

TECHNICAL OFFICIALS HANDBOOK



STUDENTS TRAINING MANUAL

Revised March 2023

Markers Course
Level 1 Course
Level 2 Course

Bowls South Africa National
Standing Committee:
Technical Officials Handbook

INDEX

Students Manual Revision 2023

1. Technical Officials – self management
2. Flip Board Operators
3. Syllabus for Technical Official courses
4. Unit Standard – TO-L002
Duties and responsibilities of a marker in the sport of bowls
5. Unit Standard – TO-T00A
Advanced Marking
6. Measuring instruments in singles games
7. Unit Standards – TO-M000-L & TO-M00A-L & TO-M001-L
Measuring in the sport of bowls – Information and procedures
8. Unit Standard TO-F001
Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS
9. Unit Standard TO-F002
Basic first aid for bowlers
10. Unit Standard TO-F003
Presentation skills for bowls officials
11. Unit Standard TO-F004
Understanding lightning discharge that may affect the game of bowls
12. Unit Standard TO-F005
Tournament Official

Law numbers are as in the Laws of the Sport of Bowls, CRYSTAL MARK,
FOURTH EDITION

TECHNICAL OFFICIALS -SELF-MANAGEMENT

Officiating is a challenging role, often undertaken in a potentially hostile environment. Officials need to be of strong character if they are able to cope with the officiating environment in a positive manner. It is important that officials know their own strengths and weaknesses in order to undertake effective self-management. Officials need to develop a philosophy towards their involvement in sport that is in line with the aims of the competition (for example, junior competitions are designed to focus on fun and skill development rather than winning). Officials should be aware that their approach to officiating can influence the participants' experience and enjoyment of bowls.

Relating to People

One of the most important aspects of the official's role is to relate well with participants and others prior to, during and following competition. The adage of 'treating people as you would like to be treated' provides an appropriate model for relating to others in the bowls environment. The officials' style and manner will have an impact on the relationship with those whom they are engaging. All participants and others associated with bowls should be treated with respect.

Each official becomes the 'face' of officiating at competitions. People often judge all officials by how an individual official behaves, hence the need for professional and responsible approaches when dealing with participants, coaches, administrators and others involved with competitions.

Presentation

Officials should be appropriately dressed prior to and following a competition. The principles of neatness and tidiness also apply in these situations. People have high expectations of officials and expect them to present themselves as professionals. A well-presented official arriving at the competition is making a statement to the participants, administrators, and others prior to the start of any competition.

Professionalism

There are a number of expectations of officials. These include being:

- trustworthy – honest and impartial
- responsible – have integrity and take the role seriously
- prepared for the role – prepared physically and mentally for the task
- competent – have and are further developing their skills for the task

It is important that officials fulfil these expectations so that they may earn the respect of participants, coaches, administrators and their officiating colleagues.

Behaviour and appearance are crucial factors. The officials' behaviour should be courteous and respectful, including the use of appropriate language.

People Management

It is often said that the success of an official is strongly linked to how well the official manages and gets on with people in the sporting community including coach, administrator, participant, and passionate supporter. Communication is an important skill that the official needs to develop as it plays a key role in many aspects of the officials' role during competition.

Communicating effectively

Officials must be effective communicators if they are to have a positive impact on a competition.

Communicating decisions with confidence

A confident and decisive verbal communication style includes the official using:

- A clear voice
- Appropriately chosen words
- A firm manner
- Eye contact
- Sufficient strength of voice to convey the message so that the participants are able to hear the decision

Listening and Responding

The official is often subjected to a considerable amount of 'noise' at the competition, including vocal supporters. This can be a potential distraction for the official.

When participants or coaches approach an official with a problem or query, it provides an opportunity to engage in discussion and seek a greater understanding of each other's position, views and understandings.

Remember

- common sense common courtesy
- treat players as people.

Players with a disability should be treated like any other participant.

Conflict

The officiating environment can be challenging, potentially hostile and competitive. A competition with some conflict can be a challenge to a confident official let alone an inexperienced one. In most sporting situations, the potential for conflict is ever-present. Good officiating relies on dealing with threatening behaviour in a professional and positive manner.

Conflict occurs when there is a hostile interaction between two or more parties. Conflict is a disagreement or difference of opinion.

There are a number of consequences of conflict in the bowls environment. These include:

- disrupted match
- unsafe environment
- tension between teams.

Minimising Conflict

There are occasions when conflict is inevitable; however, developing strategies to minimise conflict is vital. The following tips may assist officials in preventing conflict.

Tips for preventing conflict

- Prevention is always better than cure! If action is taken early in the competition, conflict is less likely to occur.
- Make competitors aware of your presence by reacting immediately to the rule infringements (when appropriate)
- Remain objective, regardless of the prior knowledge of participants/teams that an official may have.
- Be definite and firm with decisions and communication.
- Look sharp and act sharp – this will gain respect for you as an official.
- Do not take criticism personally. Remember that coaches and participants are seeing the competition from a different perspective to the official.
- At the beginning of the competition, provide structure and guidance but also start a dialogue with the participants. Acknowledge the participants' abilities and experience and invite constructive viewpoints from some participants.
- Speak clearly and firmly in heated situations. This will indicate confidence in managing the situation.
- Keep your cool.

Resolving conflict

Developing strategies to help deal with conflict in bowls is vital. The official is often called on to manage conflict situations and attempt to resolve them. It is virtually impossible for bowls officials to avoid dealing with conflict even when they have implemented prevention strategies.

1 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.

2 Remain calm

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

3 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.

4 Focus on the person

People are not objects and they do not like being treated as such. Acknowledge a participant with eye contact and use their name if possible. Recognise that they have something to say and do not just dismiss them.

5 Be fair

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

6 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

7 Be firm

Deal with unacceptable behaviour firmly and quickly. Set boundaries in a polite, professional and assertive manner.

Remember 90 percent of conflict occurs not because of what was said but because of the tone in which it was said!

Dealing with abuse

Bowls competitions evoke a lot of emotion and passion from those involved, including spectators. An official who demonstrates a pleasant style, a smile and a calm manner creates a positive environment which can have a positive effect on participants, coaches and most 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. This situation can be minimised by the approach the official takes to those situations. It is important that the official does not engage with the spectators – no eye contact or verbal response – as this can further incite the aggrieved spectator.

- Officials should ignore the comments as best they can by blocking them out.
- Officials should remain calm. Be aware of the important officiating areas to focus on during a competition
- Officials should never respond to player / spectator abuse (much as they might like to!) Seeking the official's attention and distracting them is one of the aims of an abusive comment.

FLIP BOARD OPERATORS

1 THE FLIP BOARD OPERATOR:

The Flip Board Operator is an integral member of technical team who assists the marker in the game of singles.

2 THE FLIP BOARD OPERATOR IS A PERSON WHO:

- a) is an individual, with his or her own feelings and desires.
- b) has given up of their time to assist at a tournament.
- c) has offered to assist at their own cost.
- d) is entitled to know that what they are doing is recognised and very much appreciated by the tournament organisers.

3 THE MARKER IS A PERSON WHO:

- a) has specific legal responsibilities in the game of singles.
- b) plays a major role in assisting the players in the game of singles.

4 WHY DO WE NEED FLIP BOARD OPERATORS?

- a) From the spectators' point of view:
 - i) The tournament would not be as interesting for the spectators.
 - ii) The spectators would only see bowls being delivered and will not know what the game situation is.
 - iii) The spectators would not have any idea of when the game is finishing and hence the possible importance of shots to be scored.
- b) From the players point of view:
 - i) They have an easily read reference to the present score.
 - ii) They know what they have to do in how many ends to win the game.
- c) From the markers point of view:
 - i) The flip board is a constant check for the marker to ensure that the score card is correct.
- d) From the technical officials point of view:
 - i) They are aware of the progress of the game.
 - ii) They know how soon the preparations for the next game must be ready.

5 HOW CAN THE ORGANISERS ASSIST THE FLIP BOARD OPERATORS?

- a) On occasions, the flip board operators have a serious problem with the sun. It can be extremely hot and uncomfortable. For most tournaments, the organisers will provide sun umbrellas for all the flip board operators.
- b) It is difficult for flip board operators to leave their post of duty. Drinking water canisters can be provided at both ends of the rinks so that it is more accessible for flip-board operators to have a ready supply for the markers and for themselves.

SYLLABUS FOR TECHNICAL OFFICIAL COURSES

The rudiments of the technical official courses for the sport of bowls are in accordance with outcomes based training methods as depicted by the South African Department of Education and Training in the South African Qualification Authority Act of 1995.

The courses are based on the Laws of the Sport of Bowls. The purpose of each course is to develop the skills of the South African bowls players, to ensure the quality of training and to use the sport as an active learning environment. The learning modules allocated to each course are set out in accordance with the unit standards and the relevant laws of the sport, as follows:

MARKERS COURSE:

Law Book

Module	Description	Section	Laws
TO-L001	Terminology and definitions	A-D	Pages 11-20
TO-L002	Duties and responsibilities	3.2	42
TO-T000	Basic measuring (theory)	N/A	
TO-M000	Basic measuring marker	Practical	Practical

ADVANCED MARKERS COURSE:

Law Book

Module	Description	Section	Laws
TO-T00A	Advanced marking	N/A	
TO-M00A	Advanced measuring marker	Practical	Practical
TO-G00A	Practical marking	Practical	Practical

LEVEL 1 UMPIRES COURSE:

Law Book

Module	Description	Section	Laws
TO-L003	Specification for the greens	4.1	46-49
TO-L004	Equipment used	4.2	50-54
TO-L006	Movement of bowls and jack	2.3	37-38
TO-L007	Results and game decisions	1.6 1.7	22-25 26-28
TO-L008	Irregularities	2.1	29-31
TO-L010	Getting a game underway. Players and their duties	1.2 3	5-11 40-41
TO-F001	Understand sexual infections	N/A	
TO-F002	Basic first aid	N/A	
TO-F004	Lightning	2.2	33
TO-M001	Basic measuring umpire	Practical	Practical

LEVEL 2 UMPIRES COURSE:

Law Book

Module	Description	Section	Laws
TO-L005	Arranging a game	1.1	1-4
TO-L009	Officials and their duties and spectators, administrative matters	3.2 5.3	42-45 58-60
TO-F003	Presentation skills	Practical	Practical
TO-F005	Tournament official	N/A	
TO-F006	Self-management	N/A	
TO-F007	Regulations for play	5.2	57
TO-M002	Advanced measuring umpire	Practical	Practical
TO-T002	Interpretation of laws	Oral	Oral
TO-T00A	Advanced marking	N/A	
TO-G00A	Practical marking	Practical	Practical

Candidates who have attended and successfully satisfied the requirements of the above courses will qualify for the relevant certification by Bowls South Africa.

Training Manual

Unit Standard

TO-L002



Duties and responsibilities of a marker in the Sport of Bowls

1. INTRODUCTION

- Marking is a skill, which can be acquired by any bowler. A competent marker is an asset to Bowls, and adds to the enjoyment of the game by both players as well as the spectators.
- A marker is involved, albeit in a neutral way, in many interesting games.
- This makes the performance of markers' duties a pleasurable and rewarding activity.
- A top boxing referee once stated, "A good referee is one that is not seen": he performs his duties as unobtrusively as possible. Reading the action he can anticipate what may be required of him, and only if necessary moves in and does what is necessary and then moves out leaving the boxers in the limelight.
- Sounds like a good starting point to becoming a competent marker.
- A competent marker knows the Laws, as he is aware that a lack of knowledge would embarrass him and upset the players.
- A competent marker reads the head, and anticipates the next shot to be played while standing unobtrusively in the background. He anticipates what the players might expect from him, but only when necessary does he move in to do what is necessary and then moves out leaving the players to get on with their game.

2. ETIQUETTE OF MARKING

2.1 Preparations for duty.

- Adhere to the dress code;
- Ensure that you have the following in your possession:
 - A measure, either a Clubhawk or equivalent Henselite box type, or string (bullet). **(Markers are not to use telescopic – see Bowls South Africa Measuring Equipment Policy)**
 - Wedges, 4 for bowls and 2 half-moons for the jack.
 - Chalk or chalk spray.
 - A pencil or pen, preferably a pencil with an eraser,
 - A watch for timing 30 seconds.
- Report for duty 15 minutes before scheduled start of the game.

2.2 Markers actions

2.2.1 Concentrate on your game

- Do not talk to spectators.
- Do not stand with your back to the players.
- Players like to see the boundary pegs, so please stand clear of them.
- Do not let your shadow fall on the jack on your, or an adjoining rink.
- Stand still when the players are delivering the jack or their bowls.
- Do not let your attention be distracted by games on adjacent rinks.
- Be aware of what is happening on adjacent rinks. Be alert that a driven bowl from the adjacent rinks may disturb the head on your rink.
- Try to prevent a driven bowl on your rink from disturbing the heads on adjacent rinks.
- After the previous bowl has come to rest, the next to play may want to ask one or more questions regarding the state of the head. Be attentive, there is little that is more frustrating to a player than having to give the marker a wake-up call.
- Answer non-verbal questions in the same way that they were asked.

- Before the 191 end has commenced, and it appears that the game will continue beyond the 21st end, ask the umpire to erase sufficient space on the scoreboard. The umpire must first check that the score recorded on the score card and score board, for each of those ends being deleted from the board, is the same. To avoid any doubt as to the erased scores, ask the umpire to initial the scorecard on the last deleted end.
- 2.2.2 Be neutral
- Never give the impression that you favour one player, either through facial expression or physical posture. For example, do not bend your body as if you are trying to will a bowl to achieve a certain result. Please don't laugh, this does happen; and it irritates the player/s.
- 2.2.3 Remember the Umpires responsibilities
- When marking a game, remember that you are not the umpire.
 - Should an umpire be called to measure for shot/s please stand clear, do not crowd the umpire.
 - Should the umpire require your assistance with a long measure, remember that the umpire controls the measure, and not the marker.
 - The marker will hold the fixed, or bullet end of the measure to the jack, whereas the umpire will be controlling the measure from the bowls. So take the fixed end automatically.

3. LAWS PERTAINING TO THE MARKER'S DUTIES.

3.1 Duties of a marker (Law 42)

- 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 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 check the mat is placed on the centre line of the rink
 - 42.2.2 centre the jack;
 - 42.2.3 make sure that the jack is at least 23 metres from the mat line after it has been centred;
 - 42.2.4 place a jack that comes to rest less than 2 metres from the front ditch as described in law 9.2;
 - 42.2.5 stand to one side of the rink, behind the jack and away from the head;
 - 42.2.6 answer any specific question about the state of the head which is asked by the player in possession of the rink;
 - 42.2.7 when asked, tell or show the player in possession of the rink the position of the jack;
 - 42.2.8 when asked, tell or show the player in possession of the rink which bowl or bowls the marker considers to be shot;
 - 42.2.9 when authorized by the Controlling Body, signal to spectators (using shot indicators such as lollipops, paddles or some other suitable method) which player's bowl or bowls the marker considers to be shot;

- 42.2.10 mark all touchers with chalk and remove the chalk marks from non-touchers as soon as they rest;
 - 42.2.11 stop any bowl that is from a neighbouring rink and could move a jack or bowl that is at rest;
 - 42.2.12 if both players agree, remove all dead bowls from the rink of play;
 - 42.2.13 mark the position of a jack and any touchers which are in the ditch as described in laws 14.4 and 18.2;
 - 42.2.14 do not move, or cause to be moved, either the jack or any bowls until the players have agreed the number of shots scored; and
 - 42.2.15 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 should 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;
 - 42.3.2.1 If score boards 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.

