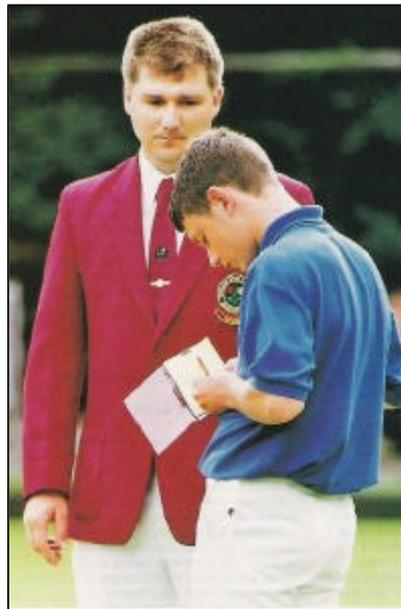




UMPIRING AND MARKING



Duties of an Umpire

Be familiar with Law 56 - "The umpire's duties"

Arrival at Venue

Always arrive at the venue at least an hour before the match is due to start.

Remember that when you attend an appointment, you are an official Umpire and it is important that you always wear your umpiring uniform if you have one.

Ensure your uniform fits and is loose enough to allow you to bend to centre the jack or measure. If you look smart you will work smart.

If you wear a white or coloured top, whilst marking club matches for example, get one with an association badge on it so that you look the part at all times.

Introductions

Introduce yourself to the officials from the Governing Body as soon as you arrive.

Let them know that you would like to go ahead and measure the green but will then be available to conduct the draw and oversee the toss for start of play.

Make sure you find out who the team managers are (if present) and introduce yourself to them.

Measuring the Green

Measure the rinks, the 2 metre markers if placed, and the 25 metre markers.

Make sure the side rink markers and centre rink markers are in place.

When working on Indoor greens remember that "T" markings and centre line dots will need checking.

Check the ditches and banks to see that they are the correct depth, width and height and are free from injurious objects.

Make sure the mats, measuring sticks and bowl / jack markers are at each end of the rinks.

If you find anything wrong that you cannot fix, report it to the Governing Body and/or the club.

Checking the Bowls

Ask the players to bring their bowls to the green, usually the end the game starts from, so you can carry out your checks.

Ensure you are familiar with the stamping requirements of the competition you are officiating at before your arrival.

The bowls should all come from the same set, have a current date stamp, and only one sticker on each side.

If you find a date stamp you can hardly read (you often will) draw the bowler's attention to it and suggest he/she considers getting the bowls retested.



A good method to adopt when your checks are complete is to place the bowls on the green in groups of eight bowls from each side on each rink; that way you can quickly tell if you have seen all the bowls (there is always one bowler who has difficulty in finding his/her way to the green with their bowls).

Working with another Umpire

Often there will be two Umpires. Introduce yourself to each other when you arrive.

Whilst one of you is checking the bowls, the other can supervise the draw for rinks and opponents.

With your fellow Umpire, establish what clock you both use if you are involved in a timed game.

“Tooling Up”

You will no doubt have your Umpires kit in a box or case.

It is best to carry most of what you require on your person and leave your box or case on the bank away from the area of play.

Items that you should be able to carry in your pockets comfortably are a normal measure, a bullet type measure for ditch measurements, callipers, feeler gauges and wedges, and it is a good idea to have a cloth on which to kneel on outdoors.

A long tape, to use if the length of a jack or bowl is queried, and a long line for any boundary queries or an extra long measure, can be carried in a small bag. If they are not needed when you are called onto the green leave them on the bank.

You will rarely need a Set Square; this is best kept in your box/case and return for it as required.

The Game

Trial ends are a good opportunity to observe any potential foot-faulting problems, stand at the side of the green to get a better view of each player.

Whilst the game is in progress, keep alert and be aware of everything that is going on so that if you are asked to give a decision you will hopefully have seen what the problem is and not have to rely on what you are told.

Do not sit down, you will lose your concentration and will miss a call.

If you are at a long game with only one or two rinks, use your commonsense ~ if you want to rest your legs, do so for a few minutes but stay alert.

You may notice the jack or bowl going to the side of a rink, move towards that rink in anticipation of being asked to check.

Watch the jack being delivered. If it looks short, be ready for a call to measure the length of the jack.

When asked to measure a jack length, make sure you know if it was the first cast or the second; you could end up throwing the jack back to the wrong end!!



When officiating at singles competitions, work with the Markers as a team. Help them to clear the mat from the end of the rink if there is no danger of disturbing players on adjacent rinks.

