



**BOWLS SOUTH AFRICA**

***STANDARD***

***PROCEDURES***

**FOR**

***STAGING TOURNAMENTS***

**&**

***CHAMPIONSHIPS***

**September 2017**

**BOWLS SOUTH AFRICA**

**STANDARD PROCEDURES**

**FOR**

**STAGING TOURNAMENTS AND CHAMPIONSHIPS**

[Other than the Men and Women's National Tournaments]

**1. INTRODUCTION**

- 1.1 These Standard Procedures set out the details of common areas in staging all Bowls South Africa's Championships and Tournaments, hereinafter referred to as "Events", other than the Men's and Women's National Tournaments.
- 1.2 They should be read in conjunction with the Modus Operandi for each Event.
- 1.3 The Executive Committee of Bowls SA, hereinafter referred to as the Executive, reserves the right to suspend, modify or amend any event to meet changing circumstances.

**2. VENUES AND TIMING**

- 2.1 The dates and venue shall be decided by the Executive, when applications have been received from the Districts, and noted by the Annual General Meeting where applicable. Venues will be allocated two years in advance to allow Districts to prepare their facilities to the level expected.
- 2.2 Applications from Districts, to stage these events, including a list of nominated Clubs from which the required number will be selected, must be received by the Bowls SA Office before or on, the specified date in the relevant Circular.

**3. CONTROL:  
CONDITIONS OF PLAY/SMOKING/ALCOHOL/CELL PHONES/SPECIAL FACILITIES**

- 3.1 All Events shall be under the control of Bowls SA through its Operations Manager and nominated Executive Member and in conjunction with the Event Committee and Jury of Appeal.

3.2 Division of duties between the Event Committee and the Jury of Appeal will include but not be limited to:

3.2.1 Tournament Committee

Change times, dates, venues, etc in order to keep the Event flowing and/or being completed on time.

3.2.2 Jury of Appeal

Rule on latecomers, transgressors and interpret the Laws of the Sport of Bowls as and when required and on any matters which are under dispute.

3.2.3 Conditions of Play

Will be supplied by Bowls South Africa through it's nominated Executive Member.

3.2.4 Smoking/Alcohol/Cell Phones:

3.2.4.1 Smoking (including artificial devises such as Twisp), alcohol, Cell Phones & hand held TV devises will not be permitted within 2 metres of the green while play is in progress. This ruling applies to all Tournaments under the control of Bowls SA.

3.2.4.2 The Penalty for transgressing under Clause 3.2.4.1 is as follows:

Upon the first offence the Technical Official will warn the player via the skip(or the player in singles) and record the players name and District.

Upon any subsequent offence by the same Player, the Technical Official shall report the player to the Controlling Body, who shall take suitable action, which may include suspending the player from playing in the next round. The attitude of the player and the circumstances will contribute to the decision taken by the Controlling Body.

The player has the right of appeal to the Jury of Appeal.

If the offence is committed in the last round, the penalty will be carried forward to the relevant Tournament for the following year.

In a team event, a registered reserve, may be used, or a draw for a substitute will be allowed.

3.2.4.3 Should 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 S.A. Tournaments for one year.

3.2.5 Wheelchairs: Clubs must be wheelchair friendly.

#### 4. BOWLS SA EXECUTIVE COMMITTEE ARRANGEMENTS

4.1 All requirements in respect of travel, accommodation, meals and transport for the Executive, and any other officials as required by Bowls SA, will be handled by the Bowls SA Office. They will advise the Event Committee if their services are required.

4.2 Bowls SA shall nominate the Programme Director (MC) for the closing Ceremony

4.3 The draw for all events is the responsibility of the Executive.

#### 5. EVENT COMMITTEE

5.1 The District, which has been allocated the Championship, must nominate a committee immediately, consisting of a Convener who is suitably qualified, together with a C.V., plus a maximum of four persons, for confirmation by the Executive, after which it will become a Sub-committee of Bowls SA. The Committee must be confirmed by "The Executive" before becoming operational. The Event Committee, hereinafter referred to as "the Committee" shall have the privilege of direct communication with Bowls SA, to whom it is directly responsible and accountable, but shall be obliged to keep their District Executive informed at all times. The size of the Committee may be increased by motivating the reasons to the Executive."