3.2 Placing the mat. (Law 6)

- 3.2.1 At the start of each end. (Law 6.1)
- 6.1.1 Before the start of play in each end, the player to play first must place the centre line of the mat lengthwise along the centre line of the rink, with the mat line at least 2 metres from the rear ditch and at least 25 metres from the front ditch.
 - 6.1.2 If, before the jack has been delivered, a player or the marker finds that the mat has not been placed as described in paragraph 6.1.1 above, the player to play first should correctly position the mat.
 - 6.1.3 If, after the jack has been delivered but before the first bowl is delivered, a player or the marker finds that the mat line has not been positioned within the distances described in law 6.1.1, the opposing player must place the mat as described in law 6.1.1 and re-deliver the jack, making sure that it is centred, but the opposing player must not play first.
 - 6.1.4 After the first player to play has delivered the first bowl, no-one has the right to challenge the legality of the original distance of the mat line from the rear and front ditches.
 - 6.1.5 If one or more groundsheets are to be used (outdoor play only), the following will apply:
 - 6.1.5.1 The Controlling Body must consult the nominated green keeper before deciding where the groundsheets will be placed. The position must be in line with definition C.12.
- 3.2.2. During each end. (Law 6.2)
- After the start of play in any end, the mat should not be moved from its original position except in the following circumstances.
- 6.2.1 If the mat is displaced, it must be replaced in its original position.

- 6.2.2 If the mat is out of line with the centre line, it must be straightened on that line.
- 6.2.3 If the mat is off the centre line, it must be moved to that line.
- 6.2.4 If a player picks up the mat before the end has been completed, an opposing player must replace the mat in its original position.
- 6.2.5 If a bowl from a neighbouring rink, moving in its original course and on a bias which will take it back into its own rink, is traveling on a path which will bring it into contact with the mat, any player on the rink on which the mat is being used can lift it so that the bowl can pass and then replace the mat in its original position.
- 6.2.6 To gain a better grip in adverse weather conditions a player can, before delivering their bowl, lift the mat, turn it over and replace it in its original position.
- 6.2.7 After the last bowl required to be played in each end has been delivered, a player or the marker must lift the mat and place it completely beyond the face of the rear bank. Opponents in Singles can, however, agree to carry the mat up the rink so that they can use it at the next end.

3.3 Delivering the jack (Law 9)

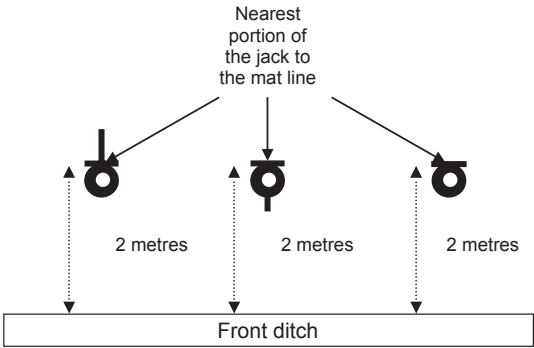
- 9.1 Before the jack is delivered, the mat must be placed as described in law 6.1.1. The player to play first must deliver the jack and make sure that it is centred.
- 9.2 If the jack in its original course comes to rest less than 2 metres from the front ditch, it must be placed on the centre line of the rink with the nearest point of the jack to the mat line being 2 metres from the front ditch. This must be done by:
 - 9.2.1 Placing the jack at a mark on the centre line of the rink measuring a distance of 2 metres from the front ditch (see diagram B.3.1 in appendix B.3); or
 - 9.2.2 Placing the jack alongside the edge of a 2 metre measuring device (for example, a thin wooden batten which is 2 metres long – see diagram B.3.2 in appendix B.3)
- 9.3 If, in its original course, the jack is displaced by one of the other players, law 38.1.1 will apply.
- 9.4 If, in its original course, the jack is displaced by a neutral person or neutral object, law 38.3.1 will apply.
- 9.5 If, before a bowl has been played by each team or Singles player, a player notices that the wrong team or Singles player has delivered the jack, the correct team or Singles player will re-start the end.
- 9.6 If, after a bowl has been played by each team or Singles player, a player notices that the wrong team or Singles player has delivered the jack, play in that end must continue in that order.
- 9.7 After the first player to play has delivered the first bowl, no-one has the right to challenge the legality of the original position of the jack.

3.4 Jack displacement (Law 38) **(See the displacement chart in Appendix C for a quick reference guide to Laws 38.1, 38.2 and 38.3)''**

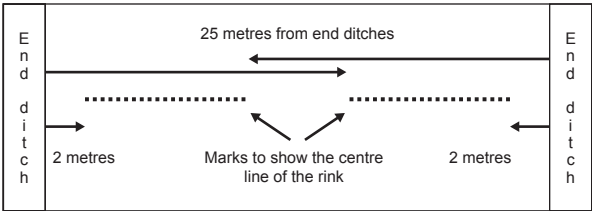
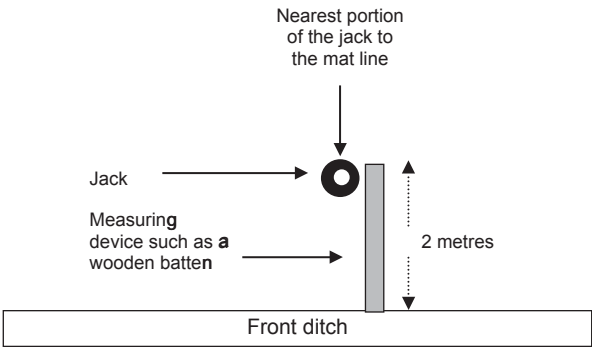
- 38.1 Jack displacement by another player.
- 38.2 Jack displacement by a disabled player's equipment or assistant.
- 38.3 Jack displacement by a neutral person or neutral object.
- 38.4 Jack displacement during measuring.
- 38.5 Jack displacement by a non-toucher.
- 38.6 Jack displacement by a bowl from a neighbouring rink.

B.3 Centring the jack

B.3.1. Position of the jack in relation to the marks that are 2 metres from the front ditch on the centre line of the rink



B.3.2 Position of the jack alongside a 2-metre measuring device



4. GUIDELINES FOR MARKERS

4.1 Dress code for markers.

- Dress colour: preferably white, but as certain Districts use only cream coloured dress, this will be accepted. Headgear can be worn.
- Depending upon the tournament, technical officials may be required to wear their highest colours.
- The Controlling Body may decide on alternate dress.

4.2 Duties prior to commencement of match

- Report for duty at least 15 minutes prior to scheduled commencement of play.
- Obtain the score card (and shot indicators if required) from the tournament official.
- Check that the names, and colour plates, of the players, are in the same order on the flip boards (if used) as on the score card.
- Introduce yourself to the players, and inform them that you will mark touchers, and remove chalk marks from non-touchers, and remove dead bowls from the ditch or green before the next bowl is delivered.
- Ask the players whether they wish you to measure for them, as they have the option of measuring for themselves. Players may choose to change this decision at any time during the match.
- The opponents in Singles must toss a coin to decide who plays first. (Law 5.2.1)

4.3 Trial ends

- The player delivering the jack has the right to whatever length he wishes, for a full-length place the front of the jack on the 2m mark. Allow the jack to come to rest; do not prevent it from running into the ditch.
- Similarly do not stop bowls from either moving the jack or running into the ditch. Clearly indicate to the players how short or through their bowl has come to rest, and if the jack had been moved, replace it where it was.
- Familiarise yourself with the bowls, and ensure that the coloured stickers (if used) are stuck on properly.
- Remove the bowls by hand and not your feet. (Etiquette).

4.4 Actions during the game

- Keep the rink clear of foreign objects, and if the mat has been left on the green place it on the bank, to the side of the rink number plate. Ensure that the jack is centred, and when at full length, that the **face of the jack** is on the 2m mark.
- If you feel that the delivered jack is shorter than 23m from the centre of the mat line, or that a rebounding jack is less than 20m from the centre of the mat line, inform the players and call on the umpire to measure. Do not waste time guessing.
- After having centred the jack, stand still about 1m to the side of and about 2m behind, the jack. This will allow you to move forward to see whether a bowl has become a toucher, and then to mark it without delaying play. You informed the players that you would mark touchers as soon as they occur, so they will expect you to do so.
- **This paragraph would only apply if shot indicators were used.** As the head changes, you will be walking to the jack area so that you can more accurately determine the lie at the head. You will indicate these changes with the use of the shot indicators. Should you think that the delivered bowl will alter the head, start moving towards the jack area before the bowl has come to rest, and by positioning yourself as you can do this without unnecessarily delaying play.
- Answer specific questions with specific answers, with the exception of whether a bowl is jack high. To save time, show how far short, or through, the bowl is. (The use of shot indicators normally avoids the question as to who holds shot/s.)

- After having indicated the lie at the head, and the position of the head changes due to a bowl falling over, inform the players, but do not disturb them if they are delivering their bowl.
- If a player should play his opponents bowl, do not stop it. Allow it to come to rest and then exchange it for the correct bowl. If the bowl has come to rest in such a position that you might disturb the head when exchanging bowls ask the umpire to do so.
- A bowl driven over the rink boundary should be stopped as soon as possible to prevent it disturbing play on adjacent rinks.
- Should a bowl come to rest beyond the boundary, inform the players. Should they disagree, then the umpire will have to confirm whether the jack or bowl is in or out of play using a mirror or boundary string if necessary.
- Should a bowl (a non-toucher) come to rest in the ditch ask the players whether you can remove the dead bowl.
- Place dead bowls on the mat, this will ensure that the players see them on the bank.
- Do not remain aloof from the players, but do not enter into discussions with them, and be careful not to display any form of bias.

4.5 Touchers and non-touchers.

- If you think that you will disturb a bowl by either marking touchers, or removing chalk marks from non-touchers, inform the players that you are indicating them as such. (Chalk sprays are useful for marking touchers.)
- The players can also ask you to indicate the bowls as either touchers or non-touchers if they think that the bowls could be disturbed.
- Mark touchers on the running surface, not on the rings. If you are using a chalk spray, be extra careful not to allow the spray to drift into the rings.
- Note the position (or new position) of the jack or toucher in the ditch, using the north, south, east and west method. Also use the ditch indicators.

4.6 Measuring and breaking up the head

- Do not start measuring before both players are at the head. If the 30 second Law is invoked, remember that it is timed from when the last bowl has come to rest.
- When measuring, or if players concede shots, **do not remove bowls from the head**, this must be done by the players. **Do not break up the head** under any circumstances; this must be done by the players as well.
- Should you inadvertently move either a bowl or the jack, it is your duty to replace it. So do things **CAREFULLY**.
- Use wedges at all times. It is very embarrassing to have a bowl fall over while measuring. If the umpire is called to measure, it should not be necessary for him to have to wedge bowls.
- Should the players have chosen to measure for themselves then the marker would not wedge unless requested to do so by the player/s.

4.7 Score cards

- Mark the score on the card and scoreboard (if in use) after every end, and if a flip board is used, check that the score is correct. Always bring down the scores for no shot ends. Ask the players to sign the card next to the end that resulted in a **no shot**.
- If the format of play is based on Sets Play, after completion of every set, have that panel of the scorecard signed by both players.
- On completion of play, have the card signed by both players, and then sign it yourself.
- Hand the completed card to the umpire or the competition official, as appropriate.

5. SHOT INDICATORS

- Shot Indicators were introduced as part of the marker's equipment quite a few years ago, and are to be used when required by the Tournament Committee or Controlling Body.
- The prime function of these indicators is to keep spectators informed about the state of the head, and, as the head can change after each bowl, it is necessary for the marker to make a continuous, quick and accurate assessment of the state of the head.
- Naturally, the players also benefit from this knowledge. Should there be television coverage; the usage of these indicators will be beneficial to the commentators as well as to the television audience.
- The marker will be supplied with two differently coloured indicators, each having four legs. The colours will match the coloured stickers on the player's bowls.
- As the head changes, you will be walking to the jack area so that you can more accurately determine the lie at the head. You will indicate these changes with the use of the shot indicators.
- Should you think that the delivered bowl will alter the head, start moving towards the jack area shortly before the bowl has come to rest, and by standing to the side of the head, about 2m from the jack, you can do this without unnecessarily delaying play.
- Hold an indicator in each hand, for example yellow in left hand and red in right hand. Remembering that the Red is in the Right hand helps prevent mistakes. You will be using the indicators a lot during the game, and it is very easy to mix them up, so develop a memory aid to prevent this from happening.
- Depending upon the colours used, the indicators may not be seen clearly against the background, in this event and while facing the players, first hold the indicator against your shirt or blouse for about one second.
- Then lift that arm straight up above your head, holding the indicator so that it faces along the length of the rink for about one second, then turn it 90 degrees and hold that position for about one second. This will enable all spectators, as well as both players and, if applicable, the flip board operator, to see them clearly. The players will have been informed of this procedure by the controlling body.
- A common mistake made is allowing extra discs to be seen while indicating. If you are indicating, say two shots ensure that two discs, and only two discs, can be clearly seen. There will be times when you have to indicate 'a measure'.
- Hold, as you have been doing, one indicator in each hand and with your hands held together extend your arms in front of you, then spread your arms sideways once (for indicating one measure), or twice should you think that there are two measures.

Do's and don'ts of using the shot indicators.

Figure 1

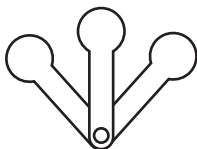


Figure 1 clearly shows three shots.

Figure 2

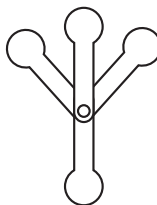


Figure 2 shows three (or four?) shots.

Do not fall into the common trap of using the extra leg/s as a handle.)

Training Manual

Unit Standard TO-TOOA

Advanced Marking



INTRODUCTION

If you are inexperienced in the ways of measuring, you will become a competent advanced measurer.

If you are an experienced marker or Level 1 Umpire who does not want to progress to a Level 2 Umpire, this course will improve your techniques.

Measuring is a fine art that can be developed through correct training and consistent practice. If you have some form of technical background, you will naturally find this a bit easier than those of you who do not.

Measuring is a common task performed by a marker. The marker also assists an umpire for certain measures. Players also have to measure during the course of a game. Measuring competence is necessary!

Competence in measuring is developed by practising, practising and even more practising. Errors in technique do creep in, so it is important to practice under the watchful eye of a competent Technical Official.

Remember:

- ❖ **What a person hears, he forgets.**
- ❖ **What a person sees, he remembers.**
- ❖ **What a person does, HE UNDERSTANDS**

PRINCIPALS OF ADVANCED MARKING

- 22.1 A shot or shots refers to the bowl or bowls (called shot bowls) which is or are nearer to the jack than the nearest bowl played by the opposing team or opponent in Singles.
 - 22.2 No bowl should be moved until the opponents have agreed whether it is a shot or not, except where a bowl has to be moved so that another bowl can be measured.
 - 22.3 As the shots are agreed, each shot bowl can be removed from the head.
 - 22.4 Shot bowls can be placed in a group where they will not interfere with measuring.
 - 22.5 If shot bowls have been placed in a group, the number of bowls in the group should be agreed by the opponents.
 - 22.6 The skips or the marker where appropriate should be told (or have signalled to them) the number of shots scored in each end.
- Markers will use a string measure, umpires will – if the distance allows – use a telescopic measure and not a string measure!