Use them to help you with jack length measures, they take the fixed end to the mat.

When the rink has come to an end and the threes or the markers are measuring, move towards the rink so that if they cannot make a decision and call, "Umpire" you are close at hand.

Keep eye contact with your fellow Umpire in case you are both needed, develop a method of silent communication.

Measuring

When you go to measure, take a few seconds to assess the situation, what are you being asked to do?

Check with the players to make sure you know what is required.

Will any of the bowls need wedging?

Ask the threes, or opponents in singles, to take out any bowls not in contention, never take them out yourself.

If the players are standing over you, ask them to retire to the bank, and explain why. Normally they will oblige and move away.

If there is a leaning bowl, or one standing on its running surface, wedge it before you start to measure.

When working with another Umpire and you need to do a shared measurement, make sure you know which of you will make the decision. A guide is, whoever is at the head end will make the decision.



Completing the Game

At the end of the game collect the scorecards as the rinks finish.

Make sure that the skips, opponents in singles and the Markers, have signed them, and then check the addition to see that the cards agree.

On the card, record the time the rink finished playing so that, in the event of an objection to bowls, you know when the 10 minutes are up.

After collecting all the cards, present them to the respective team captains or managers.

The Principles of Marking

Be familiar with Law 55 - “The marker’s duties”

The Marker is a crucial match official.

A good Marker will make a game whilst a bad Marker can ruin a game.

Marking is an “Art” and like all other arts will take time to master.

You will no doubt have been involved in marking club competitions or may already be an experienced marker at a higher level.

Whatever standard you are, our courses will aim to show you what is expected to mark at least a National Singles Final.

Your Appearance

The appearance and bearing of an EBUA Marker is important as it reflects on all EBUA officials.

Keep your jacket buttoned at all times, a flapping coat can disturb a head and will look untidy.

Ensure that your clothing is the right fit and looks smart without being too restrictive when you bend to measure or mark touchers.

Again, if you look smart you will work smart.



Introductions

On arrival at the venue, introduce yourself to the officials from the Governing Body, your fellow markers and the Umpires on duty.

If an Umpire has not been appointed, identify a competent third party to use in the event of a dispute.

Before commencing the game, introduce yourself to the players and out of courtesy indicate to them that you would like to centre the mat before they deliver the jack, you will mark touchers before the next bowl is delivered and finally would like permission to remove dead bowls from the ditch or green.

“Tooling Up”

Carry the minimum equipment on your person.

Normally you will only need chalk spray and/or chalk, a box measure, which should ideally be carried in a pocket, and four wedges. A pen or pencil is also essential for completing the scorecard (a pencil is better if it is raining).

A scorecard holder can be carried and can double up as a kneeling pad, but ensure it does not fall out of your pocket when you bend.

Do not carry items that could easily get displaced, e.g. small change mixed in with a handkerchief. A quick sneeze and there could be coins all over the green.

Wallets and purses should not be carried – lock them away.

Mobile phones should never be carried on the green. Switch them off and lock them away.

Ensure all necessary equipment (additional wedges, string measures, long tape, callipers etc.) is available and to hand, in order to maintain the flow of the game. This is not necessary when an official Umpire is present.

Lollipops

Some events may require the use of “Lollipops”

They are used to indicate the state of play to spectators and players.

Ideally these should be used after two bowls have been delivered by each player and again at the completion of the end after the result of the end has been determined.

They should not be used to clarify a request from a player in control of the mat. You should answer the question directly.

Practise using lollipops so that you are comfortable holding them and using them.

Hold them vertically at head height and twist your hand 90 degrees so that spectators around the green can see them.

At the completion of the end, when the shots have been declared, walk swiftly and confidently up the green with the lollipops at head height, twisting your hand as you go

You will be shown how to use Lollipops during our courses.

The Game

After the mat has been centred and the jack delivered, centre the Jack with your hand, never your foot.

Don't hesitate to verify a dubious length jack. It is the duty of the Marker to ensure the jack is delivered correctly. Check with the long tape if necessary.

Your position on the rink is important for two reasons; you should not obstruct a player's view of any legal markers they may use on the bank, but you should also be in a position where you can view and act upon anything that happens in the head.

For these reasons, the ideal position is to stand approximately 2 metres to the rear (2 paces) and 1 metre to one side of the jack (See Figure 4).



Also remember not to move when a player is on the mat ready to deliver his bowl.

Remain on the green at all times if possible.