5.2 The Committee should have their respective portfolios allocated to them by the Convener. These portfolios should at least include a Secretary, Treasurer, PRO, Sponsorships, Press, Records, Umpires and Markers, Greens, Seating and Transport, Accommodation, Catering.

5.3 Copies of all circulars distributed and minutes of meetings are to be

sent to the Bowls SA Office, and the Secretary of the host District.

- 5.4 Committee members must be present and may not participate in any tournament during the period of the event.
- 5.5 The Bowls SA Office may provide the Committee with distinctive shirts and/or windbreakers,

## 6. JURY OF APPEAL

- 6.1 The Executive will appoint the Jury of Appeal consisting of:
  - 6.1.1 A member of "The Executive," but failing that a person nominated by the Executive at their sole discretion.
  - 6.1.2 A Member of the Host District's Executive Committee, who is not a Member of the Tournament Committee.
  - 6.1.3 The Convenor of the staging District's Technical Officials Standing Committee or their nominee.
- 6.2 The decisions of the Jury of Appeal shall be final.

## 7. GREENS SELECTION, INSPECTION, SPECIFICATIONS AND FLIP BOARDS

- 7.1 The District Executive must nominate six potential staging Clubs
- 7.2 It must be noted that the playing surfaces of the greens at the proposed venues are of paramount importance, followed by the facilities afforded by the Clubs.
- 7.3 Furthermore it must be emphasised that the greens used for the finals of the event need not be those of the Club being used for the administration headquarters.
- 7.4 The Executive greens portfolio representative together with the Greenkeepers Standing Committee, hereinafter referred to as "the Greenkeepers" shall arrange to inspect the proposed greens 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 grading assessment from their District Greens Standing Committee.

- 7.5 On receipt of the report referred to in 7.4, the Executive Greens portfolio representative shall immediately decide and advise the Committee on the allocation of designated Clubs to stage the Finals.
- 7.6 Further inspections shall be at the discretion of the Executive Greens portfolio representative in conjunction with the Greenkeepers. The final greens' inspection shall be carried out seven days before the start of the Event. Copies of reports contemplated in this section must be submitted to the Bowls SA Office, the Executive Greens portfolio representative and the Committee within two days after the inspection.
- 7.7 It is the responsibility of the Committee to ensure that the Greenkeepers' instructions and recommendations are carried out. "The Executive" reserves the right to take the necessary steps to carry out the final preparations of the greens.
- 7.8 The Executive shall also have the right to instruct the Committee to change a venue to another on the recommendation of the Greenkeepers or for any other reason which they deem valid.
- 7.9 Rinks widths are to be set at five meters and no boundary threads are to be used for all Bowls SA Tournaments.
- 7.10 Rink boundary pegs should not be moved during the tournament, unless there is a change that necessitates a change. That decision shall be made by the Tournament Committee in consultation with the Greenkeeper.
- 7.11 Flip boards are to be used on all rinks of play for the full duration of all Bowls SA Tournaments covered by this Modus Operandi.

## 8. BUDGETS AND FUNDING

- 8.1 Within six weeks of the Committee being confirmed by the Executive, a budget must be prepared and submitted to the Bowls SA Office. This budget shall be prepared on a zero-base basis and wherever possible quotations [which can be confirmed nearer the time of the Championship] should be obtained rather than adding a percentage to the last Championships costs. The Bowls SA Office will assist with the detail of the budget at the same time as the confirmation of the Committee.

- 8.2 In the absence of sponsorship of the Event, the Executive may call for entrance fees to be paid by each District, who will be expected to bear the cost of accommodation and transport of their teams.
- 8.3 The Committee is encouraged to obtain local sponsorships to defray costs. However, advertising material of such local sponsorship as long as they do not compete directly with the major sponsor, must be cleared by the Bowls SA Office.
- 8.4 Once the Bowls SA Office approves the Budget it is the Committee's responsibility to operate within it. Any deviation from the overall Budget must have prior approval from the Executive in writing.
- 8.5 The Bowls SA Office will provide a float for incidental expenditure where applicable. The Committee must maintain a record of all expenditure, supported by vouchers. Top up amounts will be advanced when requested on the prescribed forms supplied by the Bowls SA Office.
- 8.6 All other expenditure should be contracted in the name of Bowls SA so that full advantage of being registered for VAT can be enjoyed. The Bowls SA Office will make these payments on application against original VAT invoices. Copies of these invoices are to be retained by the Treasurer of the Committee. The Bowls SA Office will supply official forms to apply for payment.

