



BOWLS SOUTH AFRICA

MODUS OPERANDI

For

MEN & WOMEN'S

NATIONAL BOWLS CHAMPIONSHIPS

September 2017

THE MEN'S AND WOMEN'S NATIONAL BOWLS CHAMPIONSHIPS

1. TITLE

The title for each of these Championships, hereinafter referred to as "the Nationals", shall be prefixed with the sponsor's name. For example, "**THE (Sponsor's Name) BOWLS S.A. NATIONAL MEN or WOMEN'S BOWLS CHAMPIONSHIPS**".

2. VENUE AND TIMING

- 2.1 A National Tournament for Men and Women shall be held each year.
- 2.2 Bowls South Africa, will ensure that, as far as possible, no Nationals will be staged at the same venue in the same year or in two consecutive years.
- 2.3 Bowls South Africa will confirm at each Annual General Meeting, the venue and recommended dates. Venues will be allocated two years in advance to allow Districts to prepare their facilities to the level expected
- 2.4 The Championships will be played over 9 days.

3. EVENT COMMITTEE

- 3.1 Immediately on confirmation of being allocated the Nationals, the District responsible will nominate an Event Tournament Committee, hereinafter, referred to as "the Committee", of not more than eight members.
- 3.2 The names must be submitted to Bowls South Africa for approval.
- 3.3 The portfolios to be filled shall be:
 - 3.3.1 Chairperson [A suitably qualified person together with C.V].
 - 3.3.2 Secretary
 - 3.3.3 Treasurer
 - 3.3.4 Vice-Chairperson, who shall be responsible for one of the following portfolios:
 - 3.3.4.1 Communications & Records
 - 3.3.4.2 Accommodation & Catering
 - 3.3.4.3 Technical Officials

- 3.3.4.4 Greens, Parking & Seating
- 3.3.4.5 Handbook

- 3.4 In addition one further special portfolio, outside of the Committee, should be filled:
 - 3.4.1. Marketing of the Event & Press
This portfolio should include, but not be limited to:
 - 3.4.1.1 Finding sub-sponsors, subject to the approval of Bowls South Africa.
 - 3.4.1.2 Interviews on local Radio Stations, TV coverage will be dealt with by the Bowls South Africa Media Liaison Officer and/or the Operations Manager in support.
 - 3.4.1.3 Working with the Publicity and Tourism authorities to promote the event.
 - 3.4.1.4 The format for sending press e-mails to be supplied by the Bowls South Africa Office prior to the commencement of the Tournament.

- 3.5 The Committee, will become a sub-committee of Bowls South Africa once approval is received, and be subject to its general control. The sub-committee will then have the right of direct communication, and work in close co-operation with Bowls South Africa, however, the Committee must keep their District Executive informed at all times.
- 3.6 The Committee's function will be to set up an organization to carry the Tournament to a successful conclusion.
- 3.7 Members of the Tournament Committee may not participate in any tournament during the period of the event.

4. CONTROL

- 4.1 The Nationals will fall under the control of Bowls South Africa through its Executive.
- 4.2 The division of duties between the Tournament Committee and Jury of Appeal will include but not be limited to: -

- 4.2.1 Tournament Committee:
Change times, dates and venues etc. in order to keep the tournament flowing and to ensure its completion on time.
- 4.2.2 Jury of Appeal:
Rule on late comers, transgressors: Interpret the conditions of play and the Laws of the Sport of Bowls as and when required.

5. JURY OF APPEAL

- 5.1 The Tournament Committee will appoint the Jury of Appeal, which must be approved by Bowls South Africa, and will usually consist of:
 - 5.1.1 A Member of the Executive of Bowls South Africa or Nominee.
 - 5.1.2 A Member of the Host District's Executive Committee, who is not a Member of the Tournament Committee.
 - 5.1.3 The Chairperson of the Host District's Technical Officials Standing Committee or a nominee of that Committee.
- 5.2 **All decisions of the Jury of Appeal shall be final.**

6. SELECTION OF HEADQUARTERS

- 6.1 The Club concerned should have sufficient accommodation either in the clubhouse or in its grounds to enable it to provide:
 - 6.1.1 at least two (2) greens graded 'B' or higher by the National Standing Committee – Green keepers, hereinafter referred to as "the Greenkeepers".
 - 6.1.2 catering and parking facilities for officials, players, press and public.
 - 6.1.3 secure lockable facilities for the Committee and Records.

7. STANDS AND SEATING

- 7.1 Seating, if funds permit, should be arranged to seat the anticipated number of spectators at the final.