Reason for this?

To avoid delaying play, the marker is asked to wedge if required, and then to measure as quickly as possible. Few measures are close enough to require the use of a telescopic, so using the 'Club hawk' type or the normal bullet string measure saves time. Should the measure be close, or the process of deciding the number of shots scored should not start until the last bowl required to be played in an end has come to rest, or 30 seconds after that if either skip or opponent in Singles asks for this 30-second period (for example, to see whether or not a bowl lying at an angle will fall of its own accord within that time).

23.2 If either skip or opponent in Singles has asked for a 30-second period, no bowl which is likely to fall should be secured during that period.

23.3 No measuring will be allowed before the process of deciding the number of shots scored starts (as described in law 23.1). If a player measures before the process of deciding the number of shots scored starts, the defaulting team or opponent in Singles will lose the right to play any bowls remaining to be played in that end and the non-defaulting team or opponent in Singles will deliver their remaining bowls to complete the end.

23.4 All measurements should be made between the nearest points of the jack and the bowl.

23.5 When measuring between a jack in the ditch and a bowl on the green or a jack on the green and a bowl in the ditch, the measurement must be carried out using a flexible or string measure wherever possible.

23.6 At any time during the process of deciding the number of shots scored:

23.6.1 if a bowl is likely to fall, either opponent can use the best available means to secure it in its position;

23.6.2 if a bowl needs to be measured and it is currently resting on another bowl which is interfering with the measurement in any way, any player must use the best available means to secure the resting bowl in its position and then remove the other bowl;

23.6.3 if a bowl falls of its own accord, it must be left in its new position while deciding the number of shots scored continues, and all the shots agreed before the bowl fell will count;

23.6.4 if a bowl is displaced by the equipment being used during measuring, law 37.4 will apply; and

23.6.5 if the jack is displaced by the equipment being used during measuring, law 38.4 will apply.

24. No shot scored – tied end

24.1 There will be no shot scored by either team or opponent in Singles if it is agreed that:

24.1.1 the nearest bowl of each team or opponent is touching the jack;

24.1.2 the nearest bowl of each team or opponent is the same distance from the jack; or

24.1.3 no live bowls are left within the boundaries of the rink of play.

24.2 The end should be declared tied and recorded on the score card as a completed end.

24.3 Following a tied end, law 5.4 will apply.

24.4 If, however, the first end is a tied end, the first to play in that end must also play first in the second end.

25. Delivering the final bowl of an end

It is not compulsory for the last player to play in any end to deliver the final bowl of the end, but the player must tell the opposing skip or opponent in Singles of the decision not to deliver the final bowl before the process of deciding the number of shots scored starts (as described in law 23.1). This decision is final.

- Use wedges at all times.
- It is very embarrassing to have a bowl fall over while measuring.
- If the umpire is called to measure, it should not be necessary for him to have to wedge bowls.
- This would only apply if the marker is doing the measuring.
- Should the players have chosen to measure for themselves then the marker would not wedge unless requested to do so by the player/s.
- As the equipment will touch the objects, they may be disturbed easily, thereby affecting the outcome of the measure.
- If a marker causes this disturbance, he should put it back to a position agreed by the opponents. If the opponents cannot agree, the marker should put the bowl or jack back in their former position.
- Avoid this embarrassment by applying the maxim: "rather over wedge".
- If a bowl needs to be measured and it is currently resting on another bowl which is interfering with the measurement in any way, any player should use the best available means to secure the resting bowl in its position and then remove the other bowl.
- When measuring, or if players concede shots, **do not remove bowls** from the head, this must be done by the players.
- **Do not break up the head** under any circumstances: this must be done by the players.

When measuring between a jack in the ditch and a bowl on the green or a jack on the green and a bowl in the ditch, the measurement should be carried out using a flexible or string measure whenever it is possible, the umpire is called to measure.

THE USE OF MEASURING INSTRUMENTS IN SINGLES GAMES

The Bowls South Africa policy on the use of measuring instruments is stipulated in circular 32/2018. N.B. Measuring is now defined in the Laws 4th edition in Definition C.21 and not in Law 23.3 as stated in this circular. This policy covers all Bowls South Africa official singles events and any other international events where Bowls South Africa is the controlling body.

This circular was issued to clarify the use of the telescopic measure by markers in singles games.

It therefore follows that it is the responsibility of each district to stipulate their policy on the use of measuring instruments in singles events at which they are the controlling body.

Similarly, it is the responsibility of clubs to stipulate their policy on the use of measuring instruments in singles events at which they are the controlling body.



04 June 2018

**TO: EXECUTIVE COMMITTEE
DISTRICT SECRETARIES**

MEDIA

CIRCULAR 32/2018

MEASURING EQUIPMENT USED TO DETERMINE A SHOT

The following is the National Technical Official Standing Committees' interpretation of the laws pertaining to who uses what measurement equipment. This interpretation is supported by the World Bowls Laws Committee.

BY A PLAYER

Law 23.3 does not limit what equipment a player may use, it states "that is, the use of equipment such as that described in law 54". The pertinent words are 'such as', which do not limit the player's choice.

Policy

A player may use any equipment whilst measuring to achieve a result, provided the outcome is acceptable to the opposition. Any disputed outcome may be referred to the Umpire.

BY AN UMPIRE

The preamble to Law 54 states "suitable equipment to carry out the duties described in Law 43. This equipment must at least include:" The pertinent words being "*at least*."

The law therefore does not specify which equipment should be used under what circumstances. An umpire is guided in this regard by the information presented during training and evaluation of proficiency.

Whilst a telescopic measure is not mentioned in the law it is still accepted as an alternative measurement instrument in the Bowls SA Circular 49/2014 policy statement.

Policy

Whilst it is preferable that Umpires use the equipment prescribed during their training, this does not restrict them from using a telescope measure during club, district or national events.

BY A MARKER

The Bowls SA Circular 49/2014 policy statement restricts the equipment a marker may use during Bowls SA Singles events and any other International Singles events where Bowls SA is the controlling body to

- A box string measure
- Bullet string measure
- Wedges for the bowls and the jack.

Policy

The policy in circular 49/2014 is still applicable to Bowls SA events. It is up to the respective Executives to adopt and apply it at district and club level, but they are not bound to do so.

For the sake of maintaining uniformity throughout the country, we trust that the above Bowls SA policies will be adopted and practised by all Districts and Clubs. This can be ensured by the District Standing Committee endorsing this circular and attaching it to one of their own.

A handwritten signature in dark ink, appearing to read 'M. L. ...', is located in the lower-left area of the page.

Training Manual

Unit Standards TO-M000-L & TO-M00A-L & TO-M001-L & M002-L



Measuring in the Sport of Bowls

1. INTRODUCTION,

If you are inexperienced in the ways of measuring, you will become a competent measurer.

- If you are an experienced marker, who is attending a refresher course, this module will assist you to critique your techniques.
- Measuring is a fine art that can be developed through correct training and consistent practice. If you have some form of technical background, you will naturally find this a bit easier than those of you who do not.
- Measuring is a common task performed by a marker. The marker also assists an umpire for certain measures. Players may also sometimes prefer to and they have the right to do the measuring during the course of a game. Measuring competence is vital to the sport of bowls!
- Competence in measuring is developed by practising, practising and even more practising. Errors in technique do creep in, so it is important to practice under the watchful eye of a competent Technical Official.

Remember:

- ❖ What a person hears, he forgets.
- ❖ What a person sees, he remembers.
- ❖ What a person does, HE UNDERSTANDS

2. BASIC PRINCIPLES OF MEASURING

2.1. The Shot. (Law 22)

- 22.1 A shot or shots refer to the bowl or bowls (called shot bowls) which is or are nearer to the jack than the nearest bowl played by the opposing team or opponent in Singles.

The measuring instrument used by the Marker will be a string measure, **umpires can** – if the distance allows – use a telescopic measure and not a string measure! The reason for this is to avoid delaying play, the marker is to prop or wedge if required, and then to measure as quickly as possible. Few measures are close enough to require the use of a telescopic, so using the 'Clubhawk' type or the bullet string measure saves time. Should the measure be close, or the player's request it, **the umpire** must be called to measure. No bowl must be moved until the opponents have agreed whether it is a shot or not, except where a bowl has to be moved so that another bowl can be measured.

- 22.2 No bowl must be moved until the opponents have agreed it is a shot or not, except where a bowl has to be moved so that another bowl can be measured.
- 22.3 As the shots are agreed, each shot bowl can be removed from the head.
- 22.4 Shot bowls must be placed in a group where they will not interfere with measuring.
- 22.5 If shot bowls have been placed in a group, the number of bowls in the group must be agreed by the opponents.
- 22.6 The skips or the marker where appropriate must be told (or have signalled to them) the number of shots scored in each end.

2.2. Deciding the number of shots scored (Law 23)

- 23.1 The process of deciding the number of shots scored must not start until the last bowl required to be played in an end has come to rest, or 30 seconds after that if either skip or opponent in Singles asks for this 30-second period (for example, to see whether or not a bowl lying at an angle will fall of its own accord within that time).
- 23.2 If either skip or opponent in Singles has asked for a 30-second period, no bowl which is likely to fall must be secured during that period.
- 23.3 No measuring will be allowed before the process of deciding the number of shots scored starts (as described in law 23.1). If a player measures before the process of deciding the number of shots scored starts, the defaulting team or opponent in Singles will lose the right to play any bowls remaining to be played in that end and the non-defaulting team or opponent in Singles will deliver their remaining bowls to complete the end.
- 23.4 All measurements must be made between the nearest points of the jack and the bowl.
- 23.5 When measuring between a jack in the ditch and a bowl on the green or a jack on the green and a bowl in the ditch, the measurement must be carried out using a flexible or string measure wherever possible.
- 23.6 At any time during the process of deciding the number of shots scored:
- 23.6.1 If a bowl is likely to fall, either opponent can use the best available means to secure it in its position;
- 23.6.2 If a bowl needs to be measured and it is currently resting on another bowl which is interfering with the measurement in any way, any player must use the best available means to secure the resting bowl in its position and then remove the other bowl;
- 23.6.1 If a bowl falls of its own accord, it must be left in its new position while deciding the number of shots scored continues, and all the shots agreed before the bowl fell will count;
- 23.6.4 If a bowl is displaced by the equipment being used during measuring, law 37.4 will apply and;
- 23.6.5 If the jack is displaced by the equipment being used during measuring, law 38.4 will apply.

2.3. Bowl displacement when being marked as a toucher or during measuring (Law 37.4)

- 37.4.1 If a bowl is displaced by a player when marking it as a toucher, or by the equipment being used by a player during measuring, an opponent must put it back to its former position.
- 37.4.2 If a bowl is displaced by the marker when marking it as a toucher, or by the equipment being used by the marker during measuring, the marker must put the bowl back to a position agreed by the opponents. If the opponents cannot agree, the marker must put the bowl back to its former position.
- 37.4.3 If a bowl is displaced by the equipment being used by the umpire during measuring, the umpire must put the bowl back to its former position.

2.4. Propping or wedging of bowls and the jack.

Use wedges at all times.

- It is very embarrassing to have a bowl fall over while measuring. If the umpire is called to measure, it should not be necessary for him to have to wedge bowls.
- This would only apply if the marker is doing the measuring.
- Should the players have chosen to measure for themselves then the marker would not wedge unless requested to do so by the player/s.

Reasons for propping or wedging bowls and the jack:

- As the equipment will touch the objects, they may be disturbed easily, thereby affecting the outcome of the measure.
- If a marker causes this disturbance, he should put it back to a position agreed by the opponents. If the opponents cannot agree, the marker should put the bowl or jack back in their former position.
- Avoid this embarrassment by applying the maxim: "rather over wedge".
- A bowl is resting against the bowl to be measured and it prevents measuring.
- If a bowl needs to be measured and it is currently resting on another bowl which is interfering with the measurement in any way, any player should use the best available means to secure the resting bowl in its position and then remove the other bowl.

2.5. Breaking up the head.

- As a marker, when measuring, or if players concede shots, **do not remove bowls** from the head, this must be done by the players.
- **Do not break up the head** under any circumstances; this must be done by the players.

2.6. No shot scored- Tied end. (Law 24)

- 24.1 There will be no shot scored by either team or opponent in Singles if it is agreed that:
 - 24.1.1 the nearest bowl of each team is touching the jack;
 - 24.1.2 the nearest bowl of each team is the same distance from the jack; or
 - 24.1.3 No live bowls are left within the boundaries of the rink of play.
- 24.2 The end must be declared tied and recorded on the score card as a completed end.
- 24.3 Following a tied end, law 5.4 will apply.
- 24.4 If, however, the first end is a tied end, the first to play in that end should also play first in the second end.

3. PROPS OR WEDGES

3 1 What is a prop or a wedge?

A prop or a wedge is any object that can be used, successfully, to prevent a tilted bowl from falling, or to avoid either a bowl or jack from being moved during the measuring process.

The marker is expected to have sufficient of these at hand.

Example (a) – for wedging bowls.



Example (b) – for wedging the jack



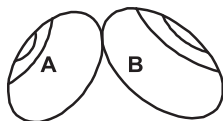
3.2. Why prop or wedge bowls or jack?

- As the equipment will touch the objects, they may be disturbed easily, thereby affecting the outcome of the measure.
- If a bowl is displaced by the marker when marking it as a toucher, or by the equipment being used by the marker during measuring, the marker must put
- The bowl back to a position agreed by the opponents. If the opponents cannot agree, the marker must put the bowl back to its former position. (Law 37.4.2)
- Avoid this embarrassment by applying the maximum: “rather over wedge”.
- Remember to wedge, first of all, the bowls that are resting at an angle, and then wedge the jack.
- Sounds like common sense, and it is. But in a pressure situation, this can be overlooked.

3.3. How to prop or wedge the bowls or jack?

- Kneel on the green.
- Do not crouch, as you will not be steady enough to wedge accurately.
- Position yourself behind the bowl or jack, with your head above, and to the side of the point to be wedged.
- Place the wedge on the green and slide it slowly until it contacts the bowl or jack.
- The contact must be firm enough to prevent any movement of the object towards the wedge, but not that firm as to cause the object to tilt away from the wedge.
- It is easier to pull the wedge towards yourself, than it will be to push it away from you

Place two bowls as per the sketch.



Accept the following:

- Bowls **A** and **B** belong to the same player; the jack is some distance to the left of bowl **A**, which is the shot bowl; and that bowl **B** is in contention for second shot.
- Your objective is to measure for second shot, so bowl **A** must be removed without disturbing bowl **B**.
- Your first step will be to place two wedges against the inner face of bowl **B** on the left-hand side and the other on the right hand side.
- Now kneel behind bowl **B**, facing bowl **A**. Gently take hold of **A**, with both hands, then very slowly, and also very slightly, tilt it away from **B**, checking for any disturbance of **B**.
- If so, reposition the wedge, either one or both as may be required. Repeat until **A** can successfully be removed without disturbing **B**.
- A point to consider: the higher the contact points between the wedge and the bowl, the greater the success of the wedge. In this case, using the acute angled side of the wedge shown in example (a) will be better for you. Right, you could have been told this before you started the exercise, but, the practice was good for you.

