

<b>Guideline:</b>	Guide for the Controlling Body
<b>Approved:</b>	8th April 2020
<b>Authority:</b>	Women's Bowls NSW
<b>Applies to:</b>	Committees, Clubs, Districts or State
<b>Review Date:</b>	8th April 2021

## GUIDE FOR THE CONTROLLING BODY

### What is the Controlling Body?

The Controlling Body is the Match Committee of the Club/District or State running the event. A Controlling Body may also be appointed by the Match Committee to act on their behalf during an event. The Controlling Body may be a player on the day of the event.

The Controlling Body should:

- For all Association events at District/Region be an affiliated member of WBNSW. At Club level an affiliated member of WBNSW should be the first preference but where one is not available, may be an affiliated member of Bowls NSW.
- Ensure the fair and equitable running of a lawn bowls match/event.
- Wear approved Club/District uniform when on duty
- Have a written copy and reasonable knowledge of the Laws of the Sport of Bowls
- Have a written copy and good knowledge of the Conditions of Play for the event in question
- Have a current written copy of the WBNSW Weather Policy/Guidelines and Uniform (Dress) Policy and adhere to these
- Be present on or around the greens regularly to assess conditions

### Jurisdiction:

For Club championships and District championships/pennants, the respective Club/District Match Committee is the Controlling Body and they run these events on behalf of the State in accordance with the Conditions of Play issued by the Association.

Authority	Duties and Responsibilities
<b>Conditions of Play</b>	Set and understand this Law 57.2.1
<b>Rink Allocation</b>	Ensure enough greenspace is available. Allocate rinks for play or ensure that rinks are drawn in accordance with the rules.
<b>Practice Sessions</b>	Advise players/officials if any pre-match practice rink(s) are available and coordinate this with greenkeepers - Law 4
<b>Time Penalties &amp; Extensions</b>	Enforce time penalties where appropriate. If warranted, extend the time allowed for late arrivals, using common sense and good sportsmanship

<b>Award a Match</b>	<p>Award a match to the opponent if a player, team or side fails to show up for or forfeits a match. Law 39.1.2</p> <p>Award a match to an opponent if the umpire advises there has been an infringement of the law which warrants such action C.2 &amp; C.10</p>
<b>Umpires/Markers</b>	<p>Ensure that an umpire and/or marker have been appointed for the match. Replace a marker whose performance or behaviour is less than acceptable on appeal by either player, the Umpire or by their own observation.</p>
<b>Uniform</b>	<p>Ensure each player's attire is in accordance with the Conditions of Play for the event. Invoke warnings/penalties for breaches, in accordance with the State Uniform (Dress) Policy, if applicable.</p>
<b>Team Nominations</b>	<p>Approve the changes to a team prior to first round of competition - DR 2.2</p>
<b>Substitutes/ Replacements</b>	<p>Approve the use of these and make sure both cards are signed correctly - DR 2.4 &amp; DR 2.5</p> <p>If during a match a player is unable to continue play, the Controlling Body or Umpire must sign in a substitute player, before that substitute commences play - Law 33.2</p>
<b>Player Changes</b>	<p>Authorise a team in a side match to play one player short if there is not an eligible player or substitute available - DR 2.6</p>
<b>Stickers</b>	<p>Issue or approve the use of adhesive stickers (if required) for players in the event, and ensure they comply with appropriate laws and regulations - Law 52.1.8</p>
<b>Scorecards</b>	<p>Ensure that the team member responsible is in possession of the scorecard - DR 3.2</p> <p>Receive scorecards at the conclusion of a game. Ensure they are signed, matching in the result and the finish time is recorded.</p>
<b>Teams</b>	<p>They must make sure that the correct teams/player are playing each other according to the draw and that they are playing on the correct rink allocated to them.</p>
<b>Coaches</b>	<p>Must make sure the Umpire is aware of the names of and the rinks of play affected if any coaches are present.</p>
<b>Announcements</b>	<p>Ensure all announcements to players and officials are made including to advise details of next games/round.</p>
<b>Emergency Procedures</b>	<p>Be familiar with the host club's medical and non-medical emergency procedures.</p>
<b>Weather Conditions</b>	<p>Be familiar with the BA Extreme Weather Policy, follow the WBNSW Guidelines for Play in Extreme Weather, must have a copy of the Heat Stress Chart and refer to <a href="http://www.dpie.nsw.gov.au/daily">www.dpie.nsw.gov.au/daily</a> air quality when necessary.</p> <p>The CB must interrupt play if weather is a safety factor (i.e. lightning, extreme heat, extreme cold) or on advice by the Umpire, who can also perform this duty.</p> <p><b>The Controlling Body is the only one who can abandon play for the day</b></p>

<b>Damage to Greens</b>	If an umpire reports a player or team for deliberately and significantly damaging the green, the Controlling Body should disqualify the offending player or team and they will forfeit the match to the opponent. All such damage must be reported to the Club Ltd.
<b>Challenges to Bowls/Appeals</b>	<p>Receive any challenges to bowls based on Law 52 or receive any appeal against an umpire's interpretation of the Laws of the Game (Law 43.2.6) which is made not later than 10 minutes after the signed finish time on the cards at the conclusion of the game.</p> <p>Receive appeals, at the conclusion of a game, for deliberate non-sporting action from players or umpires - Law 36</p>
<b>Spectators</b>	Take action to have spectators refrain from disturbing, advising or interfering with players. This is only done after the Umpire has referred the situation to the Controlling Body