- 7.2 Chairs should be placed around all the greens being used during play-offs.
- 7.3 Seats should be reserved for VIPs who have accepted invitations (See Section 24.11) to attend the Finals. These seats should be allocated on a block basis, in the stand nearest to the rink(s) on which the finals are to be played.
- 7.4 Seating is also to be reserved at Headquarters for Club Event Officials, Club Caterers and others persons who worked at Clubs during the preliminary rounds.

8. GREENS SELECTION, INSPECTION AND SPECIFICATION

- 8.1 The District Executive must nominate four potential staging Clubs for the Event.
- 8.2 The Bowls South Africa Executive Representative together with the National Standing Committee - Greenkeepers shall arrange to inspect the proposed greens 2 years in advance and report to the Executive. The Club Greenkeeper and the Committee member responsible shall be present at all inspections of the greens. At the time of the inspection the Club must be able to produce the following documentation:
- (a) an up to date levels profile
 - (b) an up to date assessment from their District Greens Standing Committee.
- 8.3 On receipt of the report referred to in 8.2 Bowls South Africa shall immediately decide and advise the Committee on the Clubs designated as Headquarters and Sub-Headquarters to stage the Play-offs and Finals.
- 8.4 **A FINAL** inspection of the greens being used for the Finals will be made by Bowls South Africa. The Executive Member in charge of greens and his Representative from the National Standing Committee - Green keepers will make this inspection 7 [seven] days prior to the Finals, if and when applicable.
- 8.5 It is the responsibility of the Committee to ensure that the Greenkeepers instructions and recommendations are carried out. Bowls South Africa reserves the right to take the necessary steps to carry out the final preparations of the greens.

- 8.6 Bowls South Africa reserves the right to instruct the Committee to change venues if the greens are not acceptable.
- 8.7 The Committee shall be responsible for selecting the host clubs for sectional play.
- 8.8 All rinks widths are to be set at five meters and no Boundary Threads are to be used for all Bowls SA Tournaments.

9. ENTRIES

- 9.1 The Committee shall make available on the Bowls SA and Tournament websites
- 9.1.1 Entry Forms for notice boards and official submission.
 - 9.1.2 Conditions of Play
 - 9.1.3 Promotional Material as approved by Bowls South Africa
 - 9.1.4 A list of suitable accommodation
- 9.2 No player may represent more than one club during the Tournament
- 9.3 Bowls SA shall determine the cost of entry for each discipline and the closing dates for entries. The entry fee will include a one tournament handbook for each player in the fours and pairs.
- 9.4 Clubs must submit entries for the Nationals on the prescribed official form. All entries, accompanied by proof of payment of the correct fees, must be sent directly to the Committee by e-mail or by hand.

9.5 Fours and Pairs

- 9.5.1 The Fours and Pairs disciplines shall be open to teams made up of players from the same club which must be registered with a World Bowls Member National Authority.
- 9.5.2 Clubs may enter any number of teams
- 9.5.3 No entries will be accepted, and no player will be allowed to participate unless he/she can produce a valid

membership card issued by Bowls South Africa or proof of membership from their National Authority.

- 9.5.4 Entries in the Pairs and Fours will be dependant on the number of greens available for the tournament.
- 9.5.6 Should any of the entries not be accepted prior to the draw being published, the refund of relevant entry fees will be made within twenty-one (21) days of the draw being finalized.

9.6 Open and Senior Singles

- 9.6.1 Only Bowls South Africa affiliated members may enter the Open or Senior Singles.
- 9.6.2 Singles entries are restricted to 256 open and 128 seniors. The finalists from the previous year's tournament will automatically qualify to play and will be contacted by the Committee to confirm their entry.
- 9.6.3 In the event of a greater number of entries being received by the closing date, a draw will be done to decide the participants in each event.
- 9.6.4 Those entries that are unsuccessful will be retained to replace withdrawals in the order in which they were drawn.
- 9.6.5 One week prior to the start of the tournament, the list containing the remainder of the original entries will become defunct.
- 9.6.6 Should any withdrawals occur within the week prior to the start of the tournament, or during the pairs discipline, they will be replaced from a draw from a list that will be available at all the pair's venues. At this stage only players who have entered in the Pairs and Fours disciplines will be considered as replacements.
- 9.6.7 Those replacement players shall fill the position of player who withdrew.

10. DUAL MEMBERS

- 10.1 In the event of a player not representing his club of 'first choice' he or she must supply documentary proof with the official entry form that their club of 'first choice' is agreeable to them playing for a club at which they have dual membership.

11. PAIRS:

The Pairs to commence on the first weekend to allow for Bowlers to return home should they only be entered in the Pairs.

