



MODI – OPERANDI: STAGING/HOSTING OF BOWLS SA EVENT

CONTENTS

CHAPTER 1: STANDARD PROCEDURES FOR STAGING BOWLS SA TOURNAMENTS	4
INTRODUCTION	4
VENUES AND TIMING	4
EVENT CONTROL	5
JURY OF APPEAL.....	6
EVENT COMMITTEE	6
CONDITIONS OF PLAY	8
PROGRAMME.....	8
FINANCES	8
CATERING	9
RECORDS.....	9
DECLARATION FORMS	10
BOWLS SA DATABASE.....	10
BOWLS SA WEBSITE	10
VENUE DRESSING.....	10
FUNCTIONS AND CEREMONIES	10
TOURNAMENT HANDBOOK/FLIPBOOK	11
FLAGS & NATIONAL ANTHEM	12
TECHNICAL OFFICIALS	13
PUBLIC ADDRESS SYSTEM AND MUSIC	13
MEDIA COVERAGE	13
PHOTOGRAPHS AND LIVE STREAMING.....	14
MEDICAL SERVICE	14
DRUG TESTING.....	14
DISCIPLINE.....	14
TROPHIES, PRIZES AND MEDALS	15
INSURANCE	15
BOWLS SA EXECUTIVE COMMITTEE ARRANGEMENTS	15
AMENDMENTS TO TOURNAMENT MODUS OPERANDI AND THESE PROCEDURES	15
CHAPTER 2: THE SA OPEN,'B', VETERAN INTER-DISTRICT.....	16
TITLE.....	16
ENTRIES	16

PLAYER ELIGIBILITY.....	16
ACCOMMODATION AND TRANSPORT	16
CATERING	17
CLUBS AND DIRECTION OF PLAY.....	17
GENERAL	17
CHAPTER 3: THE UNDER 35 INTER-DISTRICTS	18
TITLE.....	18
ENTRIES.....	18
PLAYER ELIGIBILITY.....	18
ACCOMMODATION AND TRANSPORT	18
CLUBS AND DIRECTION OF PLAY.....	18
GENERAL	19
CHAPTER 4: THE JUNIOR NATIONALS	20
TITLE.....	20
ENTRIES.....	20
PLAYER ELIGIBILITY/LOAN PLAYERS.....	20
ACCOMMODATION AND TRANSPORT	21
CATERING	21
CLUBS AND GREENS	21
GENERAL	21
CHAPTER 5: THE SA MIXED PAIRS.....	23
TITLE.....	23
ENTRIES.....	23
PLAYER ELIGIBILITY.....	23
ACCOMMODATION AND TRANSPORT	23
FUNCTION	23
CATERING	23
CLUBS AND GREENS	24
ADDITIONAL ENTERTAINMENT	24
GENERAL	24
CHAPTER 6: SA MASTERS	25
TITLE.....	25
ENTRIES.....	25
PRACTICE GAMES.....	26
FUNCTION	26

TECHNICAL OFFICIALS, MARKERS & FLIPBOARD OPERATORS.....	26
PLAYERS REGISTRATION.....	26
ACCOMMODATION AND TRANSPORT	27
SCORECARDS, SCOREBOARDS, FLIPBOARDS, DISCS & SHOT INDICATORS FOR MARKERS	27
CATERING	27
CHAPTER 7: SA OPEN (MEN & WOMEN).....	28
TITLE.....	28
ENTRIES.....	28
SECTION PLAY.....	29
FINANCE.....	29
PRIZE MONEY.....	29
PLAYOFFS	29
GENERAL	29

CHAPTER 1: STANDARD PROCEDURES FOR STAGING BOWLS SA TOURNAMENTS

INTRODUCTION

1. These Standard Procedures set out the details of common areas in staging all Bowls South Africa's Tournaments, hereinafter referred to as "Events", and should be read in conjunction with the relevant chapter for each Event, the Laws of the Sport of Bowls (4th Edition), the Laws of the Sport of Bowls (4th Edition) – Domestic Regulations and the relevant Event's Conditions of Play. Any modifications/enhancements of the Standard Procedures, for a specific Event, will be documented in the relevant chapter for the Event.

2. The Executive Committee of Bowls SA, hereinafter referred to as the Executive, reserves the right to suspend, modify or amend any of these Standard Procedures or the Modus Operandi of any event to meet changing circumstances.

VENUES AND TIMING

3. The dates and venue shall be decided by the Executive on receipt of applications from the districts. Venues will be allocated two years in advance to allow Districts/Clubs to prepare their facilities to the required standard.

3.1. Applications by the Districts to stage Events must be received by the Bowls SA Office on or before the specified date in the relevant Circular and shall include a list of nominated Clubs, which should where possible, be wheelchair friendly.

3.2. 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 - adequate catering and toilet facilities must be available.

3.2.1. The Executive Liaison to the National Standing Committee: Greenkeepers (NSCG) and the Convenor of the NSCG shall arrange an initial inspection of the proposed Clubs and report to the Executive.

