the scope around the base of the boundary peg;
- Kneel with eyes about 75mm behind the boundary scope: As it is a rifle sight, nothing will be clearly visible with eyes too close;
- Adjust the base tilt knobs until the horizontal cross hair is parallel to the top of the bank at the other end of the rink. This ensures that the vertical hair is perpendicular. Because of variations in the size and shape of bank tops, it may be necessary to have available a suitably shaped block of wood on which to place the scope prior to making the adjustments to provide a steady base; scope.
- Using both hands, adjust the scope right or left until the vertical hair comes into line with the centre of the base of the boundary peg. If the peg is tilted there is no need to make it vertical when using the
- Fine tune, if necessary and make the decision as to whether the bowl or jack is in or out of bounds;
- Communicate the decision to the players by extending your arm to indicate if the bowl or jack is within the confines of the rink or not.

The boundary scope is also used for deciding whether or not a bowl or the jack in the ditch is in or out of bounds.

The procedure for doing this is as follows:

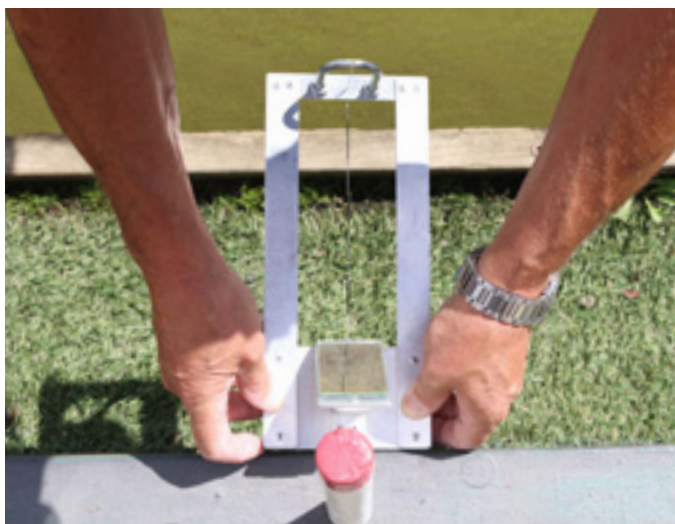
- Set up the boundary scope at the ditch end of the boundary line in question and align the boundary scope in exactly the same way as for a bowl or jack on the green;
- Once the boundary scope has been positioned, without moving it step onto the green in front of the scope and sight down through the 'peep' hole at the front of the scope and simply line up the wire and the edge of the jack through the peep hole to make the boundary decision;
- If shadows make the decision difficult, place a white plastic strip under the edge of the object.
- Communicate the decision to the players by

# MEASURING EQUIPMENT FOR USE BY OFFICIALS

extending your arm to indicate if the bowl or jack is within the confines of the rink or not.

## **BOUNDARY SITER**

The boundary siter is a small and convenient piece of equipment that can be used by Measurers and umpires to very quickly determine whether a bowl or jack is within the boundaries of the rink of play. It is approved for use at all events. It can be used with boundary pegs on top of the bank or with those fixed to the face of the bank.



The correct procedure for ascertaining whether a bowl or jack on the green is within the boundaries of the rink of play is as follows:

- Set up the boundary siter on the boundary peg at the end closest to the bowl or jack in question;
- Check that the boundary pegs are vertical;
- Stand on the green with feet apart, hold the boundary siter with the vertical foresight wire nearest to you and fold out the legs;
- Place the boundary siter indented protrusion on its base against the centre line of the boundary peg;
- Raise or lower the legs to bring the boundary

peg at the far end of the green into view in the mirror;

- If necessary adjust the base tilt knobs to ensure the vertical wire is perpendicular with the base of the peg at the far end of the green;
- With head above the horizontal wire look into the mirror and align the vertical wire with the centre of the base of the far boundary peg. Without moving from this position, it is easy to make a quick and accurate decision about whether the disputed bowl or jack is in or out of bounds
- If the disputed bowl or jack on the green is very close to the ditch, align to the far peg as above, and lower the legs so as to bring the bowl or jack into view. At all times, the vertical wire and the centre of the far peg must align in the mirror;
- Make a decision, communicate it to the players and step off the green.

To check whether a bowl or jack in the ditch is within the boundary of the rink, set the boundary siter in the same way. Look down and check the alignment of the horizontal wire with the bowl or jack in the ditch.

## **30 METRE TAPE**

The 30 metre tape measure should be used when checking the distance of the jack or bowls from the mat in order to ensure that the jack has been delivered legally. It is also used to measure the distance from the mat line to a rebounded jack or bowl. It is used at events at all levels.

For a jack to be delivered legally, it must end its course at least 23 metres (in a straight line from the centre of the front edge of the mat after the jack has been centred (Laws 10.1 and 10.5)

All measurements to the jack and bowls from the mat are taken from the centre of the mat line (Law C20).

Long tapes are available with either a manual or an automatic tape rewind mechanism.

Techniques for use of the 30 metre tape have been dealt with in Chapter 4 dealing with measurer skills and duties.

## **UNUSUAL MEASURES**

From time to time measurers and umpires will be faced with a measuring decision where the usual equipment cannot be used or where the procedures already described do not apply. It may be that the position of the jack and/or bowls makes it difficult to use conventional methods. In these circumstances a little improvisation may be necessary to make the required measure.

# CHAPTER 6

## **SUMMARY**

Good officials will continue to practise using all equipment and be familiar with the general procedures for measuring. Part of the responsibility of officials is to keep their own and their Club's equipment in good working order and neat and tidy. Not all Clubs will have the same equipment and good officials will be well prepared to use different equipment in different clubs.

## CASE STUDY - 13

During a game of Interclub, Ben was called by the thirds to rink 5 to decide whether the jack and two bowls were live. He arrived prepared to use the boundary scope but found that because of the position of the bowls and jack, the jack was obscured and could not be seen using the scope. No decision could be made about which bowl was shot until it was clear whether the jack was live.