- 11.1 The Pairs Championship will be played with four bowls and this discipline must complete one round of the knock out stages before commencing with the National Fours.
- 11.2 The Pairs Championship shall be played on a League system in sections of not less than five (5) and not more than six (6) teams. Each pair will play each other in their respective section. The rotation of play shall be on a Round Robin basis. Three rounds to be completed each day. Three points will be awarded for a win and one point for each drawn game. All games up to the quarter finals shall be played to fifteen ends (15).
- 11.3 As soon as possible after the entries for the Championship have closed, the Tournament Committee will arrange the draw of the competing teams into the required number of sections. The Committee should attempt to have two pairs from a team of fours playing at the same or nearby venue to facilitate transport arrangements.
- 11.4 Competing teams will be represented by not more than three players, all of whom shall be bona fide members of the same club, and must be affiliated to Bowls South Africa or to another Member National Authority.
- 11.5 **Declaration Forms.** Before the start of play on the first day of the Championship, each pair must complete a Declaration Form

[Annexure 'A'] and hand it to the Club Event Official [hereinafter referred to as the ETO] at the Club where they are drawn to play. **Names of the players must be PRINTED WITH FIRST NAMES AND SURNAMES [NO NICKNAMES TO BE USED].**

11.6 Withdrawals:

- 11.6.1 If there are withdrawals from this Championship prior to its commencement, the Committee shall fill that position with a team on standby. Attempts should be made to not have two teams from the same club in a section. The replacement team shall be advised of their inclusion and the venue at which they are playing.
- 11.6.2 If there are withdrawals from this Championship immediately prior to its commencement that reduce the number of teams in one or more section to less than five (5) teams, the Committee shall re-arrange the sections in such a manner as to ensure that no section has less than five (5) teams. A team drawn in position six in the full section on the same green shall move to position five in the section of four teams. Should that team be from the same club as another team in the section of four then the team drawn in position five of the full section shall move to position five in the section of four. They will immediately notify that team and the teams and the teams in the affected section of the changes.
- 11.6.3 No refund of entry fees will be considered once the draw is completed and published.
- 11.6.4 Should a team withdraw at any time after commencement with or without the consent of the Controlling Body, all their completed results up to the point of withdrawal shall stand. That game and the remainder of the games shall be forfeited and the opposing player/s for that and the remaining un-played games shall be allocated three points and the net total of shots equal to the average net total of shots scored by the winners of all the other games played in the same round/s of the same section. If the withdrawal is without consent from the Controlling Body, then suitable disciplinary action may be taken by Bowls SA.

11.6.5 Should a pair, which fails to appear within ten (10) minutes of the time appointed for the commencement of its match, **have a satisfactory** reason acceptable to the Tournament Committee, the Committee shall decide when and if the match can proceed. If time is not available, the team in default shall be disqualified and Section 11.6.4 shall apply.

11.6.6 Should a pair, which fails to appear within ten (10) minutes of the time appointed for the commencement of its match, **not have a satisfactory** reason acceptable to the Tournament Committee, the Committee shall disqualify them and Section 11.6.4 shall apply. In addition the Committee shall report all such incidents with full supporting details to the Bowls South Africa Executive, who shall decide whether to debar such defaulting teams from the following year's Nationals.

11.7 The team with the most points in a section will be declared the winner. (Refer clause 14.3.5 in event of a tie)

11.8 The winners of each section shall play on a knockout basis in accordance with the pre-determined draw as arranged by the Committee and approved by the Bowls South Africa Executive or its nominee.

11.9 Teams qualifying for the Section Winners play-offs must play their first knock-out round at the same Club as their final section game.

11.10 **Semi-Finals & Finals: To be played over 21 ends.** There will be no play off for 3rd and 4th position as both will get Bronze medals.

12. FOURS:

12.1 Fours will commence on the third (3rd) day of the Tournament.

12.2 The Fours Championship shall be played on the League system in sections of not less than five (5) and not more than six (6) teams. Each four will play each other in their respective section. The rotation of play shall be on a Round Robin basis. Three rounds to be completed each day. Three points will be awarded for a win and one point for each drawn game.

All games up to the quarter finals shall be played to fifteen ends (15).
The Semi-Final & Finals to be played over twenty one [21] ends.
There will be no play off for 3rd and 4th position as both will get Bronze medals.

12.3 As soon as possible after the entries for the Championship have been received, the Committee will arrange the draw of the competing teams into the required number of sections.

12.4 Competing teams will be represented by not more than five players, all of whom shall be bona fide members of the same club, and must be affiliated to Bowls South Africa, or to another Member National Authority.

12.5 **Declaration Forms:** Before the commencement of play on the first day of the Fours Championship, the Skip of each team must hand a completed declaration form [**Annexure 'A'**] to the Tournament Official on duty at the Club where the team is drawn to play its first game.
Names of the players must be PRINTED WITH FIRST NAMES AND SURNAMES [NO NICKNAMES TO BE USED].

