

**DO:**

1. Make sure you know the rules of the competition you are marking.
2. Examine both sets of bowls before the game starts to make sure they are of the same set and you know which are which.
3. Make sure you have all the equipment you need: Score card, pen, chalk, measure, wedges, coin for tossing. Also that the umpire's case is available.
4. Enter players names on the score card, the name of the competition, details of the number of ends, or shots required for each player, the date and start time.
5. Check the mat is aligned correctly and the jack is centred a minimum of 23 metres from the front of the mat.
6. Always use a 2 metre stick to set the jack from the rear ditch (jack level with the end of the stick not in front of it)
7. Stand well behind the jack, and to one side, without casting a shadow on the jack, while bowls are delivered
8. Only approach the head to mark a toucher, remove old chalk marks or to answer questions
9. Chalk all touchers in two places after the bowl comes to rest.
10. Mark the position of a jack or live bowl in the ditch (yellow marker for jack, red for bowl)
11. Answer all questions briefly and only from the player who is in control of the mat. Be as accurate as possible when giving distances between jack and bowl.
12. Say 'it's a measure' if it's too close to call – don't guess.
13. Keep clear of the Head when the players arrive. They determine the result of the end and should inform you how many shots are awarded and to which player.
14. Only measure shots when asked to. If bowls are likely to fall before or during a measure use wedges. If you need help when measuring, as the marker you should have the end near the bowl.
15. Tell the players the score after each end and make sure the scorecard and scoreboard are up-dated appropriately so as not to disturb the players' concentration.
16. Ensure the scorecard is checked and signed by both players at the conclusion of the game. Put the card in the results box on the table and enter the winner on the draw sheet.

**DO NOT:**

1. Move about when either player is about to bowl, or move in to see who has 'the shot' unless asked.
2. Volunteer information on the head unless asked by the player in control of the mat.
3. Measure unless asked by the players. They have the right to carry out their own measuring.
4. Disturb or break up a head, this should be done by the players.
5. Comment on good or poor shots from either player, or talk to spectators.