If a jack goes in the ditch stand to one side of the green, not on the bank.

Mark all touchers as soon as they come to rest, preferably on both sides so that the bowl does not have to be picked up to be checked if moved from its original position.

Use the bowl and jack markers to show the players their position in the ditch.

Remember to remove the markers when the end is completed.

Ensure you are alert at all times and try to anticipate questions so that you have the answers ready.

When a bowl is on its way up the rink, take a discrete step forward and to the side of the head to check any distances and shot positions, taking care not to distract the players. You will then be ready for the next question without re-visiting the head.

Be accurate with your distances, if a bowl is 18 inches short do not call it 2 feet short, players will soon lose confidence in you.

Use Jack High or Jack Level as defined in the Laws, but again be accurate, if the bowl is 1 inch past jack level then say so.



Only answer questions to the player in possession of the rink, remembering that possession of the rink passes to the opponent immediately after a bowl has come to rest, but allowing time for marking a toucher.

The Laws state that you should answer specific questions, e.g. "Am I holding shot?" - "Yes". Don't answer questions that have not been asked! Equally, use common sense.

For example: “Am I holding shot?” the answer is, as already said, but if the player was holding two shots, you should say, “Yes, you are holding two”.

Similarly for distances: “Is my bowl jack high?”, “No – your bowl is 3 inches past jack high”

If you are unsure which is shot bowl, don't be shy to call it a measure and don't be led into making a decision. Depending on the rules of the competition, it is up to the players to visit the head to see the situation for themselves, if they wish to.

It is important to have an understanding of the questions the players are likely to ask and not to hold back information you know that they are looking for – you are their eyes at the Head.

Remember that players sometimes ask, “What is the position?” or make a hand signal. As a practitioner of the game of bowls it is anticipated that you will know the information the player is actually looking for.

It is acceptable for a marker to show a player the position of the Jack.

Move to the front of the head when a heavy bowl is delivered; you will be in a much better position to spot a toucher and to avoid moving objects (See Figure 6).

Make adjacent rinks aware of any imminent firing shot, and use them to contain bowls as necessary.

Be aware of adjacent rinks. A bowl from another rink disturbing what may be a critical head could be a disaster.

You have the right to stop any bowl or neutral object from another rink that is likely to disturb the head on your rink.

Never move any bowl except for a bowl declared “dead” – these should be removed before the next bowl is delivered.

Ensure the players are fully aware of the score during the game; a scoreboard will often be enough, but a passing score update will be appreciated.

Do not engage conversation with the players unless they want to.

Completion of the End

Keep out of the head while the participants decide the result (See Figure 5).

Ensure that only the conceding player removes the opponent's bowls.

Both players should agree the result.

Under no circumstances shall a Marker move a bowl at the completion (real or perceived) of an end.

If you are asked to measure, ensure that you know which bowls you are being asked to measure, and request the players remove all bowls not in contention, from the head, where practicable.

Don't measure unless asked.

Have wedges to hand if there is a leaning bowl that may be in the count, and wedge before measuring, remembering 30 seconds may elapse from the time the last bowl came to rest, if one of the players requests.

If a measure is too close for your tape or you cannot decide the shot, call the Umpire.

Only indicate the bowl you believe is shot after completing your measure.

DO NOT move it as the players may wish to call an Umpire or a third party for confirmation.

If you need to call for an Umpire, try to indicate what equipment he/she will need as otherwise he may have to return for something, interrupting the flow.

Give the Umpire as much information as he/she needs about the shots conceded and what he/she is measuring.

Following the completion of an end, you have a number of important tasks to perform and this is where many Markers can cause problems with interrupting the flow of the game.

“Time Management” is the key to completing these tasks smoothly.

Time Management for Markers

The way a Marker uses his time during a game of singles can make a big difference to the way the game is played, and the overall performance of the Marker.

A Marker who is constantly rushing around or delaying players while writing the scorecard, moving around on the rink, moving the mat and turning the scoreboard, is unsightly and affects the player's concentration.

Practice a routine that you can use in every game you mark.

You will soon appreciate that there is no need to rush around and your confidence to deal with the unexpected will improve.

During our courses you will be shown some typical time management techniques such as the best time to complete the scorecard and your position on the rink as the players agree the shots.



Scorecards

The scorecard is the official record of the game. It should therefore be completed with care.

Make yourself familiar with the layout of the card before the game starts; this is especially important for Sets Play scorecards as these can be confusing.