3.4. Practice wedging the jack

- Place two wedges (half-moons) around the jack. With your forefinger gently tap against the jack (only during the practice session), looking for any easy movement of the jack. If so, reposition one or both of the wedges.
- In the first paragraph of this task, you are asked to tap against the jack to check your wedging. In real life measuring you would not do this as you may disturb the jack!

4. MEASURING

4.1. Some points to be aware of when using the equipment.

- With the exception of the pedestal type measure, always adjust the measure, holding it away from bowl and jack.
- The reason being that the string measure can be inclined to stick, and by pulling it that bit harder; it may jerk out causing the jack and/or the bowl to be displaced.

4.2. Big to small, or small to big? Does it matter?

- This pertains to which end of the measure is placed against the bowl or jack.
- The measuring equipment that you will be using will have one end that is heavier and larger than the other end. We will refer to the former as the 'fixed' end. The lighter and smaller end, which pulls out from the fixed end to adjust the length of the measure, we will refer to as the 'adjustable' end.
- The fixed end is **usually** placed against the centre point of the jack, and the adjustable end is used to search for the closest part of the bowl, ensuring that the line the measure forms is a straight line. We adjust the measure away from the jack, which is lighter than a bowl and will be more easily too disturbed than a bowl. We adjust to the bowl, so, small to big.

4.3. Handling the basic equipment.

- As a guideline to using a string measure,
- Anchor (lightly) your hand holding the fixed end, on the green close to the jack with the tip of the measure touching the jack, this steadies you and helps maintain your balance.
- Now, by taking up the slack on the string, extend the other tip towards the bowl.
- If there is either too much or too little slack, the measure will have to be adjusted.
- Never adjust the string measure between the jack and the bowl, move it out and adjust it, then repeat the foregoing process. This way there is a minimal chance of causing a disturbance.
- Make sure the tip touches the bowl on the bowl's closest point to the jack.
- After setting the measure, move the adjustable end up and down, left and right, to check that you have selected the correct point on the bowl.
- Often you will find that the point you had thought was the correct one, was in fact not.
- It happens, so if your setting is wrong, reset the measure.
- This up, down, left and right movement must be a slow one, and only needs to be 2 to 3cms in distance. It must never be an exaggerated movement, either in speed or in distance.

4.4. Where do you start?

- A common question asked is "which bowl does one measure first".
- Before you start measuring, after you have completed wedging, glance quickly at the bowls.
- Do not walk around looking at them, just a quick glance, you must not appear as if you are hesitating, or giving the impression that you are nervous.
- If one of the bowls appears to be the closest, measure that one first. If you are wrong? It does not matter!
- Let's say you were right. You compare the setting to the second bowl; the measure goes through without touching, you then prove the setting by again verifying the measurement between the first bowl and jack.
- Prove to yourself that the measurement is correct; this does not necessitate readjusting the measure and starting all over again!
- Unless there is a big difference in the measurement to the bowls, develop the three moves habit.
- These three steps will help to reduce incorrect measurements.
- While doing the comparisons, do not alter the setting, unless you find that you made a mistake.

5. PRACTICAL MEASURING INSTRUMENTS USED BY MARKERS



The Bullet String Measure
(Alternate)



The Box String Measure
(Preferred)

MEASURING FORMULAE

MEASURING WITH INSTRUMENTS

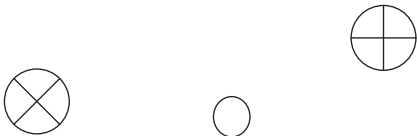
FORMULA	MARKERS AND UMPIRES	
P	Props OR Wedges	UMPIRE & MARKER
P	Position of hands and head	UMPIRE & MARKER
H	Handling of equipment	UMPIRE & MARKER
1	Establish a measurement setting	UMPIRE & MARKER
2	Compare distances	UMPIRE & MARKER
3	Check the setting	UMPIRE & MARKER
I	Indicate the shot	UMPIRE & MARKER
B	Break up the head	ONLY UMPIRE & PLAYERS
R	Retrieve the equipment (Marker, only after the players have agreed the shot/s)	UMPIRE & MARKER
U	Call the Umpire	

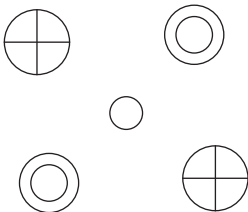
MEASURING WITH A 30M TAPE

FORMULA	ACTION
A	A neutral person takes the ZERO
C	Check the position of the mat
P	Position the ZERO – centre of the mat line
E	Establish the tape setting – 2, 14, 20, 23, 25 metres
S	Straighten the tape
T	Take the decision

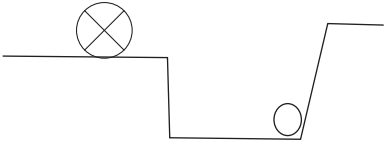
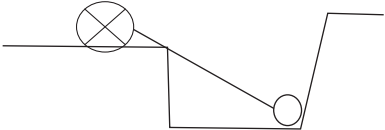
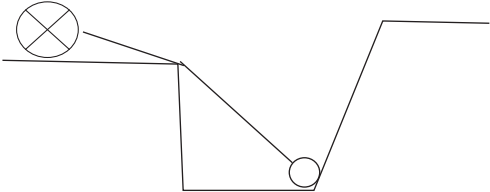
MEASURING WITH A BOUNDARY STRING

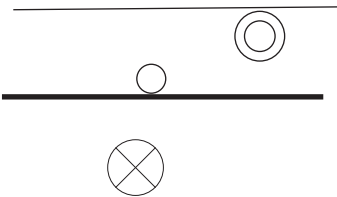
FORMULA	ACTION
A	A neutral assistant
C	Check the position of the boundary pegs
P	Position yourself correctly
E	Establish a tight string
S	See if it is in or out of play
T	Take the decision

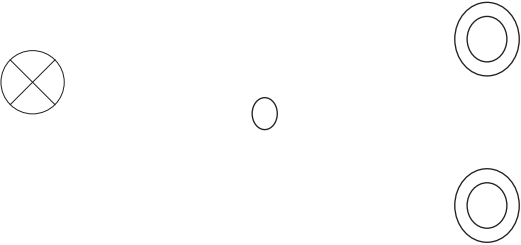
Stages and Steps	Key points
5.1 Measure with string measure (Bullet type) 2 bowl situation	Measuring distance approximately 500mm. One bowl about 2mm closer than the other. The jack and both bowls to be wedged. 
(P) Props	Both bowls and jack.
(P) Physical position	On knee/s, head over measuring line.
(H) Handling of measure	• Measure forms a straight line. • Adjustments away from bowl and jack.
(1) Procedure – step one. To determine distance between the jack and the first bowl.	• After each adjustment hold clutch end steady at the nearest point of jack. • Carefully move bullet end up and down and sideways to determine the nearest point of the bowl.
(2) Procedure – step two. To compare the distance between the jack and the second bowl. Procedure steps one, two and three may be repeated until the candidate is satisfied with his decision.	Holding both ends of measure in one hand, move around the head. Compare the setting obtained in step one against the jack to the next bowl.
(3) Procedure – step three Re-check for shot.	Holding both ends of measure in one hand, move around the head and compare setting against the first bowl measured to ensure that the setting has not changed.
(I) A marker will indicate which bowl is the shot, and not break up the head.	Point to the shot bowl. If both players agree, pick up wedges.

Stages and Steps	Key points
5.2 Measure with box string measure 4 bowl situation	Measuring distance approximately 450mm. One pair of bowls about 2mm closer than the other. Two bowls to require wedging. Measure – box string measure. 
(P) Props	Bowls and jack.
(P) Physical position	On knee/s, head over measuring line.
(H) Handling of measure	As per situation 1 or 2 above.
(1) Procedure – step one. To determine whether a player has one or two shots.	Following the correct measuring method, determine which of the two bowls of team A are the nearest to the jack.
(2) Procedure – step two. After having determined the shot bowl/s, do not move any bowls. The players may wish to exercise their right to call an umpire to measure any doubtful shot/s.	• Compare this setting with the two bowls of team B. If one or both of the bowls of team B are closer, then they have so many shots. • If neither of team B's bowls are closer to the jack than the nearest bowl of team A, determine the distance from the jack to the other Bowl of team A • Compare this setting with the two bowls of team A. If one or both of the bowls of team A are closer, then they have so many shots.
(I) Indicate the shot/s and do not break up the head.	Point to the shot bowl/s, and verify that both players agree. If they do, retrieve your props or wedges.

Stages and Steps	Key points
5.3 Measure with box string measure. A spring loaded pedestal measure, for example Terry, Club Hawk or Henselite. (P) Props	Measuring distance approximately 500mm. One bowl about 2mm closer to the jack than the other. No wedging required, bowls flat on green. Spring loaded pedestal measure, for example Terry, Club Hawk or Henselite. 
(P) Physical position	On knee/s, head over measuring line
(H) Handling of measure (Pedestal end is the fixed end)	- Fixed end at correct angle on jack. - Measure forms a straight line.
(1) Procedure – step one. To determine distance between the jack and the first bowl.	- Hold the fixed end steady at nearest point of jack. - Disengage the clutch with one finger and stretch the other (adjustable) end towards the bowl, where it is carefully moved up and down and sideways to determine the nearest point of the bowl. - Re-engage the clutch and verify that the setting has not changed. If it has, repeat the above.
(2) Procedure – step two. To compare the distance between the jack and the second bowl, and if necessary re-adjust the measure. Procedure steps one, two and three may be repeated until Candidate is satisfied with his decision.	- Hold both ends of the measure in one hand. - Compare setting obtained in step one against the jack, to the next bowl.
(3) Procedure – step three Re-check for shot.	Hold both ends of measure in one hand, move around the head and compare setting against the first bowl measured to ensure that the setting has not changed.
(I) Indicate the shot. Do not break up the head.	Point to the shot and verify that both players agree.

Stages and Steps	Key points
5.4 Jack in the ditch against the bank. Note: These measurements will be demonstrated by the facilitator as these measurements are done by the <u>Umpire</u> the Marker must <u>call the Umpire</u> for these measurements One bowl on the green. One bowl in the ditch.	Measuring distance approximately 600mm. Jack in ditch against the bank. No props or wedges required. Only the handling of the measure needs to be assessed. Flexible Measure, i.e. String Measure (bullet). 
	Referring to Figure 1, you will notice that: the ditch is about 60mm deep, and the position of the bowl is such that a bullet string type measure should be used to determine the shot. 
	As shown in Figure 2, the situation is a bit more complicated. The ditch is much deeper, and the bowl is further from the ditch. The only instrument to use to measure is the bullet type string measure. 

Stages and Steps	Key points
Note: The Marker must call the Umpire to measure 5.5 Jack in ditch against the ditch board, a toucher in the ditch against the bank and a bowl on the green. One bowl about 2mm closer to the jack than the other (P) No propping or wedging required	Measuring distance approximately 300mm. Jack in ditch against the ditch board, a toucher in the ditch against the bank and a bowl on the green. One bowl about 2mm closer to the jack than the other. No propping or wedging required Bullet String measure. (Alternate) 
(P) Physical position	On knees, head over measuring line
(H) Handling of measure	Measure forms a straight line from above. Adjustments away from bowl and jack.
(1) Procedure – step one. To determine distance between the jack and the toucher in the ditch.	• After each adjustment hold clutch end steady at nearest point of jack. • Carefully move bullet end up and down and sideways to determine the nearest point of the toucher. • Holding the measure in one hand, move between jack and the bowl on the green.
(2) Procedure - step two. To compare the setting with the distance between the jack and the bowl on the green. Procedure steps one, two and three may be repeated until Candidate is satisfied with his decision	Reverse direction of the measure, with the bullet end towards the jack. • Tilt the bullet end and touch the nearest point of the jack. • Carefully move the clutch end up and down and sideways to determine if the bowl on the green is nearer to the jack than the bowl in the ditch.
(3) Procedure – step three Re-check for shot.	Holding both ends of the measure in one hand, move around the head and compare the setting against the bowl in the ditch to ensure that the setting has not changed and pointing towards the centre of the jack.
(I) Umpire to decide the shot.	Point to the shot bowl.

Stages and Steps	Key points
6.2 Assisting the Umpire by measuring with a Long String measure.	Measuring distance approximately 5m. One Bowl about 20mm closer to the Jack. Long String Measure with one Fixed bullet and a running Pointer.  • If need be, the jack may be propped to prevent it from being disturbed during the measuring process. • The umpire controls measure and will hand the neutral person the fixed bullet end. • The neutral person kneels in a position behind the jack, facing the umpire, and holding the fixed bullet end of the long string measure in such a way that allows the umpire to verify that the measuring line is straight. • The umpire will, in turn, kneel behind the bowl, facing the neutral person. • The neutral person will be asked to hold the fixed bullet end a few mm in front of the jack, so that the jack will not be disturbed while the umpire is extending the string measure. • Once the umpire is ready to complete the measure, he will ask the neutral person to place the point against the jack, and then the umpire will do the final adjustment to the nearest part of the bowl. • Now the umpire asks the neutral person whether the measure is touching the jack. • The umpire will look along the line of the measure to make sure that it is straight, and then lock the long string measure. • The neutral person will then be asked to release some of the tension by moving the fixed point away from the jack and will be told which bowl will be measured next. • This cycle is repeated until the shots have been determined.

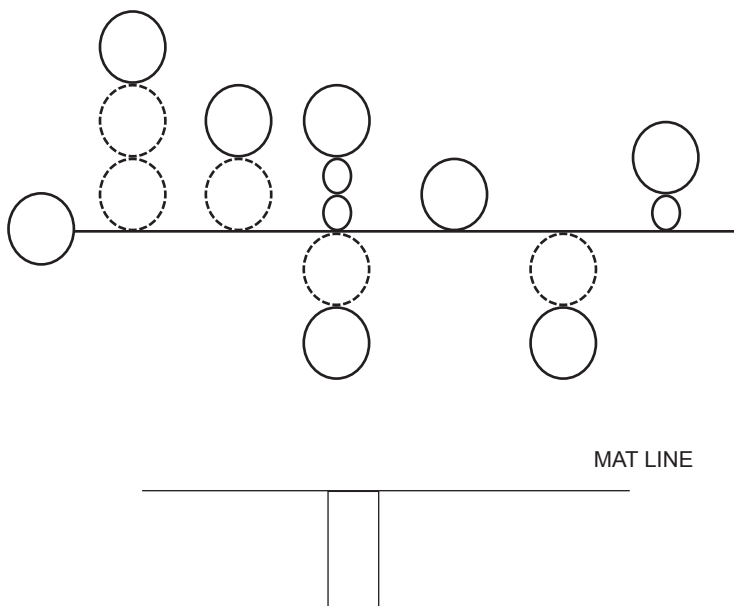
Stages and Steps	Key points
6.3 Assisting the Umpire with measuring with the Long Tape, measuring to the jack.	Measuring distance between Mat and a short delivered Jack (A) Measuring distance between Mat and rebounded Jack (B)  ○ Rebounded jack “B” ○ Short delivered jack “A” The Umpire will ensure the jack is centered and he will check if the mat position is legitimate. The umpire controls the measure and will hand the neutral person the zero of the tape. • (A) A neutral person will control the mat end of the measure. • (C) The umpire will have checked the position of the mat. • (P) The neutral person will kneel on mat with the zero of the tape on centre of mat line. • (E) The umpire will establish the required setting of the 30m tape. • (S) The umpire will kneel behind the jack or the bowl ensuring the tape is straight. • (T) The Umpire will take the decision whether the distance is correct .(Jack “A” Short-delivered Jack not less than 23m) and(Jack “B” Rebounding Jack not less than 20m)
6.4 Assisting the Umpire with measuring with Tape, measuring to a short delivered bowl.	Measuring distance between Mat and Short Bowl. 30 metreTape   Short delivered bowl The umpire controls the measure and will hand the neutral person the zero of the tape. • (A) A neutral person will control the mat end of the measure. • (C) The umpire will have checked the position of the mat. • (P) The neutral person will kneel on mat with the zero of the tape on center of mat line. • (E) The umpire will establish the required setting of the 30m tape. • (S) The umpire will kneel behind the bowl, ensuring the tape is straight and taut. • (T) The Umpire will make the decision whether the distance is correct (not less than14m)

Stages and Steps	Key points
6.5 Assisting the Umpire with measuring: The legitimacy of the Position of the mat	The mat is moved up in the line of play with the mat line just past the 25m pegs. The jack is placed approximately 1 m from front ditch. Objective is to measure whether the mat position is legitimate.  The umpire controls the measure. • A neutral person assists the umpire. • The umpire will check if the mat is less than 25m from the ditch. • (P) The neutral person kneels on mat holding the zero point on the centre of mat line. • (E) The umpire will establish the required setting of the 30m tape. • (S) The umpire will ensure the tape is straight and taut. • (T) The Umpire will take the decision whether the distance is correct. (Distance from mat line to front ditch not less than 25m) If the mat is legal, the Umpire will ensure the front of the jack is placed 2m from the front ditch and on the centre line of the rink.

