

Bowls SA Re-Machining Project Protocol

Districts & Clubs

1 GENERAL

- 1.1 Bowls South Africa (BSA) together with various role players has undertaken a project to re-machine large-size bowls, currently in stock at Clubs around the country, into small-size bowls, at an affordable cost to Districts and Clubs.
- 1.2 The primary use for these small-size bowls is the Membership & Marketing's (M&M) Schools Project, with secondary use for Business Leagues and Coaching of new players. Machined bowls may not be used in any District, National or International competitions. BSA may, at their discretion, sanction the use of these bowls in school competitions under their control. Districts & Clubs may, at their discretion, sanction the use of these bowls for non-championship competitions outside of school tournaments.
- 1.3 Clubs and districts with sets of large bowls surplus to their needs are requested to donate them to Bowls South Africa (BSA) for the project to create a stock of sets of small bowls for use at developmental club and district events. BSA stock will be available for sale to districts and clubs which are willing to pay for these sets of bowls. The current price of these small-bowl sets is R400.00 per set.
- 1.4 The project will be controlled by Bowls South Africa (BSA) through the National Standing Committee for Coaching (NSCC), who will manage and control the movement of bowls to and from Districts. Districts, Clubs and individuals are not permitted to directly contact the service providers directly – all communication with the service providers will occur through NSCC only. Individuals and Clubs may only liaise with their Districts and Districts may only liaise with NSCC. Contact details for this project are:

EMAIL smallbowls@bowlssa.co.za

MOBILE +27 (0) 83 365 0367

Please do not contact BSA Head Office directly regarding this project.

- 1.5 BSA Head Office will manage the finance aspect relating to the project.
- 1.6 No guarantee will be given by BSA or their service providers that the number of sets submitted for re-machining will be available for return against the purchase order, due to a number of possible issues – e.g. material fault, hairline fractures or machining-process errors or problems.
- 1.7 Phase 1 will allow for the ordering of size 00 sets only. Each set will be delivered with 1 of 8 coloured stickers, an engraved unique serial number on the non-bias side and white rings on the shoulders on the bias side of the bowls.
- 1.8 Sets of bowls will be transported to and from the re-machinist premises free of charge where possible, by a participating service provider, using specific depots around the country, listed below (see 4).

2 CLUB PROCESS

2.1 Delivery of Donated Sets of Old Large Bowls

- 2.1.1 Deliver donated sets of old large bowls to the district-designated collection point, by arrangement with district's project manager.
- 2.1.2 If available at district-level, pack these sets into boxes provided for transport purposes. Note that no bags will be accepted at any of the Transport Hubs listed in 4. below.
- 2.1.3 With the exception of Taylor Lignoid, all makes and sizes will be accepted by the project.

NOTE: Clubs should only deliver / collect bowls at the district's transport points. Only districts should be involved with the Transport Hubs described in 4. below.

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2.2 Ordering & Payment for Sets of Re-Machined Bowls

- 2.2.1 Clubs place orders for sets of re-machined bowls with the district office.
- 2.2.2 Clubs pay for these orders, currently R400 per set – districts need to communicate their internal arrangements for this process to their own clubs.
- 2.2.3 During the initial Phase 1, only size 00 sets will be available for ordering.

NOTE: No bowls will be dispatched from BSA to any district until orders have been paid for in full.

2.3 Collection of Sets of Re-Machined Bowls

- 2.3.1 Once the district has received the sets of re-machined bowls, the district-level project manager will need to arrange with participating clubs to collect their 'new' sets of bowls.
- 2.3.2 To save costs, the transport boxes should remain at the district collection point for use when transporting the next batch of sets of old bowls to Gauteng for re-machining as in 2.1.2 above.
- 2.3.3 On receipt of machined bowls clubs must confirm to their district;
 - the number of sets of bowls received,
 - the state of the bowls received, and
 - the serial numbers of the bowls received,
 - the condition of the bowls and packaging received.

This information will be passed on to NSCC, by the district, in order to maintain a high standard of service from NSCC and the service providers.

3 DISTRICT PROCESS

Districts need to communicate the district-level project manager's name & contact details to NSCC's project manager (see 1.4).

- 3.1.1 Establish a central collection-point for clubs to use as the local transport-point, managed by the district-level project manager and communicate these details to all their clubs.
- 3.1.2 If logistically possible, collect the district's box allocation from the relevant Transport Hub (see 4. below), in order to allow the packing of sets into transport boxes by the clubs' delivery people before the district transports batches of filled boxes to the Transport Hub.
- 3.1.3 Alternatively, the district transports the sets to the Transport Hub and packs the sets into boxes provided by the service providers.
- 3.1.4 Branded boxes will be provided to transport sets to and from the engineering company – no bowls bags will be accepted at any of the Transport Hubs.

Note: The engineering service provider will be processing the old bowls in batches of 500 sets at a time, so re-machining will only commence once sets received and orders reach this number.

3.2 Management & Collation of Orders & Payment for Sets of Re-machined Bowls

- 3.2.1 Club orders and payments should be managed at the district office, with the internal protocol communicated to all clubs within the district.
- 3.2.2 Once a month, the club's orders should be collated into a single district order and communicated to NSCC's project manager (see 1.4). Initially, the number of sets ordered should be less than the number of sets donated and delivered to the Transport Hub, to allow for possible breakages.
- 3.2.3 BSA Head Office will issue invoices for each districts' order and payment should be made using the usual channels.

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Note: No delivery of re-machined bowls will be initiated until payment receipt has been confirmed by BSA Head Office.

3.3 Collection & Distribution of Sets of Re-machined Bowls

3.3.1 The district-level project manager will be informed when returning batches of bowls are ready for collection from the Transport Hub (see 4.).

3.3.2 The district-level project manager will arrange with participating clubs to collect their 'new' sets of bowls.

4 Transport Hubs across South Africa

Different arrangements have been made for the transport of batches of a minimum of 40 bowls sets at a time, to and from the engineering service provider in Gauteng.

4.1 Gauteng Districts

Stuttaford Van Lines will, through an arrangement made with the Project Manager (see 1.4), will collect & deliver batches from & to a central location within each district, at no cost. The Gauteng districts include BGN, EKB, JBA & SBA.

4.2 Stuttaford Van Lines Depots

Surrounding districts should use one of the Stuttaford Van Lines depots indicated below. Batches will be delivered to and collected from Gauteng at their earliest convenience, at no cost.

Depot	Address	Phone	Districts
Cape Town	65 Bofors Circle cnr. Kinghall Ave, Epping Industria 2	021 514 8700	BOL, EDN, WPB
Durban	8-10 Ernest Clokie Road, Prospecton	031 902 3566	KBA, KZN, NIB, PNB
East London	Cnr Chester Road & Settlers Way, Greenfields	043 736 3512	BOR
Port Elizabeth	21 Kwaford Road, Struandale	041 405 7400	EPB

4.3 Other Districts

The Project Manager (see 1.4), is in the process of organising Transport Hubs for the remaining 7 districts, where any costs will need to be met by the relevant districts.