The Club Greenkeeper, the Event Committee Convenor and the member responsible for greens, shall be present at all inspections. At the time of the initial inspection the Club must be able to produce the following documentation:

3.2.1.1 Up-to-date levels profile.

3.2.1.2 A recent (less than 3 months old) grading assessment from their District Standing Committee: Greens (DSCG).

- 3.2.2. Further inspections shall be at the discretion of the NSCG. The final greens' inspection by the DSCG shall be carried out fourteen days before the start of the event.
- 3.2.3. The Executive shall have the right to instruct the Event Committee to change a venue to another on the recommendation of the NSCG or for any reason which they deem valid.
- 3.2.4. Rink widths are to be set at five meters and no boundary threads are to be used for any Bowls SA Event.
- 3.2.5. Rink boundary pegs should not be moved during the tournament, unless there is damage that necessitates a change.
- 3.3. The Executive shall, after consultation with the NSCG, appoint the Clubs that are to serve as Headquarters and Sub-Headquarters.
- 3.4. Facilities, Equipment/Internet Requirement: The Headquarters of any Bowls SA Event should have the following facilities available:
 - 3.4.1. A Record's Room, which can be locked, and which has enough wall plugs. If these are not available, then ensure that suitable extension cord/s are safely laid on.
 - 3.4.2. A Meeting/Media Room.
 - 3.4.3. Both rooms should have internet access.
 - 3.4.4. A photocopier/printer should be available in the Records Room.
- 3.5. The Executive shall publish the annual Event Calendar after approval at the AGM, and by no later than Mid-September, of the preceding year.

EVENT CONTROL

4. Controlling Body. All Bowls SA Events shall be under the control of Bowls SA through its nominated Executive Member and/or the Chief Operations Officer (in the absence of an Executive Member), in conjunction with the Event Committee and Jury of Appeal.

5. The draw for Bowls SA events, other than the SA Open (Men and Women) and the BDSA Nationals, is the responsibility of the Executive, assisted by the Chief Operations Officer as required. The draw for the SA Open (Men & Women) is the responsibility of the relevant Event Committees while the NSC: Disability is responsible for the draw for the BDSA Nationals.

6. Division of duties, pertaining to rulings, between the Event Committee and the Jury of Appeal, will include but not be limited to:

6.1. Event Committee

6.1.1. Rule on latecomers, change times, dates, venues, with approval of the Executive, amend the Conditions of Play (CoP), in collaboration with the Executive Committee, etc. in order to keep the event flowing and/or being completed on time.

6.1.2. The Event Committee has no jurisdiction over any complaint, etc pertaining to the breach of the Bowls SA Constitution, Bowls SA Regulations (specifically Part One, Schedule One – pertaining to Racism or any other form of Discrimination) and/or any Bowls SA Policy. (Refer to clauses 64 – 66 hereof).

6.2. Jury of Appeal. Interpret, and enforce, the Laws of the Sport of Bowls, as and when required, and rule on any matters which are under dispute, including appeals against rulings by the Event Committee.

JURY OF APPEAL

7. The Executive will appoint the Jury of Appeal consisting of:

7.1. A member of the Bowls SA Executive, failing that a person nominated by the Executive at their sole discretion.

7.2. A member of the Host District's Executive Committee, who is not a Member of the Tournament Committee.

7.3. A member of the National Standing Committee: Technical Officials (NSCTO) or, in the absence of such a member, the Convenor of the staging District's Technical Officials Standing Committee or their nominee (may not be a member of the Events Committee).

7.4. A person with a legal background, as nominated by the Bowls SA Executive Committee.

8. The decisions of the Jury of Appeal shall be final.

EVENT COMMITTEE

9. The district which has been allocated the Championship, must nominate an Event Committee, by no later than mid-August the preceding year, consisting of a Convenor and a maximum of **five additional persons**, for confirmation by the Executive, after which it will become a Sub-committee of Bowls SA. The size of the Event Committee may be increased by motivating the reasons to the Executive.

10. The Event 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 Committee always informed.

11. The Event Committee members shall have their respective portfolios allocated to them by the Convenor. These portfolios should at least include Secretary (includes administration tasks), Treasurer, Media/Marketing, Sponsorships, Records, Technical Officials, Greens and Catering.

12. The members of the Event Committee shall, where applicable, correspond with the relevant National Standing Committees for guidance and/or assistance.

13. For all events other than the SA Masters, the Event Committees shall, in collaboration with the Hosting Club(s), appoint a person to act as a Club Event Official at each of the Club(s) used for the Event. This person shall report to the relevant Event Committee and be responsible for:

13.1. Ensuring that the Technical Officials are on duty.

13.2. Ensuring that all the declaration forms, as required, of teams playing at the Club, are completed and any amendments captured on the draw/results system.

13.3. Ensuring that any other required documents of teams playing at the Club are completed.

13.4. Handing out and collecting the scorecards for matches played at the Club.

13.5. Ensuring that the results of matches played at the Club are captured on the draw/results system.

13.6. Assisting with any other tasks as per the request by the Convenor of the Event Committee.

14. Meetings

14.1. The Event Committees are to ensure that they have regular meetings (at least once a month to start with and then bi-weekly (every 2 weeks) in the last two months prior to the Event).

14.2. Before the staging of an event, a general meeting of staging clubs (where applicable) and others considered necessary should be arranged at which the full Event Committee should be present. At this meeting the Event Committee must outline procedures to be complied with during the event and hand out documents, score cards etc. to be used by the staging clubs during the event.