DISTANCES FROM MAT LINE

Be accurate with your distances; if a bowl is 450mm short do not call it 600mm short, players will soon lose confidence in you. Similarly try to avoid giving ranges or approximations of distances e.g. “your bowl is 250mm or 280mm” or “your bowl is about 280mm”.

If a bowl is in line with the jack, either in front or behind, and the player wishes to know the distance, try to answer the question by giving the size of the gap between jack and bowl, e.g. “there is a gap of 130mm between your bowl and the jack”. That way the player will know if there is room to fit a bowl in the gap. Avoid using terms such as “beyond the jack” or a distance “to you”. Be familiar with the definition of Jack High. Be accurate; if the bowl is 1 inch past jack high then say so; it has a big impact on the choice of shot available to the player. Use the objects on the rink to help you judge your distances. A bowl is approximately 125mm in diameter and a jack is approximately 63mm in diameter. Be familiar with the size of your foot and the length of your stride.



BOWL	DISTANCE	BOWL	DISTANCE
A	½ a bowl short of jack high	E	125 mm gap
B	250mm past jack high	F	Jack high or jack leve
C	125mm or 1 bowl past jack high	G	250 mm short of jack high
D	125 mm gap	H	65mm past jack high

7. HOW WILL YOUR COMPETENCE BE ASSESSED?

Your competence will be assessed in each measuring situation.

To display your measuring competency you are expected to identify the shot or shots if applicable, in each situation.

You will also be assessed on your procedural ability while measuring for the shot/s, the correct use of the 30m tape and the boundary line measurements.

MEASURING WITH INSTRUMENTS

- (P) Props **OR** wedges when required.
- (P) Position of hands and head when propping wedging and measuring.
- (H) Handling of equipment. Establish a measurement setting.
- (2) Compare distances.
- (3) Check the setting.
- (I) Indication of the shot.
- (B) Break up the head.
- (R) Retrieve the equipment.
- (U) Call the Umpire

MEASURING WITH A 30M TAPE

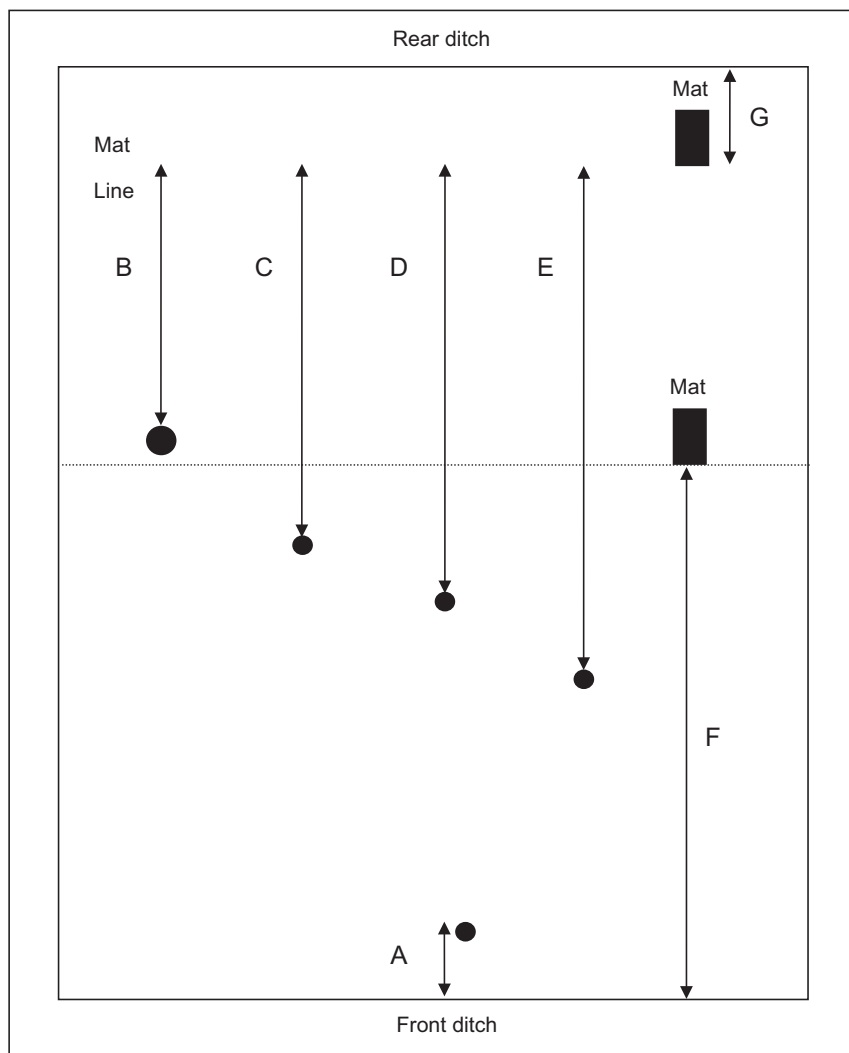
- (A) A neutral person to be used when required.
- (C) Checking the position of the mat
- (P) Positioning of the 30m tape's zero at the mat.
- (E) Exact distance on the tape for the required measurement.
- (S) Straightness of the 30m tape.
- (T) Take the decision.

MEASURING WITH A BOUNDARY STRING

- (A) A neutral person or assistant.
- (C) Check the position of the boundary pegs.
- (P) Position yourself correctly.
- (E) Establish a tight string.
- (S) See if it is in or out of play.
- (T) Take the decision.

Test

Illustration of distances in the direction of play



- | | | |
|---------------------|---|---|
| A: 2 metres | – | minimum distance of a delivered jack from the front ditch. |
| B: 14 metres | – | minimum distance of a live bowl from the mat line. |
| C: 20 metres | – | minimum distance of a rebounding jack from the mat line. |
| D: 23 metres | – | minimum distance of a delivered jack from the mat line. |
| E: 27 metres | – | distance of the jack from the mat line – measuring the pace of the green. |
| F: 25 metres | – | minimum distance of the mat line from the front ditch. |
| G: 2 metres | – | minimum distance of the mat line from the rear ditch. |

Training Manual

Unit Standard TO-F001

Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS



1. INTRODUCTION

It is the responsibility of Bowls South Africa together with stakeholders, to develop a comprehensive strategy and program of responses, which will manage HIV/AIDS with bowls players and its surrounding communities. In order to assist Bowls South Africa in managing its program, and for a person's own health, it is important that you have a basic understanding of the symptoms, causes and prevention of HIV/AIDS.

This document covers the following:

An understanding of sexuality

An understanding of the nature, transmission and prevention of HIV/AIDS

Means to cope and deal with HIV/AIDS

Human rights of individuals living with HIV/AIDS

2. AN UNDERSTANDING OF SEXUALITY.

2.1 Description of the different sexual orientations and preferences that may exist.

- **Heterosexual**

Means to be sexually attracted to the opposite sex.

- **Homosexual**

Means feeling or involving sexual attraction to people of one's own sex.

- **Bisexual**

Means to be sexually attracted to both men and women.

- **Transsexual**

Means persons born with the physical characteristics of one sex who emotionally and psychologically feels that they belong to the opposite sex.

2.2 Description of the rights and responsibilities in protecting sexuality with reference to the South African Constitution

- The Bill of Rights within the South African Constitution Act No. 108 of 1996, sets out the following rights which protects individuals:

- Section 9 – Every person has the right to equality and non-discrimination
- Section 14 – Every person has the right to privacy
- Section 23 – Every person has the right to fair labour practices
- Section 32 – Every person has the right of access to information

3. AN UNDERSTANDING OF SEXUALLY TRANSMITTED INFECTIONS INCLUDING HIV/AIDS

3.1 An explanation of the terms “STI’s”, “STD’s”, “HIV”, “AIDS”

- **STIs:**

It means sexually transmitted infections, such as discharge “drop” or sores on the genitals.

- **STDs:**

It means sexually transmitted diseases, such as HIV/AIDS, syphilis, herpes or gonorrhoea.

- **HIV:**

HIV stands for: Human Immune Deficiency Virus.

HIV is a very small germ or virus which attacks the body's “soldiers” directly.

- **AIDS:**
AIDS stand for: Acquired Immune Deficiency Syndrome.
AIDS is a group of diseases appearing after HIV has destroyed many body "soldiers" and the body can no longer defend itself.

3.2 Explanation of the nature and symptoms of sexually transmitted infections including HIV/AIDS

- We have a very important system in our bodies that is called the immune system. The immune system protects the body against viruses and diseases. It also heals the body after sickness or injury.
- When the HIV virus gets into a person's body, it slowly breaks down the immune system. This means that the body cannot fight sicknesses such as tuberculosis (TB) any more. It cannot heal itself.
- The HIV virus slowly gets stronger and stronger. When the HIV virus has weakened a person's immune system, the person will start to get sick more often. Then it is considered that such a person has AIDS.
- It can take many years before a person, who is HIV positive, gets sick with AIDS.

3.3 Explanation of risk taking behaviours, preventive methods and practices regarding the transmission routes of sexually transmitted infections, including HIV/AIDS

- Risk taking behaviours
Sexual intercourse:
 - The most common way for the HIV virus to be passed on is when a person has unprotected sex (sex without a condom) with someone who already has the HIV virus - vaginal, oral and anal sex.
 - Children and adults can get the HIV virus from an HIV positive person who has sexually abused or raped them.
 - First episode plus recurrent STI's will increase the risk of being infected by the HIV virus.

Blood transmissions:

- HIV Infected blood through blood transfusions.
- Contact with open wounds.

Drug abuse:

Dirty needles.

- Preventive methods and practices
Practice safe sex:
 - Abstinence.
 - Be faithful to your partner (One partner only) if both partners are negative.
 - Always make correct use of condoms (male or female) especially if only one partner is HIV positive.
 Other preventions:
 - Do not use dirty or contaminated needles.
 - Ensure personal hygiene.
 - Abuse of drugs / alcohol, which may decrease inhibitions, which may in turn lead to unprotected sex.

3.4 Explanation of the role of sexually transmitted infections in the transmission of HIV and an indication of how untreated STIs greatly increase the risk of transmission

- STI's increase the transmission of HIV
- It is important to seek treatment for STI early and complete the treatment. It is important that your partner goes for treatment too.
- The lining of the digestive system of infected people deteriorates due to HIV and other infections, affecting the ability of the digestive system to digest and absorb food and will cause a loss of weight.
 - Persons with the disease will have a poor food intake which will result in poor nutrition and a loss of nutrients from the body, this will weaken the immune system, which in turn decreases the ability of the body to fight other infections.
 - Infected persons may get depressed and some of the symptoms are isolation and loneliness.
 - The most common symptoms are thrush in the throat and mouth, hairy fungal growth on the tongue, recurring cold sores, shingles, severe pimples and other skin conditions, persisting fevers and night sweat and reactivating of TB (First or recurrent) plus pneumonia.
 - The HIV related disease may develop into AIDS and the most common signs and symptoms are recurrent pneumonia, chronic diarrhoea, fungal infections of the brain, aids related cancer, enlarged liver, severe loss of weight, tiredness and weakness and loss of memory and concentration.

3.5 Explanation of the ways in which mother to child transmission can occur and the implications of pregnant women having unprotected sex.

- If a pregnant woman has unprotected sex with a partner that is HIV positive, she can transmit the HIV infection to her child during or after it is born.
- If a pregnant woman is HIV positive, she can infect her child with the HIV virus during pregnancy or childbirth, or through breast-feeding her baby.

3.6 Explanation of interpersonal skills that help to reduce the risk of sexually transmitted infections, including HIV infection in terms of assertive communication, negotiation and decision-making.

- It is best to know your HIV status because it will then be better to understand how to behave in the best interests of you and your family and to plan for your future. To assist you to know your HIV status you can contact the local Clinic.
 - There are also other places that will assist you if you contact them:
 - AIDS HELPLINE – 0800-012-322
 - NAPWA – (011) 872 - 0975
 - Life Line Southern Africa – (011) 781-2337
- Community organizations such as churches and social workers will usually have people who can assist.

3.7 Explanation of the importance of pre and post-test counselling and the implications of HIV testing for an individual.

- If you are HIV positive you can:
 - Take steps now that will keep you healthier for longer.
 - Make sure that you do not infect your family and others.
 - Plan for the future and that of your family.
- If you are HIV- negative: You can learn about ways to stay that way and to help your family and colleagues learn about these too.

3.8 Explanation of the importance of lifestyle changes to boost the immune system.

- It is important to follow a diet that will help to boost your immune system. Eat fresh food like fruit, vegetables, beans, chicken and fish.
- It will also help if a person if he or she joins a support group of people living with HIV and AIDS. Talk to someone when you feel lonely, sad or angry.

4. MEANS TO COPE AND DEAL WITH SEXUALLY TRANSMITTED INFECTIONS INCLUDING HIV/AIDS

4.1 A description of living with HIV/AIDS and the impact on the infected and the affected individuals within the context of self, family, community, sport and society • The individual may have emotional stress and worries.

- He/she could be mentally and physically run down.
- The families may suffer as the person is not physically and economically productive.
- Generations - off spring will decline.
- Families could die out.
- More homeless children may become street kids.
- Society will decline due to many deaths.
- Medical expenses will rise.
- The cost of medication will rise.
- Shortages in the work force may occur.

4.2 A description of support towards people living with HIV/AIDS and sexually transmitted infections to determine the social support systems for the infected and the affected.

- Even if we are not infected, we are all in contact with persons who suffer from HIV and AIDS. You may be HIV positive yourself, or you may know someone who is HIV positive.
- We can all support one another by helping to cope with the disease and to live in a positive nature with it.
- Persons with HIV and AIDS will stay healthier if there is someone to give them support. Everyone can help in some way to care for someone who is HIV positive.
- The infected person should:
 - Live with hope.
 - Share their life with family and friends.
 - Try to talk about their problems.
 - Live a healthy life style with enough exercise and rest.
 - Eat healthy food.
 - Try to work for as long as possible.