12.6 **Withdrawals:**

12.6.1 If there are withdrawals from this Championship prior to its commencement, the Committee shall fill that position with a team on standby. Attempts should be made to not have two teams from the same club in a section. The replacement team shall be advised of their inclusion and the venue at which they are playing.

12.6.2 If there are withdrawals from this Championship immediately prior to its commencement that reduce the number of teams in one or more section to less than five (5) teams, the Committee shall re-arrange the sections in such a manner as to ensure that no section has less than five (5) teams.
A team drawn in position six in the full section on the same green shall move to position five in the section of four teams. Should that team be from the same club as another team in the section of four then the team drawn in position five of the full section shall move to position five in the section of four. They will immediately notify that team and the teams and the teams in the affected section of the changes.

12.6.3 No refund of entry fees will be considered once the draw is completed and published.

12.6.4 Should a team withdraw at any time after commencement with or without the consent of the Controlling Body, all their completed results up to the point of withdrawal shall stand. That game and the remainder of the games shall be forfeited and the opposing player/s for that and the remaining un-played games shall be allocated three points and the net total of shots equal to the average net total of shots scored by the winners of all the other games played in the same round/s of the same section.
If the withdrawal is without consent from the Controlling Body, then suitable disciplinary action may be taken by Bowls SA.

12.6.5 Should a pair, which fails to appear within ten (10) minutes of the time appointed for the commencement of its match, **have a satisfactory** reason acceptable to the Tournament Committee, the Committee shall decide when and if the match can proceed. If time is not available, the team in default shall be disqualified and Section 11.6.4 shall apply.

12.6.6 Should a pair, which fails to appear within ten (10) minutes of the time appointed for the commencement of its match, **not have a satisfactory** reason acceptable to the Tournament Committee, the Committee shall disqualify them and Section 11.6.4 shall apply.
In addition, the Committee shall report all such incidents with full supporting details to the Bowls South Africa Executive, who shall decide whether to debar such defaulting teams from the following year's Nationals.

12.7 The team with the most points in a section will be declared the winner. (Refer clause 14.5 in event of a tie)

12.8 **Semi-Finals & Finals: To be played over 21 ends.** There will be no play off for 3rd and 4th position as both will get Bronze medals

13. **SUBSTITUTES FOR FOURS AND PAIRS**

13.1 In the event that there are no reserves or the registered reserves are already playing, the names of not more than Four bowlers, who have

not played for any team participating in the Tournament, shall be recorded and placed in a hat/container; and the opposing Skip for that match shall be allowed to draw out one name from the hat/container and the Controlling Body should accept this name. This player will be allowed to play for the team for as many matches as he/she may be required, but may not Skip.

14. SECTION WINNERS CRITEREA – PAIRS AND FOURS

The Section Winners play in all the above disciplines will be decided by the following sequential criteria:

Points, Net Shots, Shot Percentages, Winners of the game during sectional play. If still equal then a one end tie breaker until a result is achieved

Calculation of Net Shots and Shot Percentage is as follows:

Net Shots:

Team A - Total 60 Shots for, total 30 against = Net score 30.

Team B -Total 70 shot for, total 50 against = Net score 20.

Team A is the winner.

Shot Percentages:

The total shots each team has scored shall be divided by the total shots scored against the team, the higher resulting figure shall determine the winner.

Team A - Total 60 shots for, 40 against. Net score $20 \div 40 = 1.50$

Team B- Total 70 shots for, 50 against. Net score $20 \div 50 = 1.40$

Team A is the winner.

Generally the team with the lowest shots against will have a better shot percentage.

15. OPEN SINGLES CHAMPIONSHIP

15.1 The Open Singles will commence on the 5th Day of the Tournament and be played on a knock-out basis.

15.2 This Championship shall be played to 21 shots with four (4) bowls.

15.3 A draw conducted from the 256 entries

15.4 The draw is not closed up in the event of a “no show”. The opposition shall have a walk-over in the first round.

16. SENIOR SINGLES CHAMPIONSHIP:

16.1 The Senior Singles will commence on the 5th Day of the Tournament and be played on a knock-out basis.

16.2 This Championship shall be played to 21 shots with four (4) bowls.

16.3 A draw conducted from the 128 entries

16.4 The draw is not closed up in the event of a “no show”. The opposition shall have a walk-over in the first round.

17. HANDBOOK

17.1 The Tournament Handbook will conform to the content as described below and no changes may be made without prior approval of the Executive.