14.3. Copies of all minutes of meetings are to be sent to the nominated Executive member, the Bowls Chief Operations Officer, and the Secretary of the host District within 10 days of such meeting.

15. The Convenor of an Event Committee, shall within 30 Days of the completion of the event, submit a comprehensive report, which is to include an Income and Expenditure account. The Bowls SA Chief Operations Officer shall provide the required format for the report.

16. Event Committee members must be present at the relevant event and may not participate in the event or any tournament during the period of the event.

17. The Bowls SA Office may, at the discretion of the Executive, provide the Committee with distinctive shirts.

CONDITIONS OF PLAY

18. The Conditions of Play will be supplied by Bowls SA, through its nominated Executive Member and/or the Bowls SA Chief Operations Officer.

PROGRAMME

19. The Event Committee, in conjunction with the Chief Operations Officer, is to draft a programme for the Event.

FINANCES

20. The Event Committee must within six weeks of being confirmed by the Executive, submit a budget to the nominated Executive member and the Chief Operations Officer.

20.1. The budget shall be prepared on a zero-base basis and wherever possible quotations, which can be confirmed nearer the time of the Event, should be obtained.

20.2. The Budget for Events with entry fees, i.e. SA Open (Men & Ladies), should include the cost of the live streaming.

20.3. The Chief Operations Officer will assist with the detail of the budget.

20.4. Once the Executive approves the Budget it is the Event Committee's responsibility to operate within it. Any deviation from the overall budget must have prior approval from the Executive in writing.

21. Event Committees are encouraged to obtain local sponsorships to defray costs. However, advertising material of such local sponsorship, must be approved by the Executive or the Chief Operations Officer.

22. The Bowls SA Financial Assistant will provide a float for incidental expenditure where applicable. The Event Committee must maintain a record of all expenditure,

supported by vouchers. Top up amounts will be advanced when requested on the prescribed forms.

23. All other expenditure should be contracted in the name of Bowls SA so that full advantage of being registered for VAT (**Bowls SA VAT No: 4780107514**) can be enjoyed. The Bowls SA Financial Assistant will make these payments on application, on the prescribed forms, against original VAT invoices. Copies of these invoices are to be retained by the Treasurer of the Event Committee.

24. Banking requirements to be discussed with the Bowls SA Chief Operations Officer for approval.

CATERING

25. A standard, i.e. same at all hosting Clubs, menu, for lunches, must be agreed upon. The menu is to include a hot meal, dressed roll and “cold meal”, i.e. fruit salad and ice-cream, salad.

26. At all Events, the Bowls SA Executive Members, Event Committee Members, Technical Officials (doing duty) and honorary guests (of Bowls SA) are to be provided lunches paid for by Bowls SA. Players/Teams/Team Managers/Coaches are responsible, at own cost, for their meals, except as otherwise indicated in the event specific chapter hereinafter.

27. Early morning tea, and morning tea are to be provided on the same basis as the lunches.

RECORDS

28. Control score charts shall be maintained and kept up to date in the Record's Office.

29. A copy of the control charts, which shall be updated **after every session**, shall be permanently displayed, at all clubs hosting the relevant Bowls SA event, where the public has access to them.

30. Copies of the score charts must be made available to the Executive, Selectors, Team Managers and/or players on request.

31. Results are to be available on the Host District's and Bowls SA's websites **as soon as possible after each completed round of play**.

32. Results are to be submitted to the Bowls SA National Standing Committee: Media, Membership & Women in Bowls (NSC MMW) as soon as possible after each completed round of play to allow for the loading onto the respective social media platforms.

33. At all stages of the event the Record's Official must make available, at the earliest possible opportunity, all information the media and/or the NSC MMW may require.

DECLARATION FORMS

34. It is of the utmost importance that ALL declaration forms are returned to Records (Headquarters) on the morning that the event and/or Discipline (in the SA Open (Men & Ladies) starts.

BOWLS SA DATABASE

35. The Event Committee shall ensure that the Event is registered on the Bowls SA Database and that:

35.1. All entries, including any amendments, are recorded.

35.2. The results (gold, silver & bronze medallists) are recorded.

BOWLS SA WEBSITE

36. The Chief Operations Officer shall ensure that all relevant information/documentation is published on the Bowls SA Website.

VENUE DRESSING

37. The Event Committee Convenor and the Sponsor's representative (if applicable) shall arrange the dressing of the greens and the surrounds.

38. The event sponsor(s) and/or any Bowls SA main sponsor(s) have the right to affix their advertising and promotional material to the main scoreboard, flip boards, scoreboards, and other such places as they deem desirable.

39. Sub-sponsors' displays or other advertising and promotional material must be approved by the Executive or the Chief Operations Officer.

40. Advertising Material, Banners, Bunting etc., supplied by the Chief Operations Officer, will be the sole responsibility of the Event Committee, and it shall be expected to display any of the above during the Tournament and return to the Bowls SA Office in good order and condition.

41. **No rival branding will be permitted under any circumstance.**

FUNCTIONS AND CEREMONIES

42. Functions

42.1. Welcoming/Opening Functions will only be held for international events and Bowls SA Events as determined by the Executive.