Ben had to think creatively in order to make the decision. He decided that he would need to use a set square against the jack in order to assess whether the jack was in play. He could not, however, position the set square close enough to the jack because of another bowl that could well be in the measure.

As a last resort, Ben decided that the only means of making a decision about the jack was to remove the bowl that was in the way of the setsquare. He told the players what he would need to do and why.

He then carefully wedged the bowl with enough small wedges to ensure that it could be returned to its original position. He positioned the wedges so that they would not be in the way of the small setsquare he planned to use.

Once the bowl was removed he positioned the set square against the jack making sure that it was level. Ben was then able to use the boundary scope and found that the jack was live.

Ben then carefully returned the bowl he had removed to its original position and measured for shot using callipers.

### **Questions:**

Are there other ways Ben could have measured in this situation?

Are there any problems with the method Ben chose to reach a decision?



## **CHAPTER 7**

# *SELF MANAGEMENT*

Officiating at all levels is a challenging role, often undertaken in a difficult environment. Officials set the tone for the way in which competitions are conducted, and what will be accepted or tolerated. How an official approaches the officiating task can influence the players' experience and enjoyment of the sport as well as the response of spectators.





# CHAPTER 7

## CASE STUDY - 14

Joan had just received her National Umpire accreditation and was officiating for the first time at a Club game. She confided her nervousness to another player, Pete. Pete scoffed saying 'I don't know what you're worried about, love. Umpiring is really just a bit of extra measuring!'

Joan thought long and hard about this comment over the coming months as she honed her umpiring skills. She talked to other umpires about how they saw umpiring. She watched umpires at competitions and thought about the differences in approach and performance.

She noted that while there were umpires for whom umpiring was 'Just a bit of extra measuring', there were many more who treated umpiring as a professional and skill-based task worthy of care, attention and ongoing learning. Joan gradually began to think through a philosophy on which her umpiring would be based. She decided that she would be a good umpire with a professional approach and attention to all aspects of the official's role rather than one who just did some extra measuring.

### Questions:

How do you approach officiating?  
Do you have an officiating philosophy?

## OFFICIATING PHILOSOPHY

The Laws of the Sport of Bowls are based on fair play, common sense and clear directions for how the game should be played. They provide the basis for a philosophy for officiating that includes:

- A professional approach to officiating tasks;
- Commitment to ethical behaviour in sport;
- Development of positive personal qualities;
- Development and use of effective interpersonal skills;
- Enhancement of communication skills to manage people and avoid conflict;
- Commitment to ongoing skill development;
- Ongoing contribution to officiating.

*Good officials develop a personal approach within the constraints of the Laws of the Sport and the requirements of the task.*

Understanding and working with the aims of specific competitions is important. 1-5 year competitions, for example, may be focused on fun and skill development rather than simply winning, while premier league games will have a different, more competitive emphasis.

## ETHICS IN BOWLS

Officials play a key role in ensuring that bowls clubs are safe, fair and inclusive, particularly for children. Bowls New Zealand has adopted the Australian Sports Commission's code of ethics for officials.

This code grows from the principle that the duty of the sports official is to act as an impartial judge of sporting competitions, performing with accuracy, consistency, objectivity and the highest sense of integrity.

## PROFESSIONALISM

Many factors contribute to 'good' officiating but generally officials are expected to be:

- Trustworthy ie: To behave with honesty, integrity and impartiality;
- Responsible ie: To take the role seriously;
- Prepared for their role physically and mentally;
- Competent and able to perform to a required standard often in stressful circumstances.

As well as interpreting and applying the laws with common sense and in accordance with the spirit of the laws, all officials have a responsibility to be professional and positive. Fulfilling these expectations earns the respect of participants, coaches, administrators and colleagues.

Players and spectators may judge all officials by how an individual official behaves, hence the need for a professional approach when dealing with players, coaches, spectators, administrators and others involved with competitions.

Behaviour and appearance are crucial factors. The official's behaviour should be courteous and respectful towards all members of the community, including players, coaches and administrators.

## PRESENTATION

Officials should be appropriately dressed and neat and tidy. A well-presented official arriving at the competition is making a statement to the participants, administrators, and others, prior even to the commencement of any competition.

# SELF MANAGEMENT



***A good umpire will be punctual, arriving at the competition with enough time to prepare for the officiating role.***

## ***PHYSICAL PREPARATION***

The physical requirements of an official vary from sport to sport. Lawn Bowls requires markers, measurers and umpires to walk and stand for long periods of time and get down on the green to measure. Adopting a healthy lifestyle will contribute to all officials being in appropriate physical condition.

## ***MENTAL PREPARATION***

Mental preparation can include:

1. Developing a basic plan about the approach that will be taken to officiating the competition;
2. Achieving a comfortable mental state prior to a competition;
3. Familiarising yourself with the laws, Conditions of Play, venue requirements, participants and teams;
4. Seeing the competition as an opportunity rather than a threat;
5. Developing a positive frame of mind prior to the competition.

## ***ATTITUDE***

Attitudes to officiating grow out of each person's beliefs and personal values, as well as from a thought out philosophy of officiating and an ethical approach.

## **TIP**

Remember that the competition you are officiating, is the most important competition that day, particularly to the players.

***Our attitudes influence the ways in which people relate to and respond to us, and we can each work to manage how we present ourselves to others most effectively.***

# CHAPTER 7

## SPORT NEW ZEALAND - OFFICIALS CODE OF ETHICS

### ROLES OF OFFICIALS

11 June 2019

The roles of the sports official and the code of conduct that they must adhere to. Links to information on the disciplinary procedures for your sport.

Sports officials must be able to bring control to chaos, understand fairness, promote safety and encourage good sportsmanship. A sports official must have the positive characteristics of a police officer, lawyer, judge, accountant, reporter, athlete and diplomat. They are also someone who can be put in a position of authority and handle the responsibility without being overbearing.

Along with the rules of the game you must fully understand your role before, during and after the game has ended.