17.1.1 Title page

17.1.2 Contents Page

17.1.3 Editorial, Club and Headquarters enquiry telephone Numbers

17.1.4 Message from and colour photograph of (if possible):

17.1.4.1 The Sponsor’s representative;

17.1.4.2 The local Mayor;

17.1.4.3 District President

17.1.4.4 The President of Bowls South Africa;

17.1.4.5 The Tournament Committee Chairperson.

17.1.5 Colour photographs of the Tournament Committee

17.1.6 Programme of Events

17.1.7 General Information

17.1.8 Guide to Competitors

17.1.9 Colour photographs of the previous Winners and Runners-up of the following:

17.1.9.1 Fours Championship

17.1.9.2 Pairs Championship

17.1.9.3 Singles Championship

17.1.9.4 Senior Singles Championship

17.1.10 Analysis of entries per District over past eight (8) years (if possible)

- 17.1.11 Conditions of play for all events
- 17.1.12 **Section Charts for the following:**
 - 17.1.12.1 Fours Championship
 - 17.1.12.2 Pairs Championship
 - 17.1.12.3 Singles Championship
 - 17.1.12.4 Senior Singles Championship

- 17.1.13 **Section Draws for the following:**
 - 17.1.13.1 Fours Championship
 - 17.1.13.2 Pairs Championship
 - 17.1.13.3 Singles Championship
 - 17.1.13.4 Senior Singles Championship

- 17.1.14 **Section Winners play-off charts for the following:**
 - 17.1.14.1 Fours Championship
 - 17.1.14.2 Pairs Championship

17.1.15 Draws for the Open and Senior Singles

- 17.2 The total number of pages of text should preferably not exceed 80 pages and shall include advertisements, messages from Clubs and friendship bricks.
- 17.3 An alphabetical list of suggested advertisers must be submitted to the Executive to ensure that there is no conflict of interest between the sponsors and proposed advertisers.
- 17.4 Quotations are to be obtained from at least three (3) printers.
- 17.5 Handbooks for fours and pairs teams will be available for collection at Headquarters the day before the start of the Nationals or at their first venue.
- 17.6 G.P.S. co-ordinates for all venue Clubs.

18. PRIZES AND TROPHIES

- 18.1 The "Floating Trophies," Medals and value of prizes will be determined by the Executive.
Note: Prize winners should be encouraged to attend the Prize-giving Ceremony.

- 18.2 The official list of all teams and players qualifying for certificates should be submitted to the Bowls South Africa offices within two (2) weeks of conclusion of the Nationals. [Last 16 to receive Certificates].

19. COLOURED DISCS

- 19.1 The Committee may, at its discretion, allow players to affix Club discs to their bowls.
- 19.2 The Committee may, at its discretion, and at any period after sectional finalists have been determined, require players to affix coloured discs to their bowls in any match. The players will be supplied with adhesive coloured discs for this purpose free of charge.

20. FINANCE:

BOWLS SOUTH AFRICA IS AVAILABLE TO ASSIST IN ANY FINANCIAL MATTERS OR QUERIES AT ALL TIMES.

- 20.1 At an early stage the Committee must prepare a budget, in the format prescribed by Bowls SA, of anticipated income and expenditure for the Tournament, including the costs and casual sales of Tournament Handbooks. The Budget must be submitted to the Bowls South Africa Executive for approval as soon as requested.
- 20.3 In each Championship prize money as determined by the Bowls SA Executive will be paid to the Winner/s (Gold Medalist), Runner-Up (Silver Medalist) and both losing semi-finalists (Bronze Medalists). Prize monies may be reduced proportionately in each discipline if the entry fees for that discipline do not equal those budgeted.
- 20.4 Once the Bowls SA Executive approves the budget of expenses, it is the Committee's sole responsibility to operate within that total budget and to obtain written approval from the Bowls SA Executive to deviate from it.
- 20.5 Bowls SA shall determine the charge for badges. The Committee shall recommended the charge for additional handbooks, based on their budget.
- 20.6 The Executive will, on request, make an advance payment to the Committee to meet its early obligations.

20.7 All income and expenditure concerning the Tournament will be handled through one Tournament Account to be administered by the Committee and the following procedures will be adopted:

20.7.1 All expenditure for supplies, services, prizes etc., will be a charge against the Committee. ??????????

20.7.2 When VAT invoices are received from suppliers the amount excluding VAT is to be charged to the expense account and the VAT amount charged to Bowls South Africa. The original VAT invoices are to be sent to Bowls South Africa when they have been paid. A copy should be kept for record purposes.

20.7.3 Not more than **45 days** after the Nationals an audited Income and Expenditure account must be submitted to the Executive for approval.

20.7.4 Any savings against the approved budget at the end of the Tournament will be divided as follows: 60% to be paid within 60 days to Bowls South Africa and 40% retained by the Hosting District.

20.8 Invoices for Handbook Advertising:

20.8.1 The Committee shall use the **Bowls South Africa VAT Registration Number 4780107514** on any invoice it issues for handbooks, advertising or any other items. This authority is conditional on Bowls South Africa appearing on the invoice and that copies of such invoices are sent to the Bowls South Africa Office.