- 42.2. Closing/Merit Functions shall only be held for international events.
- 42.3. The Executive shall appoint/approve the appointment of the Programme Director (MC) for all functions.
- 42.4. The Executive will provide the Event Committee with a list of guests to be invited to any welcoming/merit function.
- 42.5. The Chief Operations Officer will provide the Event Committee with the approved requirements, protocols, sequence of events and proforma invitation for such functions.

43. Ceremonies

- 43.1. The Executive shall nominate the Programme Director (MC) for the opening and/or closing Ceremony.
- 43.2. The Chief Operations Officer will provide the Event Committee with the approved requirements, protocols, sequence of events and proforma invitation for both the Opening and Closing Ceremonies.
- 43.3. The Executive will provide the Event Committee with a list of guests that are to be invited to the Opening/Flag Raising and/or Closing/Merit Ceremonies.
- 43.4. The Event Committee shall be responsible for inviting local civic dignitaries, District Life Members, and any other local dignitaries.
- 43.5. Invitations are to be sent out two months before the Event and a record of replies must be kept.

TOURNAMENT HANDBOOK/FLIPBOOK

44. The official handbook, which is to be compiled by the Chief Operations Officer and approved by the Executive, should be in the form of an electronic booklet and should, as a minimum, contain the following:

- 44.1. Message from Bowls SA President
- 44.2. Message from the Sponsors (if any)
- 44.3. Message from the District President
- 44.4. Programme of Event
- 44.5. Conditions of Play
- 44.6. Photos of the previous year's winners

- 44.7. Participating Districts/Players and their respective Sections/Draw or a link to the relevant draw
- 44.8. G.P.S. co-ordinates, contact person and telephone number, and physical address, for all hosting Clubs
- 44.9. Contact details of the nearest medical facilities (Hospital, General Practitioner, Dentist, Chemist)
- 44.10. Contact details of an Ambulance Service (ER24)

FLAGS & NATIONAL ANTHEM

45. Only the following Flags may be displayed at Bowls SA Event.

- 45.1. South Africa's National Flag.
- 45.2. Bowls SA Flag.
- 45.3. Hosting Provincial Bowls Association's Flag.
- 45.4. Hosting District Bowls Association's Flag.
- 45.5. Hosting Club's Flag.
- 45.6. Sponsors Flag.

46. The Event Committee shall arrange for persons to hoist and lower the Flags at the Opening and Closing ceremonies.

47. Flag Etiquette

47.1. The National Flag must never:

- 47.1.1. Be allowed to touch the ground or floor. (When hoisting or lowering the National Flag it should be draped over the persons left shoulder).
- 47.1.2. Be hoisted upside down (the red panel/strip must be on the top).
- 47.1.3. Remain flying at night unless suitably illuminated.
- 47.1.4. Be used as a cloth to cover tables, lecterns/podiums, or be draped from railings.
- 47.1.5. Be displayed in a frayed or dirty state.
- 47.1.6. Be hoisted in adverse weather.

47.2. When the National Flag is flown outdoors in the company with other flags that are not national flags, such as the Bowls SA Flag, District(s) and/or Club(s) Flags, the following rules apply:

47.2.1. If on separate pole, it must always occupy the position of honour. This means it must be the flag furthest to the right (observers' left) of all the flags on display.

47.2.2. If on the same pole, it must be the uppermost flag.

47.2.3. The National Flag must always be hoisted first and lowered last. (All other flags should be lowered before the start of the closing Ceremony).

48. The Event Committee is to arrange the person(s) to play the National Anthem at the Opening and Closing Ceremonies.

TECHNICAL OFFICIALS

49. Only the most efficient Technical Officials should be appointed, and a briefing session be arranged for them.

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

51. The nominated Executive member shall approve the appointment of the Umpires, Markers and/or Flipboard Operators for the Finals, on recommendation of the District Standing Committee: Technical Officials, for all Bowls SA events.

52. It is essential that whilst applying the laws firmly the Technical Officials should be sensitive in the way they carry out their duties.

PUBLIC ADDRESS SYSTEM AND MUSIC

53. A reliable Public Address System must be provided by the hosting District, and a backup system also to be on hand.

54. A Standing microphone must be available for the Opening and Closing Ceremonies.

55. Background music may be played whilst play is in progress.

MEDIA COVERAGE

56. Extensive coverage of the Event with the local newspapers and radio stations should be arranged.

57. Local items of interest should be communicated to the Bowls SA Media Officer for dissemination to the National media.

PHOTOGRAPHS AND LIVE SREAMING

58. The Event 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. The Event Committee shall also ensure the photos are sent to the Chief Operations Officer within 7 days of the completion of the event.

59. Where applicable, ID type photos of players, and player profiles, will be required by the NSC MMW for marketing purposes. All players entering/participating in any Bowls SA event must be requested to complete the online Player Profile forms: (<https://docs.google.com/.../1FAIpQLSfhavloXBqly3.../viewform>).

60. The NSC MMW, in conjunction with the Event Committee member responsible for live-streaming shall, where Bowls SA does not have an agreement with a Production Company, arrange with an approved Production Company to do the live-streaming. The NSC MMW shall appoint a “Production Manager” and the Commentators.