Use a scorecard holder if you are comfortable carrying them during a game, otherwise keep the card in a back trouser pocket or inside jacket pocket

Never have the scorecard poking out the top of an outside jacket pocket.

Ensure the players names are entered correctly on the card, do this when you introduce yourself to the players.

Be familiar with which side of the card, the colour of stickers and the side of the scoreboard that each player is on.

Complete the scorecard at the end of each end played. We will show you the best time to do this during the Time Management demonstrations.

Practise, Practise, Practise.

Set up bowls on a green and judge distances, checking them with a tape measure.

Set up bowls and measure, using all of your equipment including wedges.

Mark as many club games as you can to refine your time management techniques.

Most of all enjoy your marking; you will be rewarded for a good job!

Final Thoughts

You are part of the game; you have a very important job to do.

As an Umpire, your decisions will result in a win for one side and a loss for the other.

As a Marker, your actions will make or break a player's game which may affect the result.

If all your decisions are made with confidence, the players will enjoy your company no matter what side they are on.

If you have the right attitude, you will do a good job and be respected by all at the game.





MEASURING AND EQUIPMENT



The Umpire's Kit

An Umpire's kit is as individual as the person who owns it; however, there are a number of basic items of equipment that should be present in every kit. Examples can be seen in the photos.

Additional gadgets, spare measures and odds and ends will be collected over time and this is why no two kits are identical. Basic kits are available to purchase from reputable suppliers and are a good starting block for new Umpires.

Your course tutor will show you these essential items and allow you to delve into his/her own personal kit. Do not be afraid to ask if there is an item that you do not recognise

Box String Measure

There are many different models on the market and you will use the measure that you feel most comfortable with. Metal Tapes can be used but are not ideal. We recommend a String Measure such as the one shown. These are suitable for measures of between 20cm and 3 metres. It is worth keeping two measures in your kit in case you need a spare.



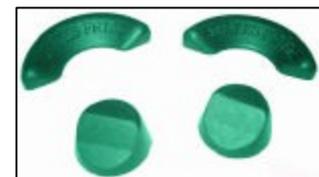
Callipers

Spring Callipers are available in a range of sizes but the most suitable sizes for Umpires kits are 8 to 12 inch versions. Ensure that you obtain the external versions. Good quality engineers Callipers will last a long time and are worth the extra investment. They can be used for measures of 2cm to 30cm. Avoid using the small Callipers attached to a String or Tape measure, as they are difficult to control. Keep two or three different sizes.



Wedges

Wedges can be purchased from Bowls suppliers, made from off cuts of wood or made from Erasers. Rubber wedges have better holding power especially on indoor carpets. Aim to keep at least 4 wedges in your kit but you can never have too many. A set of small round rubber wedges and jack wedges are available and are excellent for awkward spaces.



30 metre tape

A nylon or metal long tape is essential for measuring rinks and jack lengths etc. A retractable 30m metal tape is commercially available and is one of the most popular types. A nylon version is ideal in wet weather as it will not rust.



Long String

A simple string measure as shown is cheap and effective for measures up to 5 metres. A chalk plumb line can be purchased and the string substituted for fishing tracer or other non-stretchable cord. A string of at least 40 metres will double up as a boundary line if needed and will cope with the longest measure you are likely to encounter.



Set Square

A combination square containing a small level, as in the photo; will be ideal for the awkward occasions when jack or bowls are in the ditch. A Carpenters Set Square will be sufficient for most kits.



Feeler Gauges

A small set of feeler gauges will be sufficient for a basic Umpires Kit. Remember that the largest width you can measure with feeler gauges must be greater than the smallest width you can measure with your Callipers. It is worth investing in good engineers set and looking after them.



Chalk

Always carry some chalk for checking Bowls and for marking touchers during singles. A chalk puffer is recommended but be aware that some indoor clubs do not allow their use.

White Strips

Pieces of white card or plastic approximately 2cm x 15cm will be ideal for sliding under very close bowls before commencing a feeler gauge or close calliper measure.

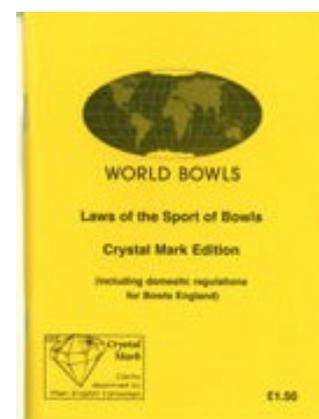
Pen & Notepad

Pen and paper are essential for making notes, recording times etc.