21. TOURNAMENT BADGES

21.1 The design and production of badges will be Bowls SA' responsibility and only one type of badge will be struck annually for both the Men's and Women's Tournaments and a limited number.

21.2 A limited number of badges will be supplied to the Committee, which are to be available at all venues and sold on a first come first served basis at the price determined by the Bowls SA Executive.

22. RECORDS

21.1 The success of the Nationals depends to a very large extent on the efficiency of the Records Department.

22.2 Equipment should be adequate to cater for the needs of the Tournament Committee. The following staffing, facilities, equipment and computer systems should be used as a guide.

22.2.1 Staffing:

The person handling the portfolio should be computer literate and fully familiar with the running of competitions. Typically he/she should have had at least 2 years experience as District Competition Secretary and have been involved with Records for Tournaments such as the, All Cape, All Free State, All Natal or Northern Districts Bowls Board Tournaments or the Inter-District Tournaments.

22.2.2 Facilities:

22.2.2.1 The Record's Room should be spacious and should comfortably accommodate the record's staff.

22.2.2.2 It is essential that there are a sufficient number of wall plugs. If these are not available then ensure that suitable extension cord/s are safely laid on.

22.2.2.3 Make sure the room can be locked when not in use.

22.2.3 Equipment:

22.2.3.1 The following equipment should be installed in the Records Room:
A photocopier machine capable of handling A4 and A3 size paper.
Adequate telephone, internet facilities and, if necessary, a fax machine to be available.
Ensure the telephone numbers and e-mail addresses for the records are only published in the **Club Event Official** Guide and **NOT** in the Handbook.

22.2.4 Computer System:

The generic computer program for National Tournaments has been specifically designed for Bowls SA. It caters for entries, checks the membership number against the Bowls SA database, draws, section charts, logs, results and press reporting.

22.2.5 Forms Required.

22.2.5.1 Score Cards & Result Forms per section for each venue for all disciplines
Scorecards for the play-offs can be printed at any stage before commencement.

22.2.5.2 A Chart should be sent to the CTO of each staging club, detailing events to be staged at their Club, the sections and greens required and on which dates.

22.3 Results are to be submitted to the Bowls SA Membership and Marketing Committee immediately after each completed round of play for downloading onto the respective social media platforms.

Press:

The computer generated press report is to be transmitted daily to the Bowls SA Press Liaison Officer and the local press.

22.4 Transmission of Results from Host Clubs:

22.4.1 At the completion of each round of play the Club Records Official shall capture results on the generic records program. This program, linked to the internet will automatically update the central database and host district website, which is to be linked to the Bowls SA website.

22.4.2 Bowls SA Membership and Marketing Committee are to be advised of the update after each completed round of play for downloading onto the respective social media platforms.

22.4.3 Updated charts are to be printed by the host club and prominently displayed on their notice board

22.5 Play-off Fours, Pairs, Singles & Senior Singles:

At the completion of the final Round, the Club Event Official will determine the Section Winner. The first round playoffs In the Pairs and Fours should proceed after publishing the results at their club. The results are to be communicated to Headquarters.

22.6 Play-off Results:

All play-off results are entered into the computer and at the completion of each round; play-off charts with results are printed. These should be photocopied for the notice board.

22.7 Declaration Forms:

It is of the utmost importance that ALL declaration forms are returned to Records on the morning that the discipline starts. The forms should be filed in section number order.

22.8 Club Event Officials (CEO):

22.8.1 The CEO can make or break the Tournament and it is of the utmost importance that their names and telephone numbers, both at the Club and at home, are readily available. A list of these names to be displayed at each telephone.

22.8.2 Check that all communication means are working, before and during of the Nationals.

22.8.3 Stress the importance of speedy capture of results and ask the CEO to contact records if and when circumstances arise that are likely to hold this up. Results must be captured before any other CEO duties are performed.

22.8.4 Make sure that the CEO is thoroughly familiar with the equipment and program used for capturing results.

22.9 Final Stages of the Tournament:

22.9.1 After the first round of play-offs, knock out rounds will be played at Headquarters and sub-Headquarters as soon as logistically possible. It is important that a great deal of attention is paid to the flow of play. Players should not play on the same rink on the same day, rinks should not stand idle, score cards are to be handed in to Records immediately the game is finished and cards have been checked by the umpire.

22.9.2 A list of players involved in more than one championship should be drawn up if necessary. The Bowls SA Executive duty member should be informed of any problems which cannot be dealt with by the Tournament Committee.

22.9.3 **The Finals need to be given special attention and the Committee must discuss the rinks to be used for the various championships with the Bowls SA Executive duty member at least two days before the finals. Once this has been established you can then work backwards from there, in allocating rinks to be used for semi-finals and quarter finals.**

22.9.4 The markers for the Singles & Senior Singles Final are to be appointed by the Executive duty member in collaboration with the Event Committee.