### WHAT'S EXPECTED OF YOU AS AN OFFICIAL?

Being an official is an extremely important role in any sport. Without officials giving up their time, most sporting competitions would be unable to function. Officiating can be challenging, and unfortunately some officials are subjected to hostile behaviour by participants, spectators and others. They need to be able to perform their role in a positive manner and block out the verbal comments from spectators.

Officials need to ensure that their approach towards officiating is in line with the aims of the competition, for example, junior competitions are usually aimed at fun and skill development rather than winning. Officials should be aware that their approach to officiating can influence the participants' experience and enjoyment of the sport.

Each official becomes the 'face' of officiating at competitions. People often judge all officials by how an individual official behaves, which means that they need to behave in a professional and responsible way. It is important that officials present in a manner that portrays officiating in a positive and respected manner.

Officials undertake an important role in the staging of competitions. They provide leadership and guidance to participants, ensuring that the competition is conducted in a safe and fair manner. Qualities such as integrity, honesty, trustworthiness and respect are integral to the role of the official. This includes how they behave and relate to others prior to, during and after competition, how they present themselves as an official, and how they go about their role. Officials are responsible for their actions and attitudes. People expect the official to be a person they can trust to control the competition.

There are a number of expectations of officials including:

- Trustworthy - honest and impartial
- Responsible - have integrity and take the role seriously
- Prepared for their role - prepared physically and mentally for the task
- Competent - have and are further developing the skills for the task

It is important to remember that the competition in which the official is officiating is the most important competition that day to those participating in it.

The physical requirements of an official will vary from sport to sport and within a sport. Some sports require officials to be very active (rugby, basketball, netball), while others less so (volleyball, athletics, rowing). Adopting a healthy lifestyle will contribute to all officials being in appropriate physical condition.

Officiating in some sports will require additional physical preparation that is appropriate for the particular sport. The more active officiating roles require a level of physical fitness that will allow the official to achieve correct positioning throughout the competition, make good decisions, and officiate the competition in a non-distressed physical state.

At the end of the day, it's all about the players and athletes. You're there to ensure everyone sticks to the rules and ethics of the game so everyone gets the most out of it. It's not about you – without the participants there would be nothing to officiate.

# SELF MANAGEMENT

## IMPROVING YOUR PERFORMANCE

A big part of improving your performance as a sports official is reflecting on your last performance – so you know what to build on or avoid in the future. Reflecting on your performance requires a systematic approach. Three common methods include:

1. Using a logbook or diary.
2. Recording the main calls or judgements you made during a sporting event that you controlled.
3. Reflecting on what you did and areas for improvement. Make a plan to practise and follow it up regularly.

## OFFICIAL'S CODE OF CONDUCT

I will:

- place the safety and welfare of players above all else
- show concern and caution towards sick and injured players
- be impartial, consistent, objective and courteous when making decisions
- accept responsibility for my actions and decisions
- condemn unsporting behaviour and promote respect for the individuality of players
- avoid any situations which may lead to or be construed as a conflict of interest
- be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive
- be a good sport as I understand that actions speak louder than words
- always respect, remain loyal to and support other officials
- keep up to date with the latest 'laws of the game', trends and principles of their application
- refrain from any form of personal abuse towards players or other officials
- respect the rights, dignity and worth of all people involved in the game regardless of their gender, ability or cultural background.

I will not:

- arrive at the venue intoxicated or drink alcohol at junior matches.

## DISCIPLINARY PROCEDURES

All NSOs in New Zealand and their members have an obligation to follow all of the policies, procedures and code of conduct of that sport. Disciplinary action may result from failure to follow the code of conduct and expectations of that sport. As a sports official it is part of your responsibility to uphold the code of conduct for your sport and manage the game effectively. For more serious infringements contact your NSO or club to discuss the disciplinary process so you can fulfill your obligation as a sports official.

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A positive, enthusiastic and responsible attitude towards self and others involves:

- Receptiveness to new ideas;
- Awareness of personal strengths and weaknesses;
- Willingness to share information;
- Supportiveness and encouragement of others;
- Willingness to take responsibility;
- Receptiveness to feedback;
- Willingness to make ongoing contributions in whatever ways are possible.

*Our attitudes influence the ways in which people relate to and respond to us, and we can each work to manage how we present ourselves to others most effectively.*

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- Awareness of personal strengths and weaknesses;
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- Supportiveness and encouragement of others;
- Willingness to take responsibility;
- Receptiveness to feedback;
- Willingness to make ongoing contributions in whatever ways are possible.

## **INTERPERSONAL SKILLS**

The success of an official is strongly linked to how well that official manages and gets on with people in the sporting community.

Bowls particularly at club level, involves many people undertaking a range of roles, including coach, administrator, participant, parent, and passionate supporter.

Officials need to be able to relate to all these as well as to players of all ages, abilities and degrees of involvement in the game, and to spectators, other officials and to organising bodies.

One of the most important aspects of the official's role is to relate well with players and others prior to, during and following competition.

*Officials should have an inclusive approach and style, regardless of the participant's gender, race, disability, religion or age.*

## **TIP**

The adage of 'treating people as you would like to be treated' provides an appropriate model for relating to others in the bowls environment.

## **General approaches for officials working with players with special needs:**

Concentrate on abilities rather than disability;

- Work out tactics for inclusion rather than exclusion;
- Focus on the person rather than the disability;
- Use appropriate language that affords dignity and humanity rather than language that is implicitly or explicitly degrading or derogatory (avoid, for example, 'afflicted, spastic, crippled, or retarded');
- Speak as you would usually ie: there is no general or automatic need to speak slowly or loudly or to use simple language;
- Speak to the person, not about them. even if there is a coach or assistant there to help;
- Ask the person what they need, and if and how they would like specific help;
- Use all means of communication available: Positive verbal communication supported by positive body language and facial expressions.

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## CASE STUDY - 15

Jackie was the umpire at a regional Singles final. Prior to the trial ends in the first knockout game, the Match Manager read out the Conditions of Play. Players were advised that they could only go to the head after having delivered their third bowl.

Before play started, Jeff, one of the players approached Jackie and explained that he had a visual impairment that meant he sometimes needed to go to the head more frequently than the Conditions of Play were allowing.

