



BOWLS SOUTH AFRICA

MODUS OPERANDI

OF THE

NATIONAL STANDING COMMITTEE –

TECHNICAL OFFICIALS [N.S.C.T.O]

February 2019

MODUS OPERANDI OF THE NATIONAL STANDING COMMITTEE - TECHNICAL OFFICIALS

1. Bowls South Africa Executive shall appoint Standing Committee for Technical Officials. These appointments shall be at the discretion of the Bowls South Africa Executive [hereinafter, referred to as the Executive] and revised when necessary.
 - 1.1 The National Standing Committee – Technical Officials, hereinafter referred to as “NSCTO” shall consist of not less than three or more than six persons, preferably of mixed genders, all of whom have achieved a minimum of Level 2 Technical Official qualification. In addition they should have had experience officiating at official Bowls South Africa Tournaments or Championships. The Executive, at their discretion, may amend the total number of members on the Committee].
 - 1.2 The appointment of additional or replacement members to the NSCTO shall be at the sole discretion of the Executive.
 - 1.3 The Convenor shall be appointed by the Executive and must have a minimum qualification of a Level 3 Technical Official
 - 1.4 The NSCTO shall be responsible and accountable to the Executive.
 - 1.5 The Convenor may convene any meetings of the NSCTO as and when required at his or her discretion or as directed by the Executive.
 - 1.6 In the event of the Convenor not being present at any scheduled Meeting, the NSCTO shall elect one of the members to act as Chairperson for that Meeting.
 - 1.7 In the event of the NSCTO not being able to reach a unanimous decision, the matter must be referred to the Executive.
 - 1.8 All minutes of meetings and copies of correspondence must be submitted to Bowls South Africa within 15 days of such meeting.

- 1.9 The NSCTO shall meet as and when required to perform its functions. The nature of the purpose of the NSCTO is such that many of the functions can be performed through telephonic or electronic communication between members, reducing the need for physical meetings to the minimum. All communications relating to NSCTO affairs must be copied to both the Convenor and Executive liaison member.
 - 1.10 The Convenor shall determine the allocation of duties and responsibilities to the members of the NSCTO.
 - 1.11 The Executive may, at its discretion, allow members of the NSCTO to serve on a District Standing Committee.
 - 1.12 Members of the NSCTO shall seek approval for unbudgeted expenses from the Convenor and the Executive Liaison Member prior to any visits to Districts and/or Clubs.
 - 1.13 Members of the NSCTO shall be entitled, upon submission of satisfactory documentation to the Executive, to be reimbursed for reasonable travelling, accommodation, subsistence and communication expenses, provided it was recommended and signed by the Convenor.
 - 1.14 The NSCTO may not conduct banking accounts of any nature either in its name or in the name of Bowls South Africa.
 - 1.15 No credit purchases, travel or accommodation arrangements may be made without the prior written consent of the Executive.
 - 1.16 The Executive may make cash or cheque advances against an agreed budget for specific courses or events. Reconciliation of these advances together with supporting documents must be submitted to the Bowls South Africa Office within 15 days of closure of course or event.
 - 1.17 Any conflict of interest must be declared by any member of the NSCTO annually.
2. The NSCTO shall assist and make recommendations to the Executive on all Technical aspects pertaining to the game and the Laws of the Sport of Bowls in the Republic of South Africa and :-
 - 2.1 be conversant with, adhere to and implement all Bowls SA Code of Conduct and Communication Policy documents.
 - 2.2 ensure that the evaluation system of qualifying and upgrading of Technical Officials to the various levels is implemented on a National basis via the District Standing Committee.
 - 2.3 be responsible for the production, presentation and distribution of the documentation required for presentation and evaluation.
 - 2.4 ensure that, any amendments to the syllabi and evaluation programmes are agreed to by the Executive prior to communication and implementation
 - 2.5 ensure that all Districts conform and present the prescribed learning material to a level of excellence to achieve National uniformity as required by the Executive.
 - 2.6 receive results of qualifying courses in the prescribed format from all District Standing Committees within 30 days of the conclusion of final evaluation to a specific level.
 - 2.7 ensure that a record of results of evaluation is updated and accurate.
 - 2.8 ensure that all registered Technical Officials are upgraded or participate in refresher courses within a four year period.
 - 2.9 maintain communication with the District Technical Officials Standing Committee through the approved channels.