MEDICAL SERVICE

61. First Aid. Arrangements should be made with a local organisation to provide a first aid service for the duration of the event.

62. Hospital, Doctors, Dentists etc. Arrangements should be made with a local Hospital, Medical Centre and or Doctors, etc to provide relevant services for the duration of the event.

DRUG TESTING

63. Event Committees must be aware of the implications of the testing requirements of the South African Institute for Drug Free Sport and ensure that all participants are aware of the possibility of them being tested.

DISCIPLINE

64. Event Committees and/or Juries of Appeal must forward any reports/complaints pertaining to the breach of the Bowls SA Constitution, Bowls SA Regulations and/or Bowls SA Policies to the Executive.

65. Participants may submit reports/complaints pertaining to discrimination incidents (albeit racial, religious, etc) and/or any incidents that are in breach of the Bowls SA Safeguarding Policy directly to the Executive.

66. It shall be competent for the Executive, after examination of the facts of the aforementioned reports/complaints, to take such disciplinary action as required in accordance with the Bowls SA Disciplinary Procedure and/or the Bowls SA Safeguarding Policy.

TROPHIES, PRIZES AND MEDALS

67. The winners of the respective tournaments will receive a trophy and a gold medal, the runners-up will receive a trophy and a silver medal while the section runners-up or the losing semi-finalists will both receive bronze medals.

68. Prize money, where applicable, will be determined by the Executive.

69. The Chief Operations Officer shall be responsible for ensuring that the trophies, prizes and medals, where applicable, are handed (couriered) to the Event Committee Secretary for presentation prior to the start of the Event.

70. 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.

INSURANCE

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

BOWLS SA EXECUTIVE COMMITTEE ARRANGEMENTS

72. 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.

73. The Bowls SA Office will advise the Event Committee if their services are required.

AMENDMENTS TO TOURNAMENT MODUS OPERANDI AND THESE PROCEDURES

74. Within one month (30 days) of the conclusion of the Event the Event Committee must advise Bowls SA of any suggested amendments to the relevant Modus Operandi and/or these Standard Procedures.

CHAPTER 2: THE SA OPEN,'B', VETERAN INTER-DISTRICT

TITLE

1. The title for each of these Event, which shall include Event for both men & women, hereinafter referred to as The Inter-Districts, shall be prefixed with the sponsor's name. For example: THE (SPONSOR) OPEN, 'B,' AND/OR VETERAN INTER-DISTRICTS.

ENTRIES

2. Bowls SA, in conjunction with the Event Committees shall call for entries at least six months before the scheduled Opening Day of the Tournament.

3. Each District affiliated to Bowls SA shall be entitled to enter a side, per gender, consisting of two fours and one reserve, if so desired. In addition, a Manager/Coach should accompany each side. However, if a District decides to appoint a Team Captain, he/she will be expected to carry out all the duties of a manager.

3.1. Districts must provide the players' Bowls SA Membership numbers when submitting teams to the Tournament Committee.

3.2. Each District entry shall include **a minimum** of one generic black player of each gender in their combined Open, B and Veteran selection.

4. Should any District not enter a side for all three events, a side for the Open Inter-Districts event must be entered before sides for the B or Veteran Inter-Districts may be entered.

PLAYER ELIGIBILITY

5. All affiliated and bona fide first call men and women players are eligible for selection by their Districts. However, the following rules to apply:

5.1. Open and "B" Inter-District: Districts to select their best possible teams, with no age restrictions.

5.2. Veteran Inter-District: Players must have reached the age of 60 years before or on the 1st day of the event.

ACCOMMODATION AND TRANSPORT

6. All team/side accommodation and transport are for the District's account and therefore each District must make their own arrangements. The Event Committee should send each District details of affordable accommodation in their area in which the tournament is to be held.

CATERING

7. There is no morning tea during play at the Open, 'B' and/or Veteran Inter-Districts.

CLUBS AND DIRECTION OF PLAY

8. Four two green Clubs will be used, and the sections will play at a different Club each day.

9. Rinks must be set out in the morning and afternoon directions each day.

GENERAL

10. Managers' Meetings. Before the commencement of the Inter-Districts the Convenor of the Event Committees shall convene a meeting of Managers at which they will be handed a file consisting of:

10.1. The programme of the event and any other relevant information

10.2. Two copies of the Team Declaration Form

10.3. Sufficient copies of the Team Composition Forms to cover all the rounds to be played

10.4. A copy of the Conditions of Play

10.5. Should changes to the playing programme be necessary then further meetings may be called to communicate to the new programme to the Managers.

11. Managers' Report. All Team Managers should within 10 working days of the conclusion of the Open, 'B' and/or Veteran Inter-Districts, submit a report to the Chief Operations Officer, detailing the strong points, weak points, opportunities and threats (SWOT analysis) of the event.

12. Bowls Discs and Flipboard Decals

12.1. All bowls used during the event must have coloured stickers supplied by each District. Sides must also be in possession of Flipboard Decals for easy identification by the spectators.

12.2. The Event Committee shall reserve the right to supply two contrasting colours to be used in the finals to avoid confusion particularly amongst the spectators.