Jackie spoke to Jeff's opponent advising him that she was allowing Jeff to go to the head as he needed to and asked if the other player had any objections. The opponent had no objections and agreed that he himself would only go the head in line with the Conditions of Play. Jackie also advised the marker for the game that she was allowing Jeff to go to the head as needed.

Jeff won his first game. For the second game, Jackie again spoke quietly to Jeff's opponent and the marker, explaining that she was allowing Jeff to go the head. The opponent in this game was less amenable, arguing that he, too, should be allowed to go to the head as frequently as he required. Jackie disagreed and explained that the arrangement was specific to Jeff because of his visual impairment.

The game progressed very slowly because the ends were generally longer meaning that Jeff had to go to the head more often. Jeff's opponent became increasingly frustrated and agitated calling Jackie several times to complain about the slowness of the game. Each time she was called, Jackie allowed the player to vent his frustration out of hearing of Jeff and talked quietly and calmly to him, and the game eventually progressed amicably if slowly.

### Questions:

Could Jackie have handled this situation differently?

What approach would you have used?



### **EFFECTIVE COMMUNICATION**

Effective communication is essential to managing people, especially in potentially stressful situations. Officials need to practise good communication skills as these are the basis of many aspects of the official's role, especially during competition.

*Good communication is not just about speaking well and delivering clear messages. It is about the quality of the connection between the sender of the message and the receiver.*

Effective communication is important for two reasons:

1. Communication is a process through which planning, organising, leading and controlling are accomplished in a competitive environment;
2. Communication is the activity that links the competition. Written and oral communications provide messages, instructions, information, feedback, discussion and planning, which are the essential parts of conducting an effective sporting competition.

*Officials must be effective communicators if they are to have a positive impact on a competition, but there are situations where there are barriers that make communicating to and with others very challenging.*

### **BARRIERS TO EFFECTIVE COMMUNICATION**

There are a number of barriers to effective communication that can be experienced in all settings, including the officiating environment. Some of these barriers and examples from bowls are shown in the following table.

It is important for officials to reflect on how their own approach may act as a barrier to effective communication with others. Some responses from officials contribute to a

# CHAPTER 7

lack of respect among participants, coaches and officials. assuming an 'I'm the boss' attitude does not encourage effective communication. While decisions need to be communicated with confidence, a dictatorial approach is not conducive to enhancing relationships between officials and others in the sporting environment.

## *COMMUNICATING DECISIONS WITH CONFIDENCE*

Players are looking for an official who communicates in a confident and decisive manner. This conveys a person in control of him or herself and the competition. A confident and decisive verbal communication style includes the official using:

- A clear voice; appropriately chosen words;
- A firm manner;
- Direct eye contact;
- Sufficient strength of voice to convey the message so that the participants are able to hear the decision.

## *LISTENING AND RESPONDING*

Communication is also about listening to what others have to say and responding appropriately. People screen out or misunderstand the intended meaning, or purpose of what they hear in over 70% of all communications, making poor listening the biggest contributing factor to miscommunication.

Bowls events, especially large events held over several days, are very busy and noisy. There can be high levels of player anxiety prior to and during competition, administrators can be harried and spectators may be vocal. All this noise and activity has the potential to distract. Good officials will avoid distraction and focus on listening carefully to player queries and on responding in a well-considered and appropriate manner. When officials listen effectively, they can respond appropriately.

Listening is the ability to receive, attend to, interpret and respond to verbal messages and other cues such as body language, in ways that are appropriate to the purpose.

If the message is a plea for help, the official should listen and respond with concern and try to find ways to help. Players may, for example, have personal or health issues; They may be concerned how these will be impacted by particular Conditions of Play. Even if the Conditions of Play cannot be adjusted, how officials listen and respond to particular matters will affect how players perceive the event and their levels of satisfaction.

If a player is trying to persuade an official to take a particular course of action, a good official will listen critically, mindful of what judgement or decision has to be made, and respond carefully.

Players may, for example, feel that they have been treated unfairly in the way the competition has been organised and try to persuade officials to take a stance on their behalf. Good officials will listen but avoid being drawn into making hasty or unwarranted judgements.

Good officials will explore and improve their listening skills, in order to:

- See the positive outcomes of effective listening;
- Develop active and positive relations;
- Overcome communication barriers;
- Increase trust and reduce conflict;
- Foster positive relationships;
- Enhance individual and team performance;
- Help communicate well with a diverse range of people.

## *COMMUNICATING EFFECTIVELY WITH A DIVERSE RANGE OF PEOPLE*

The good communication principles discussed so far apply to everyone regardless of age, skill or ability. In any bowls competition, there will be players and others with a wide range of communication skills, including people from non-English speaking backgrounds or from different cultural backgrounds.

***Depending on the particular part of the world where they were brought up and how they were socialised, people have different values, attitudes, and ways of doing things.***

In different societies people have different norms and practices that will affect how they communicate and respond. Communication is not only affected by such cultural identity factors but also by racial, ethnic, gender, social class and age factors.

Players with a disability may use alternative means of communication, such as sign language. Hearing impaired players, for example, may lip-read or prefer to use written communication. Depending on their particular needs, other people may have a coach or assistant who can provide a ready communication link. Officials do not need to protect people with specific communication needs from failure, give unearned praise or lower their expectations and standards for behaviour. Those with differing communication needs simply require that those be taken into consideration.

Officials who know that they will be working on a regular basis with players who need different or varied forms of communication should prepare themselves. Learning to vary communication techniques to suit different needs will

# SELF MANAGEMENT

improve the official's communication skills. It is always a good idea, as a starting point, to talk to those concerned about the most suitable and effective communication methods for them.

## ACTIVE LISTENING FOR BOWLS OFFICIALS

Good bowls officials will practise active listening when responding to speakers who may be players, other officials, administrators or spectators.