**Bowls South Africa's VAT number is 4780107514**

- 8.7 Public Liability Insurance is covered by the Bowls South Africa Insurance Policy. All other insurance required for the event is to be arranged by the Committee in conjunction with the Bowls SA Office.
- 8.8 An Income & Expenditure Account should be submitted to the Bowls SA Office within 45 days of the completion of the Event. The Bowls SA Office will supply the preferred format.
- 8.9 Banking requirements to be discussed with the Bowls SA Office for approval.

**9. RECORDS**

- 9.1 Control score charts shall be maintained and kept up-to-date

in the Record's Office. A copy of the control charts, which shall be up-dated after every session, shall be permanently displayed where the public has access to them. Copies of the score charts must be made available to Executive, Selectors, Team Managers or players. (as applicable).

- 9.2 Results are to be loaded onto the Host District website immediately after each completed round of play. The District website shall be linked to the Bowls SA website.
- 9.3 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.
- 9.4 At all stages of the event the Record's Official must make available, at the earliest possible opportunity, all information the media may require.
- 9.5 A photocopier, should be installed for the use of the Committee. Computers, Cellular telephones and other electronic devices should be used for communication.
- 9.6 Results are to be e-mailed to the Bowls SA Press liaison officer and the local press on a daily basis.

**10. VENUE DRESSING, SPECTATOR FACILITIES**

- 10.1 The Tournament Convenor and the Sponsor's representative (if applicable) shall arrange the dressing of the greens and the surrounds.
- 10.2 The Sponsor has the right to affix their advertising and promotional material to the main scoreboard, flip boards, scoreboards and other such places as they deem desirable.
- 10.3 Sub-sponsors displays or other advertising and promotional material must be approved by the Bowls SA Office or their Nominee.
- 10.4 **NO RIVAL BRANDING WILL BE PERMITTED UNDER ANY CIRCUMSTANCE.**
- 10.5 The Committee must pay particular attention to the needs of the invited guests and the public. Adequate catering and toilet facilities must be provided.

## 11. FUNCTIONS

11.1 The sequence of events at either the Opening or Closing Ceremony must be finalised well in advance of the Event and be approved by the Bowls SA Office.

### 11.2 Opening & Flag Raising Ceremony

Welcome Functions or Openings, where applicable will be as per the Modus Operandi for a particular event. The Executive will, however, have the power to make changes if, and when necessary. These functions are expected to conform to the protocols as developed by Bowls SA.

### 11.3 Prize-giving and Flag Lowering Ceremony.

11.3.1 The Event Secretary must arrange for a table, suitably decorated, to be placed on the green for the trophies, prizes and medals to be handed to the winners.

11.3.2 Ensure the prizes are arranged in the order of presentation and the Event Secretary is available to assist

11.3.3. Immediately the last final is completed the MC calls players and spectators to order with the request to stay for the prize-giving and closing ceremony.

11.3.4 The District Flags and other flags are to be lowered after play is concluded and prior to the lowering of any National Flags

#### 11.3.4 Procedure

11.3.4.1 Where applicable the MC must instruct the prize winners and/or players to assemble on the green as soon as play is completed.

11.3.4.2 MC invites the presentation party onto the green in the following order.

- Bowls SA President or Deputy
- Sponsors Representative
- Bowls SA Executive Members (if present)
- District President
- Tournament Committee

11.3.4.3 Addresses in the following order

- Sponsors Representative
- District President
- Bowls SA President or Deputy

11.3.4.4 Presentation of prizes by the Sponsor and the President of Bowls SA or a Deputy.

11.3.4.5 Presentation of Executive visit plaques to the District President and President/s of the host clubs.

11.3.4.6 Presentation of Friendship or Merit badges to the Event Committee where applicable.

11.3.4.7 Immediately after the closing ceremony there will be a flag lowering ceremony.

11.3.4.8 The National Flag must be lowered to the rendering of the National Anthem  
**Note that the South African Flag and other Countries Flags (if applicable) are the last to be lowered. Each Flag must be lowered to their respective National Anthem/s with the South African Flag being lowered last, as the Afrikaans version commences.**

**Only the official C.D. from the Bowls South Africa Office to be used [i.e. no choirs, pipers, etc.].**

11.3.4.9 The flags once lowered must be returned to the Record's office without delay for return to the Bowls SA Office.

11.3.4.10 No official Bowls South Africa function to be arranged after the Final closing ceremony.

## 12. INVITATIONS TO OPENING AND/OR CLOSING CEREMONIES

12.1 The Bowls SA Office will supply the official Invitation list.

12.2 The Committee shall be responsible for inviting local civic dignitaries, District Life officers, and any other local dignitaries.