5. HUMAN RIGHTS OF INDIVIDUALS LIVING WITH HIV/AIDS AND OTHER SEXUALLY TRANSMITTED DISEASES

An explanation of violation of human rights of the infected and the affected according to beliefs and attitudes towards sexually transmitted infections in the workplace and society.

- Some people think that if a person sleeps with a child or a virgin, it will cure the person of AIDS. This is not true. There is no cure for AIDS. It is also against the law to have sex with a child.
- Many people do not believe that AIDS is real - Many millions of people have the HIV virus and many have already died of AIDS.
- Some people shun HIV positive people out of their lives – discrimination is wrong and cuts a person off from their loved ones.
- In South Africa some people say that AIDS is only a disease of white people.
- Others say it is only a disease of black people. AIDS is a disease that affects all races, colours, faiths and nations.
- Some traditional healers, like sangomas, say they have a cure for AIDS.
- These people may be able to cure some of the infections. Nobody has yet found a cure for AIDS.
- Some people think that HIV and AIDS can be spread in food and water, from toilets, showers, baths and pools, or from mosquitoes. They think that just touching a person who is HIV positive can give a person HIV and AIDS. HIV can be spread through unprotected sex, through blood and from another person, mother to child during child birth and breast feeding.

Training Manual

Unit Standard TO-F002

Basic First Aid for Bowlers



INTRODUCTION

What is First Aid?

This is the emergency help for an injured or suddenly ill person at a Bowling Club..

Objective of First Aid

Primum Non Nocere: "First do No harm". Preserve life – Prevent the injury or illness from becoming worse – promote recovery.

Who is a First Aider?

A first aider is someone who takes charge of an emergency scene and administers First Aid.

1. UNIVERSAL PRECAUTIONS

- If possible, wash hands and wear vinyl or latex gloves.
- Handle any sharp blades with extra care.

2. FAINTING OR BLACK-OUTS

- A brief loss of consciousness caused by a temporary shortage of oxygen to the brain.
- The most likely cause for a black out is Cardiological and may be an alteration of the normal heart rhythm.
- Lie the person down on a flat surface and elevate the legs to above the level of the heart.
- Check if the person is breathing and if not start mouth to mouth artificial respiration (AR).

3. CHOKING

- If conscious, tell them to try and cough up the object that is blocking the airway.
- If this does not dislodge the object, open the mouth and try to reach for the blockage.
- If this does not dislodge the object you can try to do a "Heimlich manoeuvre" or abdominal thrust. Stand behind the person, place your arms around the chest just below the ribs and give a forceful squeeze. This is often enough to dislodge the blockage.

4. CARDIO-PULMONARY RESUSCITATION (CPR)

- This is basically artificial respiration and artificial circulation. This has changed over the years.
- The person should be lying face up on a flat and level surface.
- To do cardiac massage, one must interlock the fingers of both hands and place the hand at the lower part of the sternum. Then press and release the chest rhythmically.
- Now it is 3 breathes with mouth to mouth and then 30 chest compressions at a rate of 80 to 100 per minute.
- The body has the oxygen, and the CPR is attempting to circulate the blood and oxygen around the body and especially to the brain.
- Continue until a pulse returns or medical help arrives.

5. AED

- This is an Automatic External Defibrillator.
- Most Bowling Clubs should have one mounted at a visible place in the clubhouse.
- It is very simple to use and very safe, place the leads on the chest and the AED is voice active and it will say "Normal rhythm, DO NOT SHOCK" or it will say: "Check Leads: STAND CLEAR AND PRESS BUTTON."

- Unfortunately, they are rather expensive. In the UK, every single supermarket has one at the door.
- They will not allow one to shock a normal heart or if there is a pacemaker in place.

6. BLEEDING WOUNDS

- These can occur at a bowling club.
- The First Aid is to cover the wound with a sterile or a clean dressing. Secure the dressing with a bandage if available or cloth of sorts.
- Exert firm pressure over the whole wound.
- If on a peripheral wound, elevate the limb above the level of the heart to reduce the blood flow to the wound.

7. NOSEBLEED

- The person should be sitting with head slightly forward, pinch the soft parts of the nose for at least a full 10-minutes or until the bleeding stops,
- If the bleeding is not stopped you need to get medical help.

8. PARTICLES IN THE EYE

- Do **not** try to remove these.
- You need to get medical help and the correct equipment.

9. POISONS

- Inhaled, ingested or absorbed: Get medical help as soon as possible.

10. STINGS

- All stings are heat sensitive.
- By applying a cloth with as hot water as one can handle (about 60°C) the sting is inactivated.
- This applies to bee stings, hornets, wasps, and even blue bottle stings (unlikely at a bowling club).

11. BURNS

- Hold the area under cold running water for at least 20-minutes.
- This cold water will stop the burn process and limit the end damage that can happen.
- Do not apply creams.
- After the 20 minutes under cold running water you can apply a burn shield dressing.

12. HEAT EXPOSURE AND ILLNESS

- Give the person water or a rehydration solution as much as they want.
- Loosen any tight clothing and lie the person down on a flat surface and elevate the legs to above the level of the heart.
- Refer for medical help.

13. LIGHTNING INJURY

- Check for breathing and presence of a pulse
- Again, an AED would be ideal to decide if the strike has caused a cardiac arrhythmia.
- Any lightning strike needs medical help to fully assess the injuries.

14. SEIZURES AND CONVULSIONS

- Lie the person down and turn onto the side to allow drainage of fluids and keep the tongue from falling back and blocking airway.
- Allow to rest and this may take an hour or more.
- If unconscious for more than 5-minutes or a second seizure occurs, call for medical help.

15. RECOGNISING A STROKE

- It is vital to recognise a stroke and refer to a hospital for a neurologist and CT scan as soon as possible.
- **The symptoms of a stroke are – S T R – as follows:**
 - S** Ask the person to **S**mile
 - T** Ask the person to **T**alk
 - R** Ask the person to **R**aise their arms
- The most important sign is to ask the person to stick out their tongue.
- If it is crooked or goes to either side of the mouth it is an indication of a stroke. They need to get to a hospital **IMMEDIATELY**.

Training Manual

Unit Standard TO-F003

Presentation Skills for Bowls Officials



1. INTRODUCTION

The objective of this Unit Standard is to help you organize, plan and deliver an effective presentation to others.

There is a myth that great speakers are born, "not made," that somehow certain individuals have the innate ability to stand in front of an audience with no anxiety, and give a moving dynamic speech. Well, that just isn't so!

People we consider great speakers usually have spent years developing and practicing their skill. They had to start at the beginning, and learn the basics of organization, preparation, delivery and dealing with anxiety. Once the basics were in hand, they had to continue to build their abilities.

Professional athletes constantly practice the basics because they know that without such practice they will not survive. To an outsider, the thought of a professional golfer, for example, spending hour upon hour practicing the basics may seem ridiculous. But to that professional, the mastery of those basic skills is the very foundation of success.

Learning to be a better speaker is similar to learning any activity. In the beginning it can be frustrating. After a few lessons in which you learn some theory and practice some of the basic skills, things usually improve. To learn to do anything well, it takes constant practice and mastery of the basics.

Speaking is no different. Before becoming comfortable as a speaker, you need to learn some basic skills and then actively seek places to practice those skills. This may mean volunteering to give more presentations. The more experience you gain, the more proficient and comfortable you will become.

2. ANXIETY

2.1 Dealing with anxiety

- Anxiety is a natural state that exists any time we are placed under stress. Giving a presentation normally will cause some stress. When this type of stress occurs, physiological changes take place that may cause symptoms such as a nervous stomach, sweating, tremors in the hands and legs, accelerated breathing, and/or increased heart rate.
- Don't worry! If you have any of these symptoms before or during a presentation, you are normal. If none of these things happen, you are one in a million. Almost everyone experiences some stress before presentations, even when the task is something simple like, "tell the group something about yourself." The trick is to make your excess energy work for you.
- When you learn to make stress work for you, it can be the fuel for a more enthusiastic and dynamic presentation. The next few pages will teach you how to recycle your stress in a positive form that will help you become a better presenter.
- As someone once said, "the trick is to get those butterflies in your stomach to all fly in one direction!"

2.2 Tips for reducing anxiety

2.2.1 ORGANIZE

Lack of organizing is one of the major causes of anxiety. Knowing that your thoughts are well organized will give you more confidence, which will allow you to focus energy into your presentation

2.2.2 VISUALIZE

Imagine walking into a room, being introduced, delivering your presentation with enthusiasm, fielding questions with confidence and leaving the room knowing you did a great job. Mentally rehearse this sequence with all the details of your particular situation, and it will help you focus on what you need to do to be successful.

2.2.3 PRACTICE

Many speakers rehearse a presentation mentally or with just their lips. Instead, you should practice standing up, as if an audience were in front of you, and use your visual aids (if you have them.) At least two dress rehearsals are recommended. If possible, have somebody critique the first one and / or have it videotaped. Watch the playback, listen to the critique and incorporate any changes you feel are required before your final practice session. There is no better preparation than this.

2.2.4 BREATHE

When your muscles tighten and you feel nervous, you may not be breathing deeply enough. The first thing to do is to sit up, erect but relaxed, and inhale deeply a number of times.

2.2.5 FOCUS ON RELAXING

Instead of thinking about the tension - focus on relaxing. As you breathe, tell yourself on the inhale, "I am" and on the exhale, "relaxed." Try to clear your mind of everything except the repetition of the "I am - relaxed" statement and continue this exercise for several minutes.

2.2.6 RELEASE TENSION

As tension increases and your muscles tighten, nervous energy can get locked into the limbs. This unreleased energy may cause your hands and legs to shake. Before standing up to give a presentation, it is a good idea to try to release some of this pent up tension by doing a simple, unobtrusive isometric exercise.

Starting with your toes and calf muscles, tighten your muscles up through your body finally making a fist (i.e. toes, feet, calves, thighs, stomach, chest, shoulders, arms and fingers.) Immediately release all of the tension and take a deep breath. Repeat this exercise until you feel the tension start to drain away. Remember, this exercise is to be done quietly so that no one knows you're relaxing!

2.2.7 MOVE

Speakers who stand in one spot and never gesture, experience tension. In order to relax, you need to release tension by allowing your muscles to flex. If you find you are locking your arms in one position when you speak, then practice releasing them so that they do the same thing they would if you were in an animated one-on-one conversation. You can't gesture too much if it is natural.

Upper body movement is important, but moving with your feet can serve to release tension as well. You should be able to take a few steps, whether side-to-side or toward the audience. When speaking from a lectern you can move

around the side of it for emphasis (if you have a moveable microphone). This movement will help release your tension and never fail to draw the audience into the presentation. If you can't move to the side of the lectern, an occasional halfstep to one side will help loosen muscle tension.

2.2.8 EYE CONTACT WITH THE AUDIENCE

Try to make your presentation similar to one-on-one conversation. Relate with your audience as individuals. Look in peoples' eyes as you speak. Connect with them. Make it personal and personable. The eye contact should help you relax because you become less isolated from the audience, and learn to react to their interest in you.

3. PLANNING AND ORGANIZING YOUR PRESENTATION

3.1 Plan Your Presentation:

- Develop Objectives
- Analyse the Audience

3.2 Organize your Presentation

- Brainstorm Main Ideas
- Brainstorm Sub Ideas
- Develop Handouts
- Develop Visual Aids
- State the Benefits (in persuasive presentations)
- State the Main Idea Preview/ Review Sentence
- Structure the Introduction
- Develop the Conclusion

4. VISUAL AIDS

4.1 When to use visual aids

Use visual aids when you need to:

- Focus the audience's attention.
- Reinforce your verbal message (but not repeat it verbatim!)
- Stimulate interest.
- Illustrate factors that are hard to visualize.

4.2 When not to use visual aids

Don't use visual aids to:

- Impress your audience with overly detailed tables or graphs.
- Avoid interaction with your audience.
- Make more than one main point.
- Present simple ideas that are easily stated verbally

4.3 Ten tips for planning successful visual aids

When considering what type of visual representation to use for your data or ideas, there are some rules of thumb to consider:

1. Use visual aids sparingly.

One of the biggest problems in technical presentations is the overuse of visual aids. A useful rule of thumb is one visual aid for every two minutes of presentation time.

2. Use visual aids pictorially.

Graphs, pictures of equipment, flow charts, etc., all give the viewer an insight that would require many words or columns of numbers.

3. Present one key point per visual.

Keep the focus of the visual simple and clear.

Presenting more than one main idea per visual can seriously detract from the impact.

4. Make text and numbers legible.

Minimum font size for most room set-ups is 18 pt.

Can you read everything? If not, be prepared to provide additional explanation in handout material or highlight the areas of the chart where you want the audience to focus.

5. Use colour carefully.

Use no more than 3-4 colours per visual aid to avoid a cluttered effect. The colours used should contrast with each other to provide maximum visibility, for example, a dark blue background with light yellow letters or numbers.

Avoid patterns in colour presentations; they quickly become hard to distinguish.

6. Make visuals big enough to see.

Walk to the last row where people will be sitting and make sure that everything on the visual can be seen clearly.

7. Graph data.

Whenever possible avoid tabular data in favour of graphs. Graphs allow the viewer to picture the information and data in a way that numbers alone can't do. Consult the information on the following pages on how to graph data.

8. Make pictures and diagrams easy to see.

Too often pictures and diagrams are difficult to see from a distance. The best way to ascertain this is to view it from the back of the room where the audience will be. Be careful that labels inside the diagrams are legible from the back row as well.

9. Make visuals attractive.

If using colour, use high contrast such as yellow on black or yellow on dark blue. Avoid clutter and work for simplicity and clarity.

10. Avoid miscellaneous visuals.

If something can be stated simply and verbally, such as the title of a presentation, there is no need for a visual aid.

4.4 Tips on using a pointer:

- Pointers should be used to make a quick visual reference on a pictorial chart or to trace the relationship of data on a graph. Pointers are not needed on word charts since you can refer to each point by an item or number.
- When using a pointer, keep your shoulder oriented towards the audience. Do not cross your arm over your body to refer to something on the screen. Instead, hold the pointer in the hand closest to the screen.
- Don't play with the pointer when not using it. Either fold it up and put it away, or put it down.
- When using a laser pointer do not try to point with it – rather circle the part of the graph or drawing you want the audience to focus on. This will help avoid the trembling of your hands from showing! Remember that laser pointers are somewhat of a novelty and that the audience may be focusing on it – so use it sparingly.

4.5 Directing your audience's focus

Learn to direct the audience's focus where you want it. When you use visual aids, the audience's focus is divided. To "win them back," you will need to redirect their focus. This is usually done by closing down the visuals, and taking a step or two towards the audience.

- Shut off the projector when there is a lengthy explanation about a point and there is no need for the audience to watch the screen. Do not turn the projector on and off, but also do not leave in on so long that they focus on the screen and not on the presenter.
- Erase any writing on the blackboard for the reasons outlined above. Any information noted by the audience and no longer required for future reference can be erased.
- Break up slide presentations by inserting a blank slide at points where an explanation is needed, or when you want to make a transition to another section. This will wake up your audience and help refocus their attention. Leave some light on in the room, near where you are standing so that you become the focus of attention when the screen goes blank.
- Limit presentations to 20 minutes or take a short break if it is going on longer to avoid "slide show sleep." Leave a blank page at which time step forward and ask if there are any questions so far, in order to break up the monotony.
- Show or demonstrate an object by revealing it when it is referred to and then covering it up when it is no longer in use. If the object is not covered, most people will continue looking out of curiosity and may miss some of my presentation.
- Avoid passing objects around the audience since this is very distracting. Instead, walk into the audience and show the object to everyone briefly and, then, make it available at the end of the session.