13. Dress. Players and Team Managers are to wear their District Colours throughout the event.

CHAPTER 3: THE UNDER 35 INTER-DISTRICTS

TITLE

1. The title for this event, hereinafter referred to as the U35 Inter-Districts, shall be prefixed with the sponsor's name. For example: THE (SPONSOR) U35 INTER-DISTRICTS.

ENTRIES

2. Bowls SA, in conjunction with the Event Committee, shall call for entries at least six months before the scheduled opening day of the event.

3. Each District affiliated to Bowls SA shall be entitled to enter an unlimited number of individual teams of four players.

3.1. Teams may consist of all men, all women or mixed gender with no restriction on the number of each gender.

3.2. No more than one reserve per District will be allowed.

4. It is expected that a manager will accompany the teams. However, a District may decide to appoint a Team Captain, in which case she/he will be expected to carry out all the duties of a manager.

5. No swapping of teams from that designated on the entry form will be allowed (e.g. Team A on the entry form may not be changed to B or C, to facilitate the perceived entry into an easier section).

PLAYER ELIGIBILITY

6. All Bowls SA affiliated players, both male and female who have reached the age of 18 years or older by the date of the commencement of the event, and who turn 35 years old within the year of the event or younger are eligible for selection to participate in this event.

7. Should a District enter more than one team, and the draw has been finalised no player nominated in one team may be transferred to another team.

ACCOMMODATION AND TRANSPORT

8. All team accommodation and transport are for the District's account and therefore each District must make their own arrangements. The Event Committee should send each District details of affordable accommodation in their area in which the tournament is to be held.

CLUBS AND DIRECTION OF PLAY

9. The number of entries shall dictate the number of Clubs/Greens required.

10. Rinks must be set out in the alternating morning and afternoon direction each day. Should the sun position in the afternoon be of concern, the host district should advise the Bowls SA Chief Operations Officer before the start of the event, who will take that into consideration and alter rinks and direction of play to suit the conditions.

GENERAL

11. Managers' Meetings. Before the commencement of the U35 Inter-Districts the Convenor of the Event Committee shall convene a meeting of Managers at which they will be handed a file consisting of:

- 11.1. The programme of events and any other relevant information
- 11.2. A Team Declaration Form
- 11.3. A copy of the Conditions of Play
- 11.4. Should changes to the playing programme be necessary then further meetings may be called to communicate to the new programme to the Managers.

12. Managers' Report. All Team Managers should within 10 working days of the conclusion of the U35 Inter-Districts, submit a report to the Chief Operations Officer, detailing the strong points, weak points, opportunities and threats (SWOT analysis) of the event.

13. Bowls Discs and Flipboard Decals

- 13.1. Each District should supply their players with coloured discs to be affixed to all bowls used at the event, and the required Flipboard Decals for easy identification by the spectators.
- 13.2. The Event Committee shall reserve the right to supply two contrasting colours to be used in the finals to avoid confusion particularly amongst the spectators.

14. Dress. Players and Team Managers are to wear their District Colours throughout the event.

CHAPTER 4: THE JUNIOR NATIONALS

TITLE

1. The title for this event, hereinafter referred to as Junior Nationals shall be prefixed with the sponsor's name. For example: THE (SPONSOR) JUNIOR NATIONALS.

ENTRIES

2. Bowls SA shall call for entries at least four months before the event.

3. Each District affiliated to Bowls SA shall be entitled to an unrestricted number of team entries for each of the three age groups, namely U15, U18 and U25. Bowls SA, however, reserves the right to curtail the overall number of entries per age group, if so required.

4. Bowls SA reserves the right to cancel any of the age group events should the lack of entries so dictate.

5. Each team to consist of four players in any combination of male and female players. No more than one Reserve per District, per age group, will be allowed. It is expected that a manager, and where considered necessary an Assistant Manager, will accompany the teams and such managers in the U15 and U18 age groups must be in possession of a valid Police Clearance.

6. No swapping of teams from that designated on the entry form will be allowed (e.g. Team A on the entry form may not be changed to B or C, to facilitate the perceived entry into an easier section).

PLAYER ELIGIBILITY/LOAN PLAYERS

7. All affiliated players, with the following restriction per age group:

7.1. **Under 15 age group** – All affiliated players, both male and female, who turn 15 years old or younger within the year of the event are eligible for selection to participate in this age group.

7.2. **Under 18 age group** – All affiliated players, both male and female, who turn 18 years old, or younger, within the year of the event are eligible for selection to participate in this age group.

7.3. **Under 25 age group** - All affiliated players who turn 25 years old or younger within the year of the event are eligible for selection to participate in this age group. A proviso in this regard is that players must have reached the age of 18 years by the commencement of the event.

8. Loan Players. Where a District experiences vacancies in their teams, they may loan players from other Districts, with the written consent of the loan player's home District. The team shall be entered in the name of the district whose members are in the majority.

ACCOMMODATION AND TRANSPORT

9. All team accommodation and transport is for the District's account and therefore each District must make their final arrangements. The Event Committee should send each District details of affordable accommodation in their area in which the tournament is to be held.

CATERING

10. Players/Teams, including Team Managers, will be provided with morning tea and lunches at Bowls SA's expense. Players/Teams are responsible for all other meals.