12.3 Invitations are to be sent out two months before the Event and a record of replies must be kept. The Bowls SA Office will supply letterheads on which the invitations are to be printed.

### 13. TOURNAMENT HANDBOOK

- 13.1 The official handbook should be in the form of a booklet and should contain:
- 13.1.1 Message from the Sponsors, if any;
  - 13.1.2 Message from Bowls SA President;
  - 13.1.3 Message from the District President
  - 13.1.4 Programme for each day;
  - 13.1.5 Participating Districts/Players and their respective Sections;
  - 13.1.6 Charts for all Sections, showing opponents, rinks and having space for results to be recorded.
- 13.2 The format of the official programme should follow that of the previous year subject to any variations advised, in writing, by the Bowls SA Office.
- 13.3 The design of the cover must be approved by the Executive prior to its preparation. The final draft of the handbook must also be submitted to the Bowls SA Office for approval prior to being released for print.
- 13.4 The Committee is responsible for deciding on the number of copies to be printed so that spectators, officials and team managers or players receive copies.
- 13.5 Executive members who are in attendance and their guests must be supplied with programmes.

### 14. CATERING

- 14.1 The Committee must arrange the cost of teas and lunches with the staging Clubs in line with the approved budget and provide facilities for spectators and paying guests.
- 14.2 A lunch menu for each day is to be arranged.
- 14.3 Lunch and tea tickets for players and officials are to be printed. It should be noted that lunch & tea tickets are only provided to players where provision is made by the Sponsors.
- 14.4 **The Executive, Bowls South Africa Office Staff, South Africa Selectors, Committee, Umpires, and Markers, if required, Media and First Aiders are**

**entitled to free teas and lunches when producing designated tickets during playing days.**

- 14.5 Spectators and other guests must be responsible for their own teas and lunches.
- 14.6 A mid-morning tea break will be taken in all Tournaments, with the exception of the Open, Senior and "B" Inter Districts. No tea in the afternoon.

### 15. FLAGS

- 15.1 The following flags shall be displayed: The Flag of the Republic of South Africa, [which must be flown in accordance with Government protocol], participating countries (where applicable), Bowls South Africa, the Sponsor, the Host District and each participating District.
- 15.2 District Flags will be supplied by the Bowls South Africa Office.

### 16. TECHNICAL OFFICIALS

- 16.1 Only the most efficient Technical Officials (preferably level 2's and level 3's) shall be appointed and a briefing session should be arranged for them.
- 16.2 A schedule must be drawn up showing the times and dates when they are to officiate.
- 16.3 The Bowls South Africa representative on duty, on recommendation from the District Technical Officials Standing Committee, must approve the Umpires and where applicable Markers for the Finals.
- 16.4 It is essential that whilst applying the laws firmly the Technical Officials should be sensitive in the manner in which they carry out their duties.

### 17. PUBLICITY

- 17.1 Extensive coverage of the Event with the local newspapers and radio stations should be arranged.
- 17.2 Local items of interest should be communicated to the Bowls SA Media Officer for dissemination to the National media.

- 17.3 Advertising Material, Banners, Bunting etc., supplied from the Bowls SA Office, will be the sole responsibility of the Tournament Committee. The Tournament Committee will be expected to display any of the above during the Tournament and return to the Bowls SA Office in good order and condition.

## 18. PRACTICE FACILITIES

The greens on which the Event is to be played may only be made available for the participants to practice on the day before the Event starts. This may be deviated from at the discretion of the Tournament Committee.

## 19 TROPHIES, PRIZES AND MEDALS

- 19.1 The winners of the respective tournaments will receive a trophy and a gold medal, the runners-up a trophy and a silver medal and section runners-up or the losing semi-finalists, as the case may be, will both receive bronze medals.
- 19.2 Prize money, where applicable will determined by the Executive.
- 19.3 The Bowls SA Office shall be responsible for ensuring that the trophies, prizes and medals, where applicable, are handed to the Tournament Committee Secretary for distribution prior to of the Finals.
- 19.3 All Floating Trophies will be retained in the Bowls South Africa Office and suitably engraved. These Trophies will not be presented at their respective Tournaments.