Good bowls officials will:

- Show attentiveness by facing the speaker and through positive body language;
- Maintain eye contact;
- Avoid distractions such as reading or being engaged on another task;
- Use active response signals to show that they are listening. Active responses might include nodding, or giving a verbal indication that what the speaker is saying is being understood. Active listening can include paraphrasing the speaker's points to make it clear that they have been understood eg. 'So you are saying...';
- Focus on what the speaker is saying, rather than on getting ready to respond;
- Avoid interrupting unless there is a very good reason for doing so;
- Wait until the speaker is finished before giving a response, and try to avoid indicating assumptions about what the speaker is thinking;
- Avoid giving advice unless the speaker specifically asks for it;
- Wait until the speaker is finished even if the speaker is complaining about the official's actions. It is important for officials to resist the urge to defend their own actions before the speaker has finished. Speakers making a complaint are more likely to feel as though they have been given the opportunity to make their point if officials avoid defensiveness;
- Ask questions for clarification, but only after the speaker has finished.

## AVOIDING CONFLICT

The bowls officiating environment is challenging, potentially hostile and competitive. As in most sporting situations, the potential for conflict is ever-present. Good officiating relies on dealing with situations involving the potential for conflict in a professional and positive manner.

Conflict is a disagreement or difference of opinion with varying degrees of hostility between two or more parties. Most such differences are emotionally charged and can sometimes involve verbal threats (eg 'That's it! I'm not playing!') or even verbal or physical violence.

Conflict can arise easily in competitions especially where the stakes are perceived to be high. In the case of bowls, situations with the potential for conflict may include:

- Disagreements by participants with a penalty for an infringement because of a lack of knowledge of the laws;
- Perceived bias shown by the official in the eyes of players or coaches;
- Frustration by players as a result of their level of performance or the competition results;
- Misunderstanding instructions or rulings from an official;
- Sledging between participants.

Conflict has both verbal (tone of voice, aggressive language, yelling, threatening language) and physical (gestures, finger pointing, physical contact) representations and often both. Verbal or physical conflict in sporting environments can result in disrupted games, undue tension and an unsafe situation for all participants.

There are some occasions when conflict on the green is inevitable, but generally conflict can be minimised through conscious use of prevention or containment strategies.

If conflict does arise, officials are usually called on to manage the situation and to attempt to resolve the issues. It is important in these situations that officials do not escalate the conflict or contribute any further to negative emotions.

Bowls clubs and competitions evoke a great deal of emotion and passion from those involved, including spectators. Spectators and others frequently disagree with officials' decisions and, from time to time, decisions will infuriate spectators and others to the point at which they can become hostile towards the official. The potential for conflict in such situations can be minimised. Officials should avoid any engagement with spectators especially verbally but even through eye contact, as this can further incite the aggrieved spectator.

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As much as possible, officials should ignore comments by blocking them out. Generally speaking, the comments are not meant personally, but are, rather, indications of tension or excitement expressed as highly irrational, or emotive behaviour.

Officials should remain calm and focused on the competition. Taking a few seconds to regain balance through, for example, concentrating on a potential measure or positioning essential equipment can help block out negative spectator responses.

Failing to ignore comments or unpleasant behaviour can lead to loss of focus and lapses in concentration and may lead to officiating errors. Taking a professional approach at all times earns the respect of players and spectators alike and reduces the likelihood of abusive behaviour.

## **CONFLICT PREVENTION**

Conflict prevention is far preferable to conflict. To avoid conflict:

- Act quickly: If you notice a situation, respond to prevent it escalating. Respond immediately to rule infringements;
- Be fair and consistent: Apply the same approach and require the same behaviour of all unless there is a good reason for varying the approach;
- Be definite and firm: Speak clearly, firmly and calmly in heated situations;
- Keep cool: Do not show anger or frustration;
- Do not take criticism or comments personally;
- Give instructions in the form of choices or options;
- Listen.

## **MAKING UNPOPULAR DECISIONS**

Officials are inevitably faced with making unpopular decisions. Most measuring decisions and law interpretations will be popular with one team or player while the other team or player may feel disappointed or aggrieved or even resentful.

### **TIP**

An official who demonstrates a pleasant style and calm manner helps to create a calm environment with a positive effect on participants, coaches and spectators.

Making difficult or unpopular decisions that affect players and the outcome of bowls competitions presents many challenges, especially if a decision has to be made quickly. Good officials will work towards establishing themselves as decisive and thoughtful and will give due consideration to the problem situation.

Good officials will practise maintaining a professional and neutral demeanour and learn how to manage themselves in the face of negative player responses. Good officials will conduct themselves such that, while their decisions may be unpopular, they themselves will be treated with respect.

## **NON-COMPLIANCE**

As discussed in the previous chapter competitive bowls has the potential for conflict. Officials, particularly umpires, may have to deal with situations involving non-compliance with the Laws of the Sport of Bowls, Conditions of Play or official directives. This has the potential to create conflict and good officials will handle such non-compliance firmly but with care and with due regard to avoidance of the need to impose penalties.

There will be times, however, when officials may have to resort to penalties. While wanting to avoid such situations, good officials will be aware of what penalties can be imposed, and how and in what circumstances penalties may apply.

## **ONGOING SKILL DEVELOPMENT AND PERFORMANCE IMPROVEMENT**

Improving officiating performance is a goal of most officials, regardless of their experience and the level at which they officiate. How officials improve their performance depends on a number of factors, including:

- Access to more experienced officials or mentors;
- Feedback on performance from officiating personnel and others;
- Support and encouragement to improve;
- Critical self- evaluation;
- Opportunities for continual self- improvement through study, performance appraisal, and regular updating of competencies.

***Good officials will be responsible for their own development. Numerous resources are available to assist officials wishing to progress their levels of experience and knowledge.***

Officials may contact people within the sport of bowls, or access other resources to seek information regarding officiating.