22.10 **Records Display:**

22.10.1 A large set of wall charts for play-off stages of the Fours, Pairs, Singles & Senior Singles should be prepared. On the Fours and Pairs play-off charts all names of each team and their Club should be shown for the preliminary and first rounds. Thereafter just the skip's name need be shown until knocked out.

23. OFFICE ACCOMMODATION:

23.1 A lockable room for the Committee and separate room for the Records staff.

24. MEDICAL

24.1 In case of an emergency, the Tournament Committee and respective C.T.O's at each venue must make sure that a doctor, dentist and all medical facilities are available, preferably close by.

25. CATERING:

25.1 The Tournament Catering Convener must form a sub-committee and convene a meeting to discuss menu's and recommend prices and to

report back at a meeting about a month later; bulk purchasing to be considered

25.2 Immediately a decision has been made regarding the staging clubs, the sub-committee must call a meeting of catering conveners and one other committee member of the club concerned. The Chairman of the Committee and the committee member in charge of catering should attend and address the women seeking their full co-operation.

25.3 Have sufficient copies of recommended menus for all present, invite discussion and arrange a report back meeting about a month later when any problems can be discussed. Standardisation of menus for each day is important in order to avoid duplication. Latitude in so far as buffet lunches, being a regular feature of some composite catering clubs, is, however, permissible.

25.4 Encourage staging clubs to provide light snacks in the bars and bar-lounges after the day's play. It pays dividends in keeping the players at the clubs and creates a happy atmosphere.

25.5 Ensure all staging clubs have an adequate supply of tea and lunch tickets. It should be noted that Tea & Lunches are not compulsory.

25.6 Ensure that at all clubs the requirements of the players receive priority, the public to be taken care of after that.

25.7 Ensure that adequate arrangements are made at the Headquarters Club for:

25.7.1 Special lunches for VIPs Sponsors, etc.

25.7.2 General Public, particularly for the last 3 days of the Tournament.

25.8 **Luncheons for Sponsors and VIPs:**

The Event Committee Convener, with the Executive, will arrange for representatives from Sponsor firms (both major and minor) as well as any other outside person who has assisted materially with the running of the tournament to lunch at Tournament Headquarters.

26. MEETINGS:

26.1 Committee Meetings:

- 26.1.1 Regular meetings of the Committee should be arranged at a time and at a club venue suitable to all members of the committee, initially at least once a month and more frequently as required later.
- 26.1.2 Conveners of sub-committees like Handbook, Catering etc. should arrange appropriate meetings and report progress to the Committee.
- 26.1.3 Before the staging of the tournament a general meeting of staging CEO's and others considered necessary should be arranged at which the full Committee should be present. At this meeting outline procedures during the tournament and handing out documents, records etc. for staging clubs.
- 26.1.4 Close liaison with the Executive via the Operations Manager should be maintained. A copy of the minutes of all Committee meetings should be submitted to the Bowls SA Operations Manager within ten days of such meeting.
- 26.1.5 **Final Meeting:**
- 26.1.5.1 **Tournament Modus Operandi and CEO Guide** should be discussed at this meeting. Suggestions for improvements, if any, should be forwarded to the Bowls South Africa Operations Manager in writing.
- 26.1.5.2 **Chairperson's Report & Financial Statements** to be received by Bowls South Africa within 60 days from the completion of the Tournament, refer to clause 20.7.3

27. CLOSING CEREMONY – PROGRAMME DIRECTOR [M.C:]

- 27.1 The Finals must be timed so as to be completed in good time before dusk to allow for the Closing Ceremony. The Closing Ceremony will take place on the green immediately after the conclusion of the Finals, should weather allow.

- 27.2 The Program Director shall be nominated by Bowls SA and the order of proceedings will be determined by the Executive.
- 27.3 An adequate P.A. system with standby unit is essential.
- 27.4 Arrange a trophy table with a white cloth and trophies at the corner of the green. Place mats leading from the bank to the front of the prize table and along its length. Set up bold markers on the green immediately the last game is completed showing the assembly positions of the finalists of the Fours, Pairs, Singles & Senior Singles. Markers are to be placed on the trophy table indicating the position of the various trophies and the order in which they are to be presented.
- 27.5 Ensure that prizes are arranged in order of Presentation and the Tournament Secretary is available to assist.
- 27.6 This whole procedure needs to be well planned and be carried out quietly with speed and efficiency. The members responsible for this must be well briefed beforehand. If carried out with military precision the whole procedure can and should be the highlight of the closing ceremony.
- 27.7 Ensure that all persons, including prize winners, involved in this ceremony
- 27.7.1 have been previously advised
- 27.7.2 are confirmed present
- 27.7.3 are suitably briefed
- 27.7.4 Flag Official to take up his/her position
- 27.8 Immediately the last Final is completed the Programme Director calls spectators and players to order with the request to stay for the Prize Giving and Closing Ceremony.
- 27.9 Procedure:
- 27.9.1 Programme Director invites the presentation party onto the green in the following order
- Bowls SA President or Deputy,
 - Sponsors Representative
 - Bowls SA Executive member/s
 - District President
 - Tournament Committee
- 27.9.2 Addresses in the following order