CLUBS AND GREENS

11. The number of entries shall dictate the number of Clubs/Greens required.

12. Rinks must be set out in the alternating morning and afternoon direction each day. Should the sun position in the afternoon be of concern, the host district should advise the Bowls SA Chief Operations Officer, before the start of the event, who will take that into consideration and alter rinks and direction of play to suit the conditions.

GENERAL

13. Team Registration. Teams are to be registered prior to the start of the Managers' meeting. Copies of IDs of the players are to be submitted with the Team Declaration form.

14. Managers' Meetings. Before the commencement of the Junior Nationals the Convenor of the Event Committee shall convene a meeting with all the Team Managers at which they will be handed a file consisting of:

14.1. The programme of events and any other relevant information

14.2. A copy of the Conditions of Play

14.3. Should changes to the playing programme be necessary then further meetings may be called to communicate to the new programme to the Managers.

15. Managers' Report. All Team Managers should within 10 working days of the conclusion of the Junior Nationals, submit a report to the Chief Operations Officer, detailing the strong points, weak points, opportunities and threats (SWOT analysis) of the event.

16. Bowls Discs and Flipboard Decals

16.1. Each District should supply their players with coloured bowls discs and Flipboard Decals for easy identification by the spectators.

16.2. The Event Committee may supply bowls disks in two contrasting colours to be used in the finals to avoid confusion particularly amongst the spectators.

17. Dress. Players and Team Managers are to wear their District Colours throughout the event.

CHAPTER 5: THE SA MIXED PAIRS

TITLE

1. The title for this event, hereinafter referred to as SA Mixed Pairs shall be prefixed with the sponsor's name. For example: THE (SPONSOR) SA MIXED PAIRS.

ENTRIES

2. Bowls SA shall call for entries at least six months before the scheduled opening day of the Event.

3. Each District affiliated to Bowls SA shall be entitled to enter their District Mixed Pairs winners in the Event. In the event of a pair not being able to take part for reasons acceptable to Bowls SA the runners-up may be entered.

4. Districts must provide the players' Bowls SA membership numbers when submitting teams to the Event Committee.

PLAYER ELIGIBILITY

5. Only affiliated, bona fide first call members of their district are eligible.

ACCOMMODATION AND TRANSPORT

6. All team accommodation is for the district's account and therefore each District must make their own arrangements. The Event Committee should send each District details of affordable accommodation in their area in which the tournament is to be held.

7. The district teams shall be responsible for their own transport. Bowls SA may, at its own discretion, provide a shuttle service between the nearest airport and the accommodation and between the accommodation and hosting clubs.

FUNCTION

8. A welcome, cocktail, function at Bowls SA's expense is to be held the evening before the start of the event. All players, attending Bowls SA Executive Members, Event Committee Members and other guests as approved by The Bowls SA Chief Operational Officer, are to be invited to the function.

9. The Event Committee will be responsible for all arrangements pertaining to the function.

CATERING

10. Players, and other dignitaries will be provided with morning tea and light lunches at Bowls SA's expense.

11. An evening meal, preferably at the venue of play is to be provided for the players, Bowls SA Executive members present and the event officials. Players shall be responsible for the payment for their evening meals.

CLUBS AND GREENS

12. One Club with two greens shall be used and the sections will change greens each day.

13. Play shall be in the morning direction for the first two rounds each day and afternoon direction for the third round.

ADDITIONAL ENTERTAINMENT

14. It is advisable to arrange some light entertainment after play each evening. This should preferably be inexpensive and allow for audience participation.

GENERAL

19. Bowls Discs and Flipboard Decals

19.1. Each District should supply their players with coloured bowls discs and the Flipboard Decals for easy identification by the spectators.

19.2. The Event Committee may supply bowls disks in two contrasting colours to be used in the finals to avoid confusion particularly amongst the spectators.

15. Dress. Players and Team Managers are to wear their District Colours throughout the event. [Colours to be loaned by the district if the player is not an official District Player].

CHAPTER 6: SA MASTERS

TITLE

1. The title for this event, hereinafter referred to as the SA Masters, shall be prefixed with the sponsor's name. For example: THE (SPONSOR) SA MASTERS.

ENTRIES

2. Open Masters

2.1. The Bowls SA Selection Committee is responsible for the selection of 16 men players and 16 women players for The Open Masters. The number of players may only be changed by Bowls SA in special circumstances.

2.2. Districts are responsible for submitting to the Bowls SA Office players' records (only players **not** already in the Bowls SA Gold Squad) for possible selection, by no later than 1 August annually.

3. Veteran Masters

3.1. The Bowls SA Selection Committee is responsible for the selection of 12 men players and 12 women players for the Veteran Masters. The number of players may only be changed by Bowls SA in special circumstances.

3.2. Districts are responsible for submitting to the Bowls SA Office, player's records for possible selection, by no later than 1 August annually.

3.3. Players must be 60 years or older on the 1st day of the event to be eligible for selection to participate in this event.

4. U30 Masters

4.1. The Bowls SA Selection Committee is responsible for the selection of 12 men players and 12 women players for the U30 Masters. The number of players may only be changed by Bowls SA in special circumstances.

4.2. Districts are responsible for submitting to the Bowls SA Office, players' records (only players **not** already in the Bowls SA Gold or Green Squads) for possible selection, by no later than 1 August annually.