# SELF MANAGEMENT

## CASE STUDY - 17

Margaret was umpiring at an Interclub final between two sides known for their rivalry. Members of one side and its supporters were clearly using sledging (insults and edgy banter) as a tactic to distract the players from the other side. On one rink in particular it was clear that players in possession of the rink were troubled by the banter and abuse. Margaret kept an eye on the situation and decided to step in. She first spoke to both skips and then calmly and quietly, but firmly, explained to the players in the hearing of their supporters that, while some see sledging as a good humoured part of games of sport, verbal abuse is always offensive and is not in the spirit of fair play in which bowls should be played. Margaret also explained the laws of the game as they relate to interference with players in possession of the rink (Law 13) and by spectators (Law 45).

Margaret then maintained a presence near trouble spots, speaking quietly to players and spectators who persisted. Her quiet but direct approach resulted in the sledging reducing and then stopping and prevented any escalation of the situation.

### **Question:**

Is this the best approach to sledging?

## *RECEIVING AND RESPONDING TO FEEDBACK*

Feedback is an essential ingredient that can contribute to improving performance at all levels of officiating.

Officials will receive a range of feedback on their performances— from participants, spectators, club officials and officiating personnel— at every competition in which they officiate. Much of this feedback, particularly from non-officiating people, will be non-specific; For example, 'You did well today' or 'You missed a call umpire!'

More useful feedback is that which comes from other officials, especially those with more experience. The official's approach to receiving feedback is very important. Some officials are regularly provided with feedback, while others are left to their own devices to seek feedback on their performance. What officials do with the feedback is crucial in assisting them to improve their performance.

Useful feedback is best if it is provided in a supportive way and should always be responded to positively. All feedback contains some useful thought-provoking aspect even if initially some comments seem harsh. Critical reflection on feedback helps identify what might be done in the next competition and how to improve.

## *CRITICAL SELF-REFLECTION*

Self-reflection is a strategy for improving performance that works in conjunction with but also independently of external feedback. Officials should develop their own strategies for self-reflection but generally these involve: Reviewing actions and considering what went well and what did not;

- Identifying aspects of an approach or action that need to be changed;
- Developing a strategy for change;
- Implementing the strategy for change; and
- Reviewing the changes and reflecting on and/or reporting on the process.

Self-reflection is a cyclic process focused towards continual improvement in skills and approach.

This process is a variation of reflective practice cycles in learning theory and is a useful way of thinking about improving performance generally but particularly in ongoing officiating skill development.

## *THE OFFICIATING DIARY*

Keeping an officiating diary is an important tool in critical self-reflection as well as being a necessary record of officiating events and hours.

## **TIP**

As a bowls official, it is important that you keep a concise record of officiating events and hours.

Most people have kept a diary at some point in their life, sometimes as a teenager and often at work. Diaries take many forms and serve many purposes, from the personal and intimate to business and professional. While diaries are individual and personal, they have some common features including:

- Recording key dates and happenings;
- Helping to provide a perspective on significant aspects of life; and
- Contributing to self-reflection.

The officiating diary does all these things with the specific goal of improving officiating effectiveness. Keeping a diary

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has an important role to play in the critical self-reflection process, as ideas and strategies can be recorded and actions can be noted and reviewed. Officiating diaries can also have a more formal role where decisions and actions taken can be recorded for later reference in case of disputes.

Officiating diaries can be in the form of an electronic spreadsheet or in another electronic format that is comfortable and easy to use. Whether handwritten or electronic, there are, however, some common elements. Diary entries should include:

The details of the event, such as the time, place and level of the competition;

- The hours spent officiating;
- Any untoward incidents; and
- Critical self-evaluation.

## *RESEARCHING AND SOURCING FURTHER INFORMATION ABOUT OFFICIATING*

There are many resources available for developing and improving officiating skills. Bowls New Zealand has a Committee dealing with officiating and officiating responsibilities, as well as an umpiring tab on Bowls New Zealand website, with specific areas for officials.

Keen officials can also enhance their capacities as officials through undertaking courses in such things as first aid or mentoring (discussed further below) or relevant technical and further Education (TAFE) courses in related areas such as sports psychology.

Keeping up to date with information and using the many resources available will help in the process of ongoing skill development and performance improvement, and is particularly useful in maintaining accreditation.

## *MAINTAINING ACCREDITATION*

It is the responsibility of all officials to maintain their accreditation. Good officials will know when their reaccreditation is due. They will contact Bowls New Zealand in sufficient time to check what is required and attend necessary modules or courses to ensure their accreditation remains current.

## *CONTRIBUTION TO OFFICIATING*

Trained and experienced officials can contribute in many ways to the quality and standards of officiating in bowls. Officials can become involved in the Bowls New Zealand umpires Committee and can further their own development as well as that of others through:

- Contributing to training of new officials through Sta Committees;
- Running club level training sessions in measuring and/or understanding the rules of the game and any changes that have been made;
- Mentoring less experienced officials

Officials who wish to further their contribution can do so by contacting Bowls New Zealand.

The key point to be made is that officials can make a great contribution to the game of bowls beyond simply officiating at competitions, important as that role is.

## *MENTORING*

Experienced officials can make a particularly important contribution to officiating through mentoring of newly accredited or less experienced officials.

Mentoring, either through a formally instituted process or through a quite informal and voluntary arrangement, is the sharing of knowledge, experience, wisdom and networks. There is a great deal of information available, online and in libraries, about mentoring, its role in many fields of expertise, and the opportunities and satisfaction it provides for both mentors and mentees.

Officials interested in mentoring or learning more about mentoring opportunities can contact Bowls New Zealand.

## *SUMMARY*

Self-management is the key to good officiating, which at all levels is a key contributing factor to successful bowls competitions. For individuals, officiating is a worthwhile and satisfying experience, with many benefits and opportunities. Good officials will take advantage of every opportunity to improve their skills and knowledge and to assist other officials to gain experience.



## RESOLVING CONFLICT

**Be professional:** Speak clearly and remain composed in heated situations. This demonstrates confidence in managing the situation. Avoid argument or debate, and do not try to bluff through with unjustified rulings

**Remain calm:** Do not over- react. Stay relaxed and adopt a low- key posture/body language. Use objective, neutral language

**Address the problem, not the emotions:** Try to put aside the emotions of all parties. Emotions inevitably inflame the situation. By dealing with the facts and the available evidence, the official is more likely to be seen as making a fair and appropriate decision.