- by the major Sponsor's representative
- National/local dignitary [if present]
- District President
- President of Bowls South Africa.

27.9.3 Presentation of prizes.
Players should be called to receive their prizes so that winners receive trophies last and in the following order:
Pairs, Singles, Senior Singles, Fours.

27.9.5 Player's first names, surnames and Clubs to be mentioned.

27.9.6 Spectators to be requested to stand for the flag lowering ceremony.

27.9.7 The National Flag must be lowered to the rendering of the National Anthem. Only the official C.D. from Bowls SA to be used. [i.e. no choirs, pipers, etc.]

The district flags and other flags are to be lowered immediately after play is concluded.

27.10 Invitations to the Closing Ceremony

27.10.1 The official Bowls South Africa invitation list to be obtained and strict adherence to this list must be observed.

27.10.2 In the case of special invitations by the Committee, a list should be submitted to Bowls South Africa for approval.

27.10.3 Invitations to be sent out **TWO MONTHS** before the Event and a record of replies kept.

28. GENERAL MATTERS

28.1 Official Photographer:

Arrange for an Official Photographer to be present on the closing day to photograph the winners and runners-up trophies in colour for the following year's National Handbook.

28.2 Insurance:

All matters regarding Insurance must be discussed, and dealt with by the Bowls South Africa Office.

28.3 Press:

Arrange coverage with your local newspapers for the period of the Tournament.

28.4 Umpires & Markers:

28.4.1 The Technical Officials must ensure that suitably qualified umpires are appointed to do duty at all venues. To this end close liaison should be established with the District Technical Officials Standing Committee and the Bowls SA Technical Standing Committee.

28.4.2 A schedule should be drawn up showing the times and dates when they are to officiate.

28.5 Night Watchmen and/or Security Guards:

These have become essential and must be budgeted for at Headquarters

28.6 Club Event Official Guide:

28.6.1 The **CEO** Guide shall be considered part of the Tournament Modus Operandi and shall consist of:
General Module [Unalterable except for prices].
Communication Module [Alterable].
Diary Module [Unalterable].
Umpires Module [Unalterable].
Conditions of Play Module [Unalterable].
Catering Module Variable].

28.6.2 As and when information for the alterable modules is available it should be submitted to the Bowls South Africa Office for approval

28.7 District Flags:

All District Flags will be supplied by the Bowls South Africa Office, and must be returned immediately after the Finals.

29. DISCIPLINE:

29.1 Smoking/Alcohol/Cell Phones:

29.1.1 Smoking (including artificial devices such as Twisp),

Alcohol, Cell Phones & hand held TV devices will not be permitted within 2 metres of the green while play is in progress.

29.1.2 The Penalty for transgressing under Clause 29.1.1 is as follows:

Upon the first offence the Technical Official will warn the the players name and District.

Upon any subsequent offence by the same Player, the Technical Official shall report the player to the Controlling suspending the player from playing in the next round. The In a team event, a registered reserve, may be used, or a draw If the offence is committed in the last round, the penalty will be carried forward to the following year's National Championship. The player has the right of appeal to the Jury of Appeal.

player via the Skip (or the player in singles) and record

Body, who shall take suitable action, which may include attitude of the player and the circumstances will contribute to for a substitute will be allowed.”

the decision

29.1.3. If a player commits a third offence he/she will be banned from taking any further part in the Tournament and be suspended from playing in any other Bowls SA tournaments for one year.

29.2 The Committee shall report to Bowls South Africa any

unseemly conduct, misbehaviour or malpractice on part of any

participant/s

29.3 It shall be competent for Bowls South Africa, after examination Bowls SA Tournaments

of the facts, to take such disciplinary action against such for one year.

participant/s

30 DRUG TESTING

The Committee must be aware of the implications of the testing requirements of the South African Institute for Drug Free Sport.

31. AMENDMENTS TO THIS MODUS OPERANDI:

31.1 Within one month of the conclusion of these Championships, the Committee must advise the Bowls South Africa of any suggested amendments to this Modus Operandi.

30.2 Only Bowls South Africa can suspend, modify or amend any of the provisions of this manual to meet changing circumstances and special conditions.