Laws of the Sport and Competition Rules

Always carry your Law book in your case and don't be frightened to use it to answer questions. You are not expected to learn the Laws of the Sport "parrot fashion" and it would be more embarrassing to quote a Law incorrectly than to refer to the book.

Also carry copies of the local competition rules; the current National Handbook is often a good reference.



The Marker's Kit

As a Marker in a game of singles you will need some basic equipment. The type of equipment you carry will depend on whether an Umpire is present, as he/she will carry all the kit needed during a game, meaning you do not have to carry as much in your pockets.

The following are the basic items of equipment that you should carry as a Marker:

String Measure

Carry a small box string measure like the one shown in the photo above. Don't forget that the players have the right to measure any shots and it will be useful if you have a measure they can use if needed.

Wedges

Always carry wedges when marking. You may be asked to secure any bowls that are leaning and you will need to wedge any bowls before you measure. It is also helpful to wedge bowls for the Umpire before he is called.

Chalk

A chalk puffer is recommended for marking touchers but be aware that some indoor clubs do not allow their use.

Card Holder & Pen

In order to keep the scorecard neatly, you may wish to carry a scorecard holder. Keep them in your inside pocket so they are not on show. They may also fall out of your outside pockets. Keep a pen and a spare just in case. If it is raining, it is a good idea to use a pencil.

Lollipops

You may be required to use Shot indicators or Lollipops, although you would not be expected to provide your own.

Coin

Keep a coin in your pocket for the toss at the start of the game.



Tips for Measuring

It is unlikely you will be called to give a decision unless it is a difficult one, a close one or a very long one. Therefore you have to be confident in your own ability to do the job asked of you. Show the players that you are competent because on your decision one team will lose and the other win. No one will fault you if you prove to be capable and show it.

The following tips and procedures should be used whenever you are asked to carry out a measure either as an Umpire or as a Marker.

General Procedures for Conducting a Measure

- Make sure both sides want the Umpire. It could be that one Third called but the other wanted his skip to measure first.
- Make sure you know what it is you have been called for, which bowls you have to measure. ASK the question.
- Ask for bowls not in question to be cleared from the head.
- Wedge bowls; don't be afraid to use plenty. Bowls can fall or be pushed in any direction. Once you know bowls are secure, you will measure with confidence.
- Make yourself comfortable and steady before starting the measure
- Where the measure is close i.e. when using feeler gauges, place white strips of card or plastic on the ground below the points of contact of the measure to improve visibility.
- Do not waggle the pointer or touch the bowl if it does not pass it.
- Do not move the bowl(s) or jack whilst measuring
- Recheck the first measurement to ensure that your measurement is correct. When sure, carefully remove the bowl that you have decided is shot.
- If the bowl to be measured is obstructed by another bowl leaning on it, carefully remove the obstructing bowl after carefully wedging the leaning bowl.
- NEVER put your foot, knee or hand in the ditch.

Tips for Umpires

The following tips should be read in conjunction with the General Procedures for Conducting Measures.

- Never run or hurry, take your time.
- Make sure your tools are close at hand. If you walk round the green, take your tools with you.
- Don't walk across the green, always around the path to the rink that called you.
- Be aware of players on the mat so you do not disturb them.
- Check if any bowls have already been counted and ensure opponents agree on that amount.
- Carry a clean duster on which to kneel when outdoors
- For a measurement that requires assistance, you can use whomever you like. It is better to use a neutral person if possible. If you are working with another Umpire always use them. Give positive instructions to players or non-umpires on the use of the equipment and what you expect them to do. Make sure your assistant holds the fixed end at the jack and you take the decision end to the bowl.
- Collect your tools and move to the bank, confident of your judgement. Do not discuss the matter or pass comment.
- Always carry your Law Book.
- If you have a boundary line decision, make sure the line is straight.

Tips for Markers

The following tips should be read in conjunction with the General Procedures for Conducting Measures.

- If it looks like a measure is required, wait at the head for the players to take a look.
- Let the players make the decisions; do not suggest anything to them but get confirmation of the number of shots declared.
- Remember the 30 second rule and apply if it necessary.
- Players may wish to measure themselves; lend them your measure if they need one.
- Do not attempt measures of less than 15cm, call the Umpire to use callipers.
- Let the players see your decision, and let them decide to concede the shots.
- NEVER turn out bowls that you deem to be shot. The players can ask for an Umpire
- Call the Umpire if it is too close for you to make an immediate decision.