4.6 Where and How to Stand

One major problem when using visual aids is that speakers often give their presentation to the visuals, and not to the audience. This problem can be easily corrected if the speaker remembers to keep shoulder orientation toward the audience at all times as illustrated in figure #1. Figure #2 shows what happens when your shoulders turn toward the visuals.

Remember: Don't speak until you have eye contact with your audience! If you must write something on the flipchart, overhead or white board, stop talking while you write.

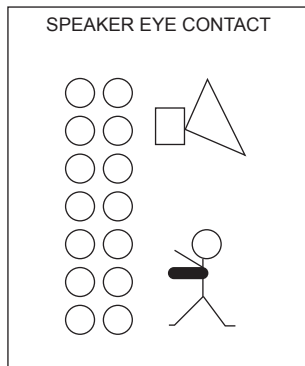


Figure 1

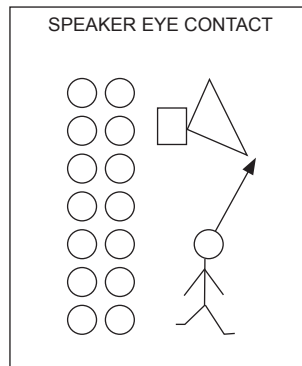


Figure 2

5. CHECK ITEMS: BEFORE PRESENTATION

A few minutes of planning, checking equipment and arranging seating can prevent disasters. Presenters can usually exercise a degree of control over their speaking environment. Following are nine items to think about before you speak:

Projectors

- Make sure that the bulb is not burnt out and that there is a spare bulb available.

Flip Charts

- Is there enough paper? Do you have a supply of marking pens available?
- Have you checked to ensure they have not dried out?

Computer Hardware and Software

- Always check all hardware and software immediately before the presentation to make sure all systems are functioning.
- Have a backup plan in mind should you have a breakdown – remember Murphy's Law.

Handouts

- Are handouts easily accessible and in order, so they can be handed out with minimum disruption? Have you arranged for assistance in handing them out if needed?

Pointers

- Will you need a pointer? Is it easily accessible, so you can use it when you need it during the presentation?

Microphones

- If speaking to more than 50-100 people you will probably need a microphone. Before your presentation you may want to request a microphone that allows you to move around. You can request a hand-held mike with a 3 to 5m extension cord or a lapel mike that will hook on your jacket or tie and allow you to keep your hands free.

Lighting

- Do you need to dim the lights in the room? Check to see if there is a dimmer switch. Having some light on in the room is desirable. You won't be a voice in the dark. Check to see that all the bulbs and fixtures in the room are working.

Seating Arrangement

- If you have control over seating in a room, exercise it. If possible, arrange the seating so that the exit and entrance to the room are at the rear. In this way, if people come and go, it will cause the least amount of distraction.
- If you know about how many people are going to be present, try to control the seating so that there are approximately as many seats as people. This way you won't have your audience sitting in the back of the room. Keeping your audience closer will focus their attention where you want it.

6. HOW TO DELIVER YOUR PRESENTATION

You must communicate your enthusiasm to the audience if you want them to be enthusiastic about the ideas you present.

Standing stiffly, with little animation in your body, and speaking in a monotone voice without good eye contact is a sure way to deliver a speech that is a dud. We communicate with much more than words. Your non-verbal actions carry your feelings. If these channels get cut off because of anxiety, your interaction and rapport with the audience will suffer.

A great benefit of providing an interactive and animated presentation style is that your nervous energy will flow in a positive form and not stay in your body. Seek a natural, conversational style; relate to people in the audience in a direct and personable manner. Even in the most formal situations this is a necessity.

You must learn to be aware of not only what you are saying but also how you are saying it! Learn to be your own coach while you are up in front of the audience, checking the items outlined in this section.

6.1 Sequence of the presentation

- Introduction
- Preview sentence (Tell them what you're going to tell them)
- Main Ideas and Sub Ideas (Tell them)
- Benefits (In persuasive presentations)
- Review Sentence (Tell them what you told them)
- Conclusion

6.2 Presentation tips

The following tips will help your presentation become animated, interesting and engaging. If you can videotape a rehearsal, watch your delivery. Then rehearse again using some of the techniques described below. Experiment with different presentation styles until you find one that is comfortable and effective.

6.2.1 Posture

Keep your posture erect but relaxed. You want to stand up straight but not stiff. Your feet should be pointed at the audience with your weight evenly distributed. Don't place your weight on one hip, then shift to the other and back again. This shifting can distract the audience.

6.2.2 Movement

Typically, speakers tend to stand in one spot, feet rooted like a tree to the ground. If your presentation will be delivered from a lectern, you should experiment. If appropriate, move to the side or front of the lectern to get nearer the audience. Many professional speakers do this. It is engaging, and audiences feel closer to the speaker without barriers. If you are using a microphone, then you will need an extension cord or lapel mike. In a formal presentation, or if the lectern is at a head table, this technique may not be practical.

When not using a lectern, you should normally stay within 1 - 2 m of the front row. Don't stay frozen in one spot but don't pace either. An occasional step to either side, or even a half-step towards the audience for emphasis, can enhance your presentation. Stay close, stay direct, and stay involved with your audience.

6.2.3 **Shoulder orientation**

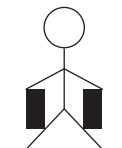
When delivering a presentation, keep your shoulders oriented toward the audience. This will help keep your eye contact on the audience, where it should be. Shoulder orientation becomes critical when using visual aids. You will have to angle away from the audience but it should not be more than 45 degrees.

DON'T SPEAK UNLESS YOU HAVE EYE CONTACT WITH THE AUDIENCE

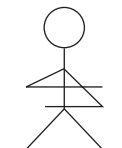
6.2.4 **Gestures**

The importance of natural gestures, uninhibited by anxiety, cannot be overstated. Too often anxiety holds back this important channel of communication. We use gestures for emphasis in normal conversation without thinking about what we are doing with our hands. Learn to gesture in front of an audience exactly as you would if you were having an animated conversation with a friend – nothing more, nothing less.

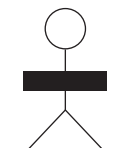
Using natural gestures won't distract from a presentation; however, doing one of the following certainly will:



Keeping hands in
your pockets



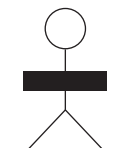
Or handcuffed
behind your back



Or keeping your
arms crossed



Or in a fig leaf
position



Or keeping your
arms crossed

6.2.5 Eye contact

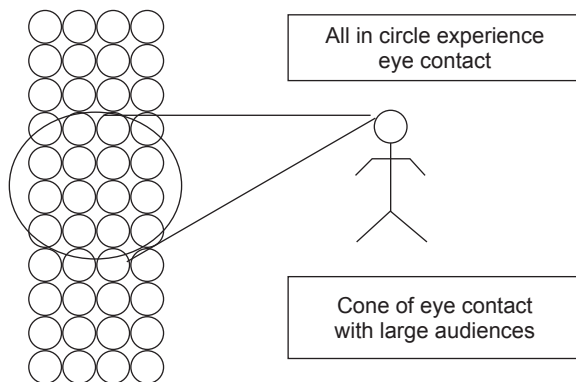
Interviewing a person who looked at the wall or floor when answering your questions would not inspire your confidence in that person. In our culture we expect good, direct eye contact. Yet in many presentations, a speaker will look at a spot on the back wall, or at a screen, or at notes - everywhere but into the eyes of the audience.

Eye contact opens the channel of communication between people. It helps establish and build affinity. It involves the audience in the presentation, and makes the presentation more personable. (This is true even in formal presentation.) Good eye contact between the speaker and audience also helps relax the speaker by relating the speaker to the audience and reducing the speaker's feeling of isolation.

The rule of thumb for eye contact is 1-3 seconds per person. Try not to let your eyes dart around the room. Try to focus on one person, not long enough to make that individual feel uncomfortable, but long enough to pull him or her into your presentation. Then move on to another person.

When you give a presentation, don't just look at your audience – see them. Seek out individuals, and be aware that you are looking at them.

If the group is too large to look at each individual separately, make eye contact with individuals in different parts of the audience. People sitting near the individuals you select will feel that you are actually looking at them. As the distance between a speaker and audience increases, a larger and larger circle of people will feel your “eye contact.”



6.2.6 Using your voice

There are three main problems associated with voice: A monotone is an inappropriate rate of speech (usually talking too fast) or volume that is too loud or too soft. Make sure your voice is working for you. The following suggestions will help you speak with a strong, clear voice.

**Learn to listen to yourself;
Stay aware not only of what you are saying, but also how you are saying it.**

a) Monotone

Most monotone voices are caused by anxiety. As the speaker tightens up, the muscles in the chest and throat become less flexible and air flow is restricted. When this happens, the voice loses its natural animation and a monotone results.

To bring back the natural animation, you must relax and release tension. Upper and lower body movements are vital. This doesn't have to be dramatic movement - just enough to loosen the muscles and get you to breathe normally. Videotaping, audio taping, or feedback from a friend will let you know how you're doing.

b) Talking too fast

Our average conversational rate of speech is about 125 words per minute. When we become anxious, that rate will usually increase. An increased rate of speech is not necessarily a problem if your articulation is good. However, if you are delivering a technical presentation, or one in which the audience needs to take notes, you need to watch your pace.

An other indication that you are talking too fast is when you trip over words. When this happens, slow down. Listen for yourself to say the last word of a sentence, pause where the period would be, and then proceed to your next sentence. Pausing during a presentation can be an effective device to allow your important points to sink in. Don't be afraid to allow periods of silence during your presentations. The audience needs time to digest what you are saying.

c) Problems with volume

In most cases, problems with volume can be solved with practice. You need to stay aware of your volume. It is appropriate to ask during an actual presentation, "Can you hear me in the back?" The audience will usually be honest because they want to hear what you are saying!

To find out if you have a volume problem before a presentation, ask someone who will give you a frank answer. Ask that person if you can be heard in the back of a room, if you trail off at the end of a sentence, if a lack of volume makes you sound insecure or if you are speaking too loudly.

If your problem is a soft voice, there is a simple exercise to learn how to increase your volume. Recruit two friends to help you. Go into a room that is at least twice the size of the one where you normally give a presentation. Have one person sit in the front row, and the other stand against the back wall. Start speaking, and have the person in the back give you a signal when you can be heard clearly. Note your volume level. How does it feel? Check with the person in the front row to make sure you weren't too loud.

A voice consistently too loud sometimes indicates a slight hearing loss. If your voice is judged too loud, you may wish to check with your doctor. If you check out OK, then do the above exercise again, but this time let the person in the front row give you a signal to soften your voice, and then check with the person in the back to make sure you can be heard.

EFFECTIVE PRESENTATIONS - CHECKLIST



Check the following items as you prepare and then deliver your presentation.

TO DEAL WITH ANXIETY – I PLAN TO:

- ☐ Breathe deeply
- ☐ Focus on relaxing
- ☐ Release tension by unobtrusive isometrics
- ☐ Move during the presentation
- ☐ Maintain good eye contact with the audience

TO PLAN AND ORGANIZE THE PRESENTATION – I WILL:

- ☐ Develop objectives
- ☐ Analyse my audience
- ☐ Brainstorm main ideas
- ☐ Brainstorm sub ideas
- ☐ Develop handouts
- ☐ Develop visual aids
- ☐ State the benefits
- ☐ Incorporate a main idea, preview, and review sentence
- ☐ Structure my introduction
- ☐ Develop a strong conclusion

TO DEVELOP AND USE VISUAL AIDS, I EXPECT TO:

- ☐ Use the KISS principle (Keep It Short and Simple)
- ☐ Choose the correct type of chart
- ☐ Use appropriate titles
- ☐ Refrain from talking to the visual aids
- ☐ Place myself at centre stage
- ☐ Use my pointer sparingly

TO PREPARE FOR THE PRESENTATION, I WILL:

- ☐ Rehearse standing up and using visuals.
- ☐ Check seating, the AV equipment, all handouts, etc.

WHILE DELIVERING MY PRESENTATION, I PLAN TO:

- ☐ Stay aware of what I'm saying and how I say it.
- ☐ Be animated, enthusiastic and direct.
- ☐ Make my presentation personable and conversational.
- ☐ Use a clear, strong voice.

FOR QUESTION-AND-ANSWER SESSIONS, I PLAN TO:

- ☐ Raise my hand and step towards the audience.
- ☐ Watch and listen to the questioner.
- ☐ Repeat the question if necessary.
- ☐ Maintain my style and demeanour
- ☐ Answer to the whole audience with my eye contact

Training Manual
Unit Standard TO-F004
Understanding lightning discharge that may
affect the game of bowls



1. INTRODUCTION

The scope of this unit standard is to advise players and Umpires of the dangers associated with *Lightning Discharge* during a game of Bowls and will be explained in layman's terms. To understand these dangers we must first have some basic knowledge of what *Lightning* is, how *Voltage* is developed and *discharged*.

Therefore this unit standard will cover the following:

- Development of electrical energy inside a "storm" cloud
- What affects could be experienced due to a Lightning Discharge.
- How this discharge could affect players on a bowling green.
- How we can protect ourselves against the dangers of Lightning Discharge.
- Guidelines for Umpires
- General information on lightning
- Lightning ground flash density.

2. DEVELOPMENT OF A STORM CLOUD AND GENERATION OF ELECTRICAL ENERGY.

A storm cloud is developed in the following stages:

- Water vapour is drawn up into the sky by the heat of the sun resulting in the formation of clouds. The more vapour the larger the cloud formation will become.
- At high altitudes this water vapour will freeze into ice crystals, some small and some large. The updraft of air inside the cloud will create a "low pressure" area and will result in high winds experienced on the earth's surface. (an indication that a storm is imminent)
- This up-draught of air in the cloud will have the effect of blowing the smaller ice crystals upwards, the larger will remain lower down. The friction of these crystals against each other creates the build-up of Electrical Charge inside the cloud. (estimates are between 10 and 100 million volts of Static Electrical Energy.)
- This Electrical Energy is then discharged as Lightning, either inside the cloud, between clouds and down to earth.
- The remaining ice crystals in the cloud now fall to earth as hail or rain during a thunder storm.

3. AFFECTS OF LIGHTNING DISCHARGES TO EARTH.

3.1 Thermal

- Starting of fires in natural surroundings.
- Starting of fires on houses and structures (Especially those built of wood or have thatched roofs.)

3.2 Explosive affect

- Expansion of burning air around the Main Core (Usually heard as "thunder") and seen as a bolt of lightning.
- This expansion of the air sometimes causes the shattering of windows, the hurling of objects in all directions or the splitting of trees.