**Focus on the player:** Players are not objects, and they do not like being treated as such. Acknowledge players with eye contact and use their name if possible. Recognise that they have something to say, and do not just dismiss them.

**Be fair:** Avoid team or individual bias at all costs. Demonstrating integrity is one of the greatest assets of an official.

**Be confident and open:** Do not be defensive or try to justify your actions. Clarify decisions when appropriate, based on the facts and the evidence presented.

**Be firm:** Deal with unacceptable behaviour firmly and quickly. Set boundaries in a polite, professional and assertive manner. Remember 90% of conflict occurs not because of what was said, but the tone in which it was said!





## **CHAPTER 8**

# **MANAGING THE COMPETITIVE BOWLS ENVIRONMENT**

The previous chapter dealt with self-management including ethics in the sport of bowls and the officials' code of behaviour. This code of behaviour requires officials to ensure they contribute to a safe environment. Just as officials have a responsibility to manage themselves, they also have direct legal obligations, together with wider responsibilities for ensuring that players are protected from inherent or unexpected dangers, and from unsafe behaviour by others.



# CHAPTER 8

Especially during competitions, the bowls greens are likely to be crowded with players, spectators (some of whom may be children), and other officials. The competitive bowls environment has some inherent hazards. There is, for example, a great deal of equipment to be accommodated in sometimes quite confined spaces. There are other potential hazards, such as extreme weather conditions.

Good officials will identify likely hazards, be cognisant of risks and implement appropriate risk management strategies.

This chapter will deal with:

- The legal obligations of officials;
- The wider responsibilities of officials;
- Compliance;
- Risk management strategies.

## **LEGAL OBLIGATIONS OF OFFICIALS**

Bowls officials not only have responsibility for ensuring that the Laws of the Sport of Bowls are observed as well as an ethical commitment to a safe and discrimination free sporting environment. They also have legal obligations.

New Zealand laws that may affect officials include:

- Laws relating to negligence;
- Child-protection laws;
- Anti-discrimination laws;
- Laws relating to trespass against the person ie, assault and battery laws;
- Criminal law;
- Laws against defamation.

These areas of law impact everyone including officials but some areas are of particular relevance to bowls officials.

## **NEGLIGENCE**

In all aspects of life, everyone has a legal duty to take reasonable care to ensure that nothing they do causes injury or harm to another person.

Taking reasonable care also includes making sure that your actions do not cause harm or injury by failing to do something. Officials may be negligent, for example, if they ignore a player concern about a hole on a playing field and a player is injured as a result.

The prime aspect of this legal obligation is the duty of care. An official has a duty to:

- Enforce the rules;
- Protect participants;
- Warn;
- Ensure that the sport can be conducted safely;
- Control and supervise the competition

The standard of care expected of officials depends on the sport and the circumstances. A breach of duty of care is a legal matter and can have significant consequences.

## CASE STUDY - 18

Leanne was umpire of the day at a game at her club. The visiting side included a young boy, Sam, judged by Leanne to be around 12 years of age. Sam was a lively boy. It was a hot day, and encouraged by the amusement of some of the older players, Sam was running around and squirting water from the drinking fountain at other players and over himself. Watching this, Leanne noticed that not only were some players becoming concerned at Sam's antics because he was distracting them from their game, but also the bank was becoming very wet and slippery and in danger of being unsafe for both Sam and other players.

Leanne felt that she needed to intervene because of her concern that players were being interfered with and the risk of an injury to Sam or another player was increasing as the water games intensified.

Leanne did not want to be heavy-handed, as she understood that, as a child, Sam was less likely to appreciate the risk involved or to understand how his behaviour might be distracting to other players. Nor did Leanne want to discourage Sam's obvious enjoyment of the game of bowls. On the other hand, as an experienced umpire, she felt that she had a duty of care to intervene to ensure that no one was injured or unduly harassed by the situation.

Leanne spoke quietly to the side manager concerned, outlining her concerns and

suggesting that Sam's behaviour be quietly restrained. She suggested that the other players on the side be asked to keep an eye on Sam and make sure that he enjoys the game with less high jinks.

Questions:

Was Leanne's intervention warranted?

Was Leanne's approach an appropriate one?

# MANAGING THE COMPETITIVE BOWLS ENVIRONMENT



## **CHILD PROTECTION**

Child protection is an area of increasing importance in the sport of bowls and in sport generally. There are obligations on bowls officials to have a higher standard of care for the wellbeing and safety of children participating in the sport.

## **ANTI-DISCRIMINATION LAWS**

As well as having an ethical commitment to inclusivity and non-discrimination, officials are obligated legally not to discriminate on the grounds of:

- Age (although age-based competitions are exceptions);
- Disability;
- Political or religious belief/activity;
- Pregnancy;
- Race;
- Gender or sexual orientation

Nor should officials themselves be discriminated against on any of these grounds.

## **ANTI-HARASSMENT LAWS**

Bowls environments should be safe and supportive, as well as free of discrimination and harassment. The forms of harassment that are generally unlawful include:

- Sexual harassment, including unwelcome sexual advances, unwelcome requests for sexual favours, and unwelcome conduct or statements of a sexual nature;
- Discrimination;
- Abuse

The official's duty of care extends to ensuring harassment and discrimination do not occur in the bowls environment, and no one (including officials themselves) is subjected to any form of abuse.

Good bowls officials will understand their legal obligations and make every effort to ensure that these are observed.

## **WIDER RESPONSIBILITIES OF OFFICIALS**

Officials not only have specific legal responsibilities. There may also be situations for which officials have no direct responsibility, but in which their duty of care may

require them to become involved. As an example, bowling clubs usually serve alcohol and there are many events at which alcohol may be consumed. Officials may be involved in or witness inappropriate behaviour as a result of alcohol consumption and may have to take action to deal with problems.