4.3. Players who turn 30 years old within the year of the event or younger are eligible for selection to participate in this event.

PRACTICE GAMES

5. Practice facilities to be arranged on Thursday afternoon by the Tournament Committee.

FUNCTION

6. A Welcome function is to be held on the Thursday evening prior to the start of the Event.

7. The Chief Operations Officer will, in conjunction with the Convenor of the Event Committee or his/her representative, be responsible for all the arrangements pertaining to the function.

8. The Chief Operations Officer will be responsible for inviting dignitaries, including those identified by the Bowls SA President, to the function.

TECHNICAL OFFICIALS, MARKERS & FLIPBOARD OPERATORS

9. The Event Committee must appoint Technical Officials to do duty during the event. The following Technical Official qualifications are required to be eligible to be utilised as a Technical Official at the SA Masters:

9.1. Umpire: Level 2 or higher

9.2. Markers: Advanced Marker or Level 1

9.3. Flip board Operators: As decided by the Event Committee.

10. All briefing sessions for the Technical Officials officiating at the Bowls SA Masters will be done by the member(s) of the NSCTO present, under the auspices of the Event Committee.

11. The nominated Executive shall appoint the required Technical Officials for the Finals on recommendation of the Event Committee, in consultation with member(s) of the NSCTO members present and the Events Committee's Technical Officials representative.

PLAYERS REGISTRATION

12. Players must register with the Event Committee on the Thursday preceding the event during the times determined by the Event Committee and must present the following when registering:

12.1. Bowls SA Virtual Membership Cards.

12.2. All full sets of bowls that are to be used during the event.

12.3. Players may register more than one set of bowls.

ACCOMMODATION AND TRANSPORT

13. Bowls SA will be responsible for the Players, Executive & Selectors accommodation and transport.

SCORECARDS, SCOREBOARDS, FLIPBOARDS, DISCS & SHOT INDICATORS FOR MARKERS

14. Scorecards and bowls discs will be supplied by the Sponsor or Bowls South Africa.

15. Scoreboards, Flipboards, Shot Indicators for the Markers and flipboard colour inserts will be supplied by the Host District.

CATERING

16. Players, Technical Officials doing duty, Executive members, members of the Event Committee and other dignitaries identified by the COO will be provided with morning tea and light lunches at Bowls SA's expense.

17. District Executives and other District personnel may be served with Teas and/or lunches at their own expense.

CHAPTER 7: SA OPEN (MEN & WOMEN)

TITLE

1. The title for each of these Championships, hereinafter referred to as the SA Open, shall be prefixed with the sponsor's name. For example, "The (Sponsor's Name) SA Open (Men) and/or (Sponsor's Name) SA Open (Women)".

ENTRIES

2. Bowls SA shall call for entries at least six months before the scheduled opening day of the Event.

3. Entries will only be accepted from a player or players who can produce a valid membership no or proof of membership from Bowls SA or their Member National Authority. (hereinafter referred to as MNA).

3.1. Fours and Pairs. Entries in the Pairs and Fours will be dependent on the number of greens available for the tournament. 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.

3.2. Open and Veteran Singles

3.2.1. Only **Bowls SA affiliated members** may enter the Open Singles. Any affiliated MNA member may enter the Veteran Singles. The finalists from the previous year's event will automatically qualify to play and are to be contacted by the Event Committee to confirm their entry.

3.2.2. Veteran Singles Age Restriction. Player must be 60 years or older on the 1st day of the event.

3.2.3. Singles entries may have to be restricted by the number of acceptable playing surfaces as approved by the District Greens Standing Committee, in consultation with Bowls South Africa.

3.2.3.1. In the event of a restriction being imposed the entries will be accepted on a first come first served basis. Once the number of entries has reached the imposed restriction, the Committee must maintain a waiting list to replace any withdrawals. One week prior to the start of the tournament, the list containing the remainder of the original entries will become defunct.

- 3.2.3.2. Should any withdrawals occur within the week prior to the start of the event, they will be replaced from a draw from a list that will be available **on the 1st day** of the pairs at all the pair's venues, and players who desire to enter a singles event can put their names on the list. Only players who have entered in the Pairs and/or Fours disciplines will be considered as replacements in the singles.

SECTION PLAY

4. The Pairs will commence on the **first (1st) day** of the Tournament.
5. The Open and Veteran Singles will commence on the **third (3rd) day** of the Tournament.
6. The Fours will commence on **the fourth (4th) day** of the Tournament.

FINANCE

7. Any profit made at the end of the Tournament will be divided as follows: 50% to be paid within 30 days of the completion of the event to Bowls SA and 50% retained by the Hosting District.

PRIZE MONEY

8. Prize money as determined by the Bowls SA Executive will be paid to the Winner/s (Gold Medallist), Runner-Up (Silver Medallist) and both losing semi-finalists (Bronze Medallists). Prize monies may be reduced proportionately in each discipline if the entry fees for that discipline do not equal those budgeted.

PLAYOFFS

9. At the completion of the final Round of Section Play, the Event Committee will determine the Section Winner. The first round of playoffs In the Pairs and Fours should proceed after publishing the results at the same Club as the Sectional play.

GENERAL

10. Night Watchmen and/or Security Guards: These have become essential and must be budgeted for at Headquarters.