- 2.10 determine the criteria for approval by the Executive pertaining to different levels of Technical Officials.
 - 2.11 make recommendations regarding changes to the Laws of the Sport of Bowls to the Executive for submission to and for consideration by the World Bowls Laws Committee
 - 2.12 Submit such reports as the Executive may determine from time to time.
 - 2.13 undertake such duties as the Executive may delegate from time to time.
3. District Technical Officials Standing Committee:
- 3.1 Each District affiliated to Bowls South Africa shall appoint a Standing Committee of not less than three and not more than six persons, preferably of mixed gender, to control and administer all technical aspects of bowls within its area of jurisdiction.
 - 3.2 Candidates for evaluation shall forward through their Clubs, the application accompanied by the prescribed fee, to the District Standing Committee. This fee will cover the cost of the appropriate badge, certificate and logbook.
 - 3.3 Each candidate shall be evaluated in accordance with the procedures and criteria prescribed by Bowls South Africa, and shall be carried out under the supervision of the District Standing Committee.
4. Evaluation and Certification of Technical Officials.
- 4.1 The evaluation will be based on assessment and observation of competency.
 - ◆ Application and interpretation of The Laws of the Sport of Bowls.
 - ◆ Practical and measuring assessments.
 - ◆ The use of logbooks to form part of proof of hours spent in

an official capacity.

- 4.2 National Technical Officials will have a structure of four levels:
 - ◆ Club - Level 1
 - ◆ District - Level 2
 - ◆ National - Level 3
 - ◆ Elite
5. The structure will be based on criteria and other requirements for each level approved by the Executive.
- 5.1 The Convenor shall advise the candidates of the results of the evaluation.
 - 5.2 The Executive shall keep a Register of all Technical Officials noting their respective levels achieved.
 - 5.3 Each affiliated club shall maintain a Register of Technical Officials, which must be prominently displayed in the Clubhouse.
 - 5.4 All forms required in connection with the evaluation and qualification of Technical Officials and instructions to evaluators on the conduct of evaluations, be supplied to the Bowls South Africa Technical Officials Standing Committee.
 - 5.5 The District shall hold in suspense all evaluation fees pending the result of the evaluation. The relevant fee of successful candidates must accompany the results furnished to Bowls South Africa. The fees paid by any unsuccessful candidates shall be retained by the District.
 - 5.6 Additional or replacement badges and certificates will be available through the District from Bowls South Africa on payment of the requisite fee.
 - 5.7 District Secretaries must be responsible, where necessary, for the final recommendation at District level, for the awarding of Badges and Certificates.

5.8 Technical Officials Upgrading Courses:

5.9 System of Evaluation:

The syllabus includes the various skills and information that Technical Officials need at the different levels in the structure.

Application and interpretation of the Laws of the Sport of Bowls will be assessed and the practical and measuring assessments will be a critical aspect of evaluation.

An evaluation course will be based on small group work and summative assessment with the opportunity to improve the candidates' performance and skills.

District Standing Committees will be equipped and supported by the NSCTO with facilitator's skills, manuals and evaluation forms to enable them to function efficiently.

The use of logbooks is to ensure proof of hours spent officiating at various events. These logbooks are issued to all Technical Officials by the National Standing Committee - Technical Officials.

6. Markers

6.1 A course for Markers and Advanced Markers, approved by Bowls South Africa and presented under the auspices of the NSCTO, in collaboration with the Standing Committees of the Districts, shall be available to all bowlers who wish to qualify as a Marker.

6.2 Bowls South Africa Tournaments/Championships: Unless specified elsewhere, Markers required for these Events must be either a qualified Marker or a Level 1 Technical Official or an Advanced Marker. [Tournament Committees to liaise with The Executive re: Markers for Finals, as per the Modus Operandi].

6.3 All persons who qualify as Markers and Advanced Markers will receive a badge and certificate approved by the Executive.

6.4 The procedures to be followed by District Standing Committees are basically the same as are applicable to Technical Officials and will be in accordance with the requirements laid down by the NSCTO, and approved by the Executive.

7. **Attendance at Functions**

All Executive members, Selectors, Standing Committees and Players to attend all functions when required to do so.

Spouses/Partners will only accompany when specially invited. This must be approved by the Office.

No Spouses/Partners to accompany any Executive, Selector or Standing Committee member when they travel for official duty. The President may under very special circumstances allow a spouse/partner to accompany the member. The additional cost will be for the member's account.

8. **Bowls SA Code of Conduct, Communication, Sexual Harassment and Conflict of Interest Policies**

All members are to be conversant with and abide by these policies.

9. **Standing Committee Clothing Policy:**

The following is the dress policy whilst performing Bowls SA duties, unless instructed otherwise by the President or the Bowls SA office.

Men

Bowls SA Windbreaker, Cream Golf Shirt, Navy Blue Trousers, White Shoes. Cream trousers may be worn whilst attending formal functions as shall be determined by the President.

Women

Bowls SA Windbreaker, Cream Golf Shirt, Navy Blue Skirt or Slacks, White Shoes. Cream Slacks or Skirt may be worn whilst attending formal functions as shall be determined by the President.

Correct dress to be worn on arrival

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