## **DRINKING AND SMOKING ON THE GREEN**

These can be contentious issues. Government legislation on smoking in sporting venues and in proximity to venues where food is served is in the process of change and can vary.

***In addition, BNZ policy's relating to legal and illegal substances requires that where BNZ is the Controlling Body, the playing areas and areas immediately surrounding the playing areas will be smoke free and alcohol free.***

There are similarly complex and potentially contentious issues surrounding drinking on the green. Most bowls clubs serve alcohol and do so under relevant acts, which generally require that all licensees and their staff be formally trained in responsible service of alcohol. Alcohol service and consumption is the responsibility of bowls club licensees, alcohol consumption on the green and during competitions is the province of the Controlling Body. Bowls NZ have policies prohibiting alcohol consumption on the green and during competitions, and provide for penalties for infringement.

***Umpires may be called on to deal with offending players, and good officials will know the relevant policies and think through how best to approach infringement situations.***

## **RISK MANAGEMENT**

Good officials will be alert to hazards and take appropriate steps to minimise identified risks.

There are a number of physical hazards inherent in the bowls environment. These can include:

- Vertical banks requiring stepping down to and up from the green;
- Sometimes narrow banks crowded with people and equipment along which people have to move;
- Bowls, jacks, mats and rink markers, while necessary equipment for the game, left in inappropriate positions or handled carelessly can cause injury;
- Personal equipment bags left in narrow spaces or with straps across walkways;

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- Umpiring equipment placed in walkways;
- Bowls gathering equipment or gatherers left with handles protruding into walkways;
- Flat-soled shoes required for bowls can be slippery on other surfaces or in wet conditions.

There are also other potential hazards depending on the conditions, for example:

- The players, spectators and others who are elderly, vision impaired or with physical disabilities;
- Extreme weather conditions such as high temperatures, heavy rain, lightning or strong winds;
- Alcohol, while sold in most bowls clubs, has potential for abuse. Glassware and glass bottles can be a hazard if left lying around;
- Other illegal substances and their use.

***Good officials will know the inherent hazards in the game of bowls and will identify potential hazards in the specific competitive environment in which they are operating.***

***Good officials will be observant of the bowls environment within which they are operating and will alert the host club and or controlling body.***

## TIP

- Make sure that your Club has a well-stocked first aid kit, and that its contents meet basic requirements with additional contents based on a risk assessment. It is the club's responsibility to maintain a well-stocked first aid kit.
- Make sure that you know where to find the Club First Aid Kit.
- Make sure that emergency contact numbers are displayed prominently.
- If an injury does occur, do not hesitate to get help. Call 111.

## CASE STUDY - 19

Pam was umpire of the day for an interclub game. She noticed that one of the players was struggling to step on and off the green. The green in question did not have any stepping aids available and none of the other players on the rink seemed to be helping the player in question. Watching the player struggle, Pam became concerned that there was a very high likelihood that he would fall and that the consequences of a fall could be very high.

Pam spoke discreetly to the skips on the rink in question asking them to request their players to keep an eye on the player, and offer as much assistance as possible. After speaking to the skips, she also spoke to the players to contain potential hazards such as bags and equipment in order to reduce the risk of the player falling.

After the game, Pam spoke to the Club Secretary suggesting that the matter of aids to assist players stepping onto and off the green be raised at the next Club meeting. As part of the discussion, Pam became aware that the Club had no risk Management Plan in place.

### Questions:

What other steps might Pam have taken to reduce the risk of an accident occurring? Should bowls clubs have a Risk Management Plan? Who might be responsible for such a plan?

## SUMMARY

Competitive bowls environments can be challenging for officials. Taking a precautionary approach will help ensure not only are officials honouring their legal and wider responsibilities but that all players, spectators and others operate in a hazard free and safe environment.

# MANAGING THE COMPETITIVE BOWLS ENVIRONMENT

## BEST PRACTICE ON AND AROUND THE GREEN

- Place mats squarely and flat on the bank: this will reduce the risk of anybody tripping over the mats or slipping by stepping on overhanging mats.
- Keep bowls bags closed and stowed in a designated area to reduce the risk of anybody tripping over bags or straps.
- At the completion of ends, ensure bowls are gathered together in one spot well behind and to one side of the mat to avoid the risk of someone stepping back from the mat and onto bowls.
- After use, return jack and bowl markers to a position where they are unlikely to be tripped over or stepped on, for example behind the rink marker.
- Keep miscellaneous bowls equipment such as bowls lifters, rakes and umbrellas in designated places or and out of the way when not being used.
- Players delivering a drive should warn other players. Other players should watch for players preparing to drive and adopt a safe position preferably on the bank and to one side.
- Make sure any other equipment on the bank is well-stored and out of the way.
- Make sure adequate drinking water is available to all players especially in very hot conditions.
- Monitor the weather as changed weather conditions can occur. Wet weather can make some surfaces hazardous. Windy conditions may result in loose items being blown around the green and creating hazards.
- Lightning is a particular risk and if lightning is likely it may be necessary to suspend play.
- Identify club officials or other personnel with first aid or medical training who can be called on in case of accident or injury.



# CHAPTER 8

## ***SOME FACTORS THAT NEED TO BE TAKEN INTO ACCOUNT WHEN CONSIDERING DUTY OF CARE AND THE STANDARD OF CARE REQUIRED FOR BOWLS OFFICIALS***

The presence of children	Increasingly, young people are involved in bowls and the standard of care when dealing with children may need to be higher.
The level of accreditation and experience of the officials	An umpire will be expected to exercise a wider duty of care than a marker.
The level of assessed risk	The higher the risk or the likelihood that the risk will be present, the higher the standard of care required to minimise the risk.
The level of competition	While the duty of care applies to all levels of bowls competition, at social bowls events where there are new and inexperienced players, the standard of care required is greater.
Environmental conditions	Heat, lightning, rain occurring during competition increases the risk of harm or injury and, therefore, requires a higher standard of care.
Unsafe circumstances	Unsafe equipment, surfaces or outside influences such as inappropriate or violent spectator or player behaviour might require an official to suspend play.