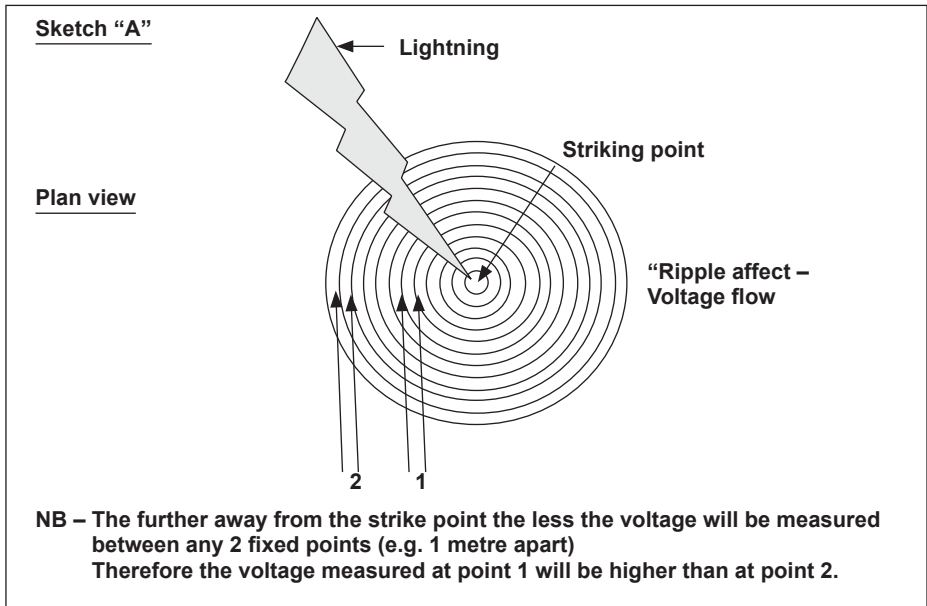
3.3 Flow of voltages down power and telephone lines

- Results in the destruction of sensitive electrical appliances (computers, fax machines, TV's etc.)

Increased ground voltage

At the point of strike, Voltages are "Induced" into and move along the surface of the ground in all directions. (ripple effect). (See Sketch "A")

- It is these voltages moving along the earth's surface which should be of concern to Bowlers on a bowling green.

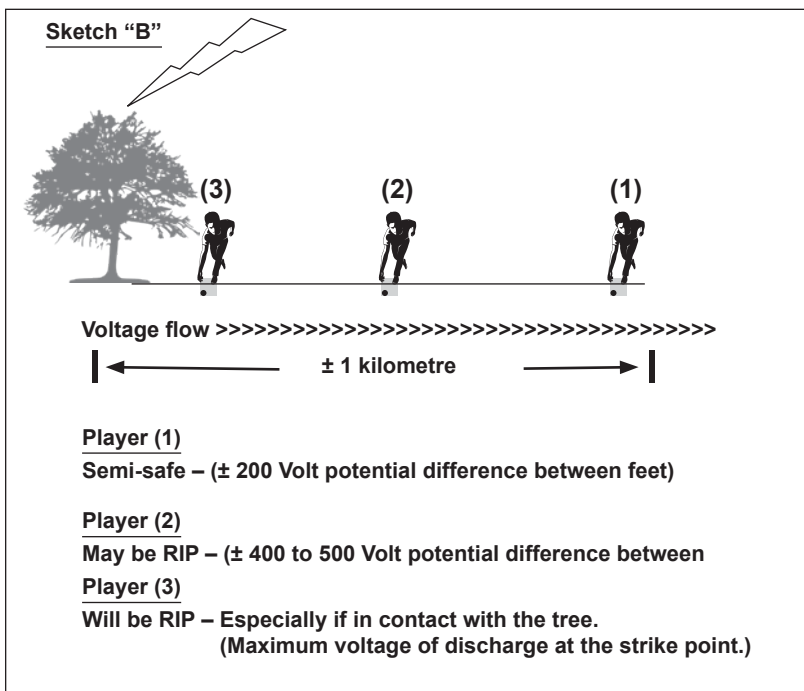


4. LIGHTNING DISCHARGE AND THE AFFECTS IT WILL HAVE ON PLAYERS ON A BOWLING GREEN

Consider a Ground Voltage moving across a bowling green while a game is in progress.

Let's first look at what the potential danger could be:-

- Let's use a fixed distance i.e. 1 meter. Therefore:-
According to the CSIR a measurement of a Voltage of 200volts or more can be expected between one meter distance on the earth's surface when the strike point is approximately one kilometre away and measured in line with the strike point.
- The human body has no resistance to the flow of Electrical current and if standing on the ground with feet open in line with the Induced Voltage then the current will pass through the "body" and not follow it's natural path along the ground. (See Sketch "B")
- Remember there is no protection yet devised to protect humans or animals against a direct lightning strike out in the open.
 - Bowls shoes, even with rubber soles are not enough insulation against the flow of current into a human body under these circumstances.
 - Standing under trees offers no protection against a lightning strike.
 - The only safe place is inside a building and that is where players must go to.



5. ACTION TO BE TAKEN TO AVOID INJURY TO PLAYERS ON A BOWLING GREEN BEFORE AND DURING A THUNDERSTORM.

Considering the potential dangers of a *Direct Lightning Strike* and the *Induced Ground Voltages* that may occur during all "open air" sports including Bowls:

It is advisable to:-

- Call all competitors into a club house environment when thunderstorms or lightning are imminent.
- In the case of Bowlers they must leave all bowls on the green, and must be advised **not** to carry their "bowls pick-up irons" with them (metal is a conductor of Electrical Charges and these must be left on the bank. People should not hide under trees but rather move to the cover of the club house.
- Players should be wary of inclement weather conditions and must insist on moving to the club house as soon as possible. Bowls Umpires should not prevent players from leaving the green if the players themselves wish to do so during thunderstorm conditions.

The “Laws of the Sport of Bowls” shall apply:

Law 33 – Game stoppages

- 33.1 If a game is stopped because of darkness, weather conditions or any other valid reason by:
 - 33.1.1 the Controlling Body (or authorised person in the absence of the Controlling Body);
 - 33.1.2 the umpire after an appeal has been made by the players; or
 - 33.1.3 agreement between the players when an umpire or a representative of the Controlling Body is not present; the game should be continued either on the same day or on a different day. The scores will be as they were when the game was stopped.
- 33.2 If an end has started but all the required bowls have not been played, it must be declared dead. (The end must be declared dead even if one or more players choose to remain on the green during the stoppage.)
- 33.3 If all the required bowls in an end have been played but the process of deciding the number of shots scored (as described in law 23) has not been completed, the number of shots scored should be decided before the game stops.
- 33.4 Substitutes in a game that is being continued after a stoppage.
 - 33.4.1 If any one of the original players in a team is not available, one substitute will be allowed as described in law 32
 - 33.4.2 Players, however, should not be transferred from one team to another. If players are transferred from one team to another, the defaulting team will forfeit the game to their opponents.

6. GUIDELINES FOR UMPIRES.

- High winds and formation of large “anvil” shaped clouds will indicate that a lightning storm may be imminent.
- Judge the distance of lightning by counting off (after observing strike) 3 seconds per kilometre.
- Advise all spectators of the dangers of inclement weather
- Discourage players to carry their “bowls pick-up irons” with them.
- Calm winds will indicate that the storm is over, and even though it may still be raining, the danger has passed.
- Players must only go back onto the green if the umpire is satisfied that safe conditions prevail.

7. DISTANCE FROM A LIGHTNING STRIKE

The speed of sound is accepted at 760 miles per hour
760 mph x 8 / 5 = 1216 say 1200 kilometres per hour
1 hour = 60 x 60 = 3600 seconds
and 3600 / 1200 = **3 seconds per kilometre**

8. LIGHTNING GROUND FLASH DENSITY.

FLASHES PER SQUARE KILOMETER (km²) PER SEASON.
(as per courtesy of the CSIR)

Aliwal North	5,3	Barberton	7,5	Beaufort West	1,7	Belfast	7,3
Benoni	7,6	Bergville	6,3	Bethal	8,6	Bethlehem	6,4
Bloemfontein	6,2	Bloemhof	4,8	Boksburg	7,6	Brakpan	7,6
Brits	8,0	Cape Town	0,3	Carletonville	7,5	Carolina	9,0
Christiana	6,4	Colenso	7,8	Cradock	5,8	Donnybrook	8,6
Dundee	9,2	Durban	4,4	East London	1,6	Edenvale	5,6
Ermelo	9,0	Eshowe	6,3	George	1,6	Giants Castle	13,0
Golden Gate	6,4	Graaff Reinet	2,5	Greytown	6,6	Heidelberg (C)	8,0
Irene	7,2	Johannesburg	7,5	Kimberley	4,8	Klerksdorp	7,0
Kroonstad	5,8	Krugersdorp	7,6	Ladysmith (C)	0,4	Ladysmith (KZN)	9,0
Luderitz	0,4	Margate	1,8	Naboomspruit	6,0	Nelspruit	2,7
Pietermaritzburg	7,0	Piet Retief	11,7	Port Elizabeth	0,9	Potchefstroom	7,0
Pretoria	7,5	Rustenburg	8,1	Sabie	3,2	Satara	1,5

Training Manual
Unit Standard
TO-FOOS
Tournament Official



Tournament Official duties at a tournament, include knowledge of the following Laws that must be adhered to.

As there are various events and formats, it is essential that you have a thorough knowledge of them.

The knowledge and understanding demonstrated within this unit standard contribute to social and developmental transformation and the upliftment and improvement of the standard in the sport of bowls by being competent to officiate and to take the necessary action to fulfil duties to the players and spectators.

This unit standard is intended to promote general skills, knowledge and understanding of bowls players responsible to act as a Technical Official in a tournament of bowls.

In this Unit Standard we will cover the following aspects

- Scorecards
- Obtain conditions of play from controlling Body
- Do rink allocations
- Handle late arrivals
- Appeal to tournament official
- Reporting of Coach and Manager

Remember:

- ❖ **What a person hears, he forgets.**
- ❖ **What a person sees, he remembers.**
- ❖ **What a person does, he UNDERSTANDS.**

SCORE CARDS

Score cards to be prepared by Competition secretary. Names of players should be entered on both sides of the card to prevent mistakes being made.

Ensure all relevant information is displayed on cards, that is: competition date, rinks if pre drawn, names of teams, if pre-allocated.

Arrange to receive cards on the day prior to commencement of tournament to avoid having to complete cards on day of competition if they have not been done by the District Competition Secretary.

RINK ALLOCATION

The person/s responsible for Rink Allocation will be the controlling body or the Tournament Official in conjunction with the Green Keeper who:

- Must be aware of type of tournament
- If it is Knockout, round robin or sets play
- Number of entries

3 Choosing the rinks for play

- 3.1 The skips, their Representatives or the Controlling Body must make the draw for the rinks on which the games are to be played.
- 3.2 In games where competing skips have previously been decided, the visiting Skips, their representatives or the Controlling Body must make the draw to decide the numbers of the rinks to be played on.
- 3.3 If, after the draw of the rinks has been made, a player in a competition plays on the same rink before the start of play, that player will be disqualified. This does not apply to open competitions.
- 3.4 For Domestic Play Member National Authorities can decide the requirements for playing or practising on the same rink on the day of the competition or game.

CONDITIONS OF PLAY

A.1 The Controlling Body must decide on the Conditions of Play for an event before details of the event are published

Copy must be handed to Tournament Official at least 3 days prior to tournament

Copy must be made available to Umpires who ask for them and must be clearly displayed at all venues throughout the course of the event.

Conditions of Play must at least include the following

- The type of Event
- Start and Finish Times
- Venue
- Player Eligibility
- Format of Play
- Length of Games
- Arrangements for Trial Ends
- Footwear and Clothing
- Requirements for the stamps on bowls
- Statement that all Games will be played in line with the Laws of the Sport of Bowls
- The method to be used for drawing rink numbers and opponents

PRACTICE

- 4.1 If a player or team that has not yet played is due to meet a player or team that has already played on the same day, the player or team that has not yet played can practise as long as:
 - 4.1.1 the Controlling Body gives approval
 - 4.1.2 there is enough time available without delaying the competition; and
 - 4.1.3 another rink is available apart from that which the player or team have been drawn to play on later that day.
 - 4.2 If a player or team has already played on the same green on the same day, that player or team can practise in line with 4.1 if they have a 'bye'. (A player or team has a 'bye' in any round of a competition if they don't have an opponent in that round.)
 - 4.3 The Controlling Body must allocate the rink on which a player or team can practise.
 - 4.4 If two players or teams are entitled to practice
 - 4.4.1 They can practise together and
 - 4.4.2 The format of, and the number of bowls used in, the practice must be decided by the players concerned they may practice without the use of a target or mat.
- The tournament official will be part of the controlling body thus may also give permission.

ABSENTEE PLAYERS

- 39.1.2 If, 30 minutes after the scheduled start time for a game, or sooner if the Controlling Body decides, one or more players are absent from a team, the defaulting team will forfeit the game to their opponents.

DELIBERATE NON-SPORTING ACTION

- 36.1 If an Opponent, the Coach in a side game, the Umpire or the Controlling Body decides that a player has deliberately committed an act designed to give them or their team an unfair advantage, they can appeal to the Controlling Body
- 36.2 If an appeal is made, it must be made to the Controlling Body no later than 24 hours after the final end in the game affected is completed.
- 36.3 The person making the appeal must take immediate steps To send details to the Secretary of the Controlling Body, Who must make arrangements for it to be dealt with in Line with the code of conduct and disciplinary procedures It is imperative to immediately record the time of the appeal made

SPECTATORS

- 45.1 Spectators and anyone else not directly taking part in the game must stay outside the boundaries of the green and clear of the players.
- 45.3 They must not disturb or advise the players in any way.
- 45.4 If, in the umpire's opinion, this law has been broken, the umpire must ask the spectator or spectators concerned to stay within the law. If they do not stay within the law, the umpire must ask the Controlling Body to take immediate action to make sure that the offender stops breaking this law, including escorting the offender away from the area immediately surrounding the green or away from the venue as appropriate.
- 45.5 Betting or gambling on any game or games will not be allowed or take place within the grounds of any club. (See World Bowls Regulations, Part VIII – Betting and match-fixing.)

COACH OR MANAGER

44 The Coach

Either the coach of a player, team or side or, in their absence, the coach's delegated deputy, can give advice to a player during the course of play as long as:

- 44.1 the umpire is given the names of the coach or the coach's delegated deputy as appropriate before the game starts;
- 44.2 Only one person present at the rink to give advice at any one time;
- 44.3 the person giving the advice does so when his team is in possession of the rink; and
- 44.4 the person giving the advice does so from outside of the boundaries of the green.
- 44.5 If, in the umpire's opinion, this law has been broken, the umpire must ask the coach or delegated deputy concerned to stay within the Law. If they do not stay within the law, the umpire must ask the Controlling Body to take immediate action to make sure that the offender stops breaking the law.

LODGING A CHALLENGE TO BOWLS

Any Challenge to bowls must be based on the grounds that they do not meet one or more of the requirements of Laws 52.1 and 52.2. It must be lodged with the Umpire or the Controlling Body

It must be done not later than 10 minutes after the final end in which the bowls were used is completed, and the person making the challenge, if they are an opponent or the coach in a side game, must pay a deposit to the Umpire or Controlling Body for a fixed amount, decided each year by World Bowls or the relevant Member National Authority.

Once a challenge is lodged and the deposit paid, it cannot be withdrawn.

ON COMPLETION OF COMPETITION

All records of play from score cards must be updated from last round

- Hand the completed record sheet to the Controlling Body This will signify the Tournament Officials completion of duties for the tournament

Notes

[illegible]

[illegible]

