

Visiomed Office Park, Block 2, Unit 5
269 Beyers Naude Drive, Blackheath, 2195
Tel: (011) 476-6075
E-mail: info@bowlssa.co.za
Website: <http://www.bowlssa.co.za>



To: EXECUTIVE COMMITTEE
PROVINCIAL PRESIDENTS
PROVINCIAL SECRETARIES
DISTRICT PRESIDENTS
DISTRICT SECRETARIES
MEDIA

26 January 2026

CIRCULAR 07 / 2026

SUBMISSION OF TECHNICAL OFFICIAL'S ANNUAL HOURS FOR 2025

At the start of each year, every certified Technical Officials responsibility is to submit their Hours for the previous year. The detailed How2 guidelines are attached (4 pages with pictures) for those who have Internet access but are not particularly familiar with computer operations.

Click (or Ctrl-Click) on the link <https://bowlssa.knack.com/membersdb#home/> (if you do not see the Add Annual Hours window, please click on "Add Annual Technical Officials Hours" in the green strip) – please make sure that you do all the steps !! Please read the attached How2, as there have been some changes to the submission process.

NOTES:

a) No login is required for this task, and if you are not an official Club, District, or DSCC Database Administrator, please do not request a login code out of curiosity, as dealing with a lot of invalid sign-in requests takes up a lot of time and the Systems and National Administrators are also volunteers, trying to make everyone's lives easier.

b) If you have not yet been certified – i.e., you are in the process of completing your post-course project for your first coaching qualification, you should find that you cannot enter your hours for 2025. If your certification is only done in 2026, please keep your hours from 2025 and submit them along with your 2026 hours at the start of 2027. i.e. You are off the hook for this task!

Please enter your Annual Hours for 2025 ASAP - the deadline for entry is 16 February 2026. If you do not have Internet access, please ask your Club Database Administrator to do this task on your behalf - make sure that you give him/her your bowls SA number, the hours (the actual time spent working with people whether inside or outside – this does not include traveling time) and Admin Hours, eg planning, research, meetings etc) and any updates to your contact details.



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA

Executive Committee:

President: David Hamer, Vice President: Lyla Young
Members: Bruce Burt, Fred Darke, Owen James, Damien Stefaans,
Chief Operations Officer: Bobby Donnelly



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Please make sure that you insert the correct 'Submitted Year' on the 'Add Annual Technical Officials Hours' form, which in this case is 2025.

Submitted Year *

2025



Please make sure that you have not already submitted hours for this year - only one submission per year allowed

NB

Should you see the following message below while submitting your annual hours, please do not attempt to resubmit them again, they most likely have been submitted.

When submitting your annual hours, and the system continually buffer (goes around in circles), please do not try submit them again

In both cases please contact Jeanette Williams, brujenw@gmail.com, if you have problems.

**Unfortunately there was a technical issue and this form did not submit successfully.
Please contact the owner of this form for more information.**

Please take note of the following:

Hours – includes any hours spent Umpiring or Marking.

Administration Hours – includes meetings, courses, research time, writing time, etc, provided these hours are related to Umpiring

Note that once the processing of your entry has taken place, the status of your qualification will be updated according to the following criteria:

i. *Active* – hours submitted, and latest qualification/refresher date is within the last 5 years (*note that this is a SASCOC ruling with which we are obliged to comply & is not new*).

ii. *Inactive* – no hours are submitted, and the latest qualification/refresher date is within the last 5 years.

iii. *Expired* – latest qualification/refresher date is greater than 5 years (the status will not be restored to Active even if hours have been submitted; note that attending a Level 1 course will restore this status to *Active* and hours have been submitted).



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iv. *Former* – should you have retired from Umpiring, please alert your DSCC so that they can change the status accordingly on the database.

Thank you all for your patience and cooperation regarding the above. If you have any queries please contact Jeanette Williams. brujenw@gmail.com

BOBBY DONNELLY
CHIEF OPERATIONS OFFICER



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