## 20. PHOTOGRAPHS

- 20.1 The Committee shall arrange for an official photographer to take photographs of the winners and runners-up of the event as well as players or teams participating.
- 20.2 Where applicable, passport size pen pictures of players will be requested by the Tournament Committee

## 21. MEDICAL SERVICE

### 21.1 First Aid

Arrangements should be made with a local organisation to provide a first aid service for the duration of the Event.

### 21.2 Doctors, Dentists etc.

Arrangements should be made with a local Medical Centre to provide all services for the duration of the Event.

## 22. G.P.S

- 22.1 G.P.S. co-ordinates to be added in the Handbook for all venue Clubs.

## 23. DISCIPLINE

- 23.1 The Committee shall report to Bowls South Africa any unseemly conduct, misbehaviour or malpractice on part of any participant in any Event.
- 23.2 It shall be competent for Bowls South Africa after examination of the facts, to take such disciplinary action against such participant as it deems warranted.

## 24. MEMBERSHIP: CARDS/DUAL

- 24.1. **Membership Cards** must be shown when registering at a venue for all Bowls South Africa Tournaments. Bowlers **will not** be allowed to participate if an official membership card is unavailable. Membership numbers must also be reflected on all Entry Forms.

- 24.2 **Dual Membership:**  
**ONLY APPLIES FOR TOURNAMENTS WHICH ALLOW ENTRIES BY A PLAYER WHO IS A DUAL MEMBER OF TWO OR MORE CLUBS.**

Entries must be through the same Club. Where a player registers to play for a Club which is not his or her club of first preference, such player must, at the time of entry, produce documentary proof from their club of first preference, that they are in agreement with the player's decision. In addition the club for

which the player has entered to play under, must confirm that the player/s is/are a bona fide registered member.

## **25. INCLEMENT WEATHER**

In the event of adverse weather conditions or any other reason, the Tournament Committee, in conjunction Executive duty member and the Jury of Appeal, shall have the right to curtail the number of rounds as well as to determine the winners and runners-up of each section on a lesser number of rounds.

## **26. INSURANCE**

Public Liability Insurance is covered by the Bowls SA Insurance Policy. All matters regarding insurance must be discussed and dealt with by the Bowls SA Office

## **27 STANDS AND SEATING**

- 27.1 Seating, if funds permit, should be arranged to seat the anticipated number of spectators at the final
- 27.2 Chairs should be placed around the green during playoffs.

## **28. MEETINGS AND MINUTES**

- 28.1 Regular meetings should be arranged at a time and place suitable to all members of the Committee, initially one a month and more frequently as required later.
- 28.2 Conveners of sub-committees like Handbook, Catering etc. should arrange appropriate meetings and report progress to the Committee
- 28.3 Before the staging of the event a general meeting of staging clubs (where applicable) and others considered necessary should be arranged at which the full Committee should be present. At this meeting outline procedures during the tournament and hand out documents, records etc. for the staging clubs.
- 28.4 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 10 days of such meeting.

## **29. TOURNAMENT COMMITTEE REPORT**

Within 45 days of the completion of the Event the Tournament

Committee shall prepare a comprehensive report on the staging of the Event, highlighting in particular any problems and suggestions which will assist in the smoother running of future Events.

## **30. SCORECARDS**

- 30.1 In the event that an incorrect scorecard has been signed for by both skips and an error subsequently reported to the Tournament Committee, the Tournament Committee shall consult both skips. Should both skips agree that the card is incorrect then it shall be altered and counter-signed by them. Should both skips not agree then the result on the card shall stand.
- 30.2 In round robin play the error must be reported prior to the section results being finalised.
- 30.3 In knockout play the error must be reported prior to the next round commencing.

## **31. DRUG TESTING**

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

## **32. AMENDMENTS TO TOURNAMENT MODUS OPERANDI AND THESE PROCEDURES**

Within one month of the conclusion of the Event the Committee must advise Bowls South Africa of any suggested amendments to the relevant Modus Operandi and/or these Standard Procedures.

**September 2017**