

DURBANVILLE BOWLING CLUB

Policies and Procedures Manual

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1. Preamble

This Policies and Procedures Manual (PPM) has to be read in conjunction with the club's founding document (Constitution) that sets out broader powers and guidelines for the overall management of the club's affairs. These policies and procedures are binding on all the members as per par. 8(c) in the Constitution.

This manual aims to organise the detailed arrangements for all management aspects of the clubs' affairs.

2. Governance

The General Committee (GC) of the club is empowered by the club's constitution and the members' vote at the Annual General Meetings or Special General Meetings to regulate the affairs of the club.

The club only exists when there are members and facilities, and both need equal attention and effort to ensure the continuity and progress of the club.

It is mission critical that good governance is displayed at all times by the GC. These policies and procedure will allow the office bearers to conduct the affairs of the club with purpose and transparency

3. Change/Update Procedure

The club has various set forms and procedures for how it concluded its business over the past 70 years. This manual is an attempt to have all relevant rules, policies and procedures for the daily operations of the club in one manual.

This PP Manual is deemed a working document to ensure the best practice is always in operation.

For any Policy or Procedure to be changed, the following process needs to be followed and completed;

3.1 Notice of a change request:

Any member may motivate a change in any of the policies and procedures in writing.

3.2 Debate at next Management Committee meeting:

This motivation with alternative proposals must be discussed at the following MC meeting. The proposed change may require a sub-committee to investigate the impact of the proposal or find alternative proposals.

3.3 Member consensus:

Once the MC reaches a conclusion on the proposed change, it must circulate the proposed change to members for input and consensus for a period of not less than fourteen (14) days from date of circulation requesting input.

3.4 Amendment:

The input and final proposal will be considered at the next MC meeting with the final decision and updated policy and or procedure circulated to members. The said policy or procedure will be updated in this manual with the relevant date and version.

The most up to date Policies and Procedures Manual must always be available in the club office. The electronic version will be kept on the club's GDrive starting the filename with the most relevant date (i.e. 201908_DBC Policies and Procedures Manual v1).

4. Policies & Procedure

4.1 Code of Conduct

Purpose

The purpose of this code of conduct is to articulate the acceptable standard of behaviour expected of a member of this club. It represents a formal statement of values and ethical standards that guide individuals in the sport of bowls. It further outlines a set of principles and norms to which people can be held accountable both when representing and administrating the club at all levels. The aim thereof, is not to simply learn more rules but rather develop certain interpretive sensitivity towards them. This can also be used as a point of reference and dealing with disciplinary procedures.

Objective

- To outline incorrect and unacceptable actions/behaviours within our sport and to encourage ethical behaviour so that when the code is contravened the appropriate disciplinary action can be taken consistently. Thus responding to offences and preventing re-occurrence.
- To help resolve conflict.
- To enhance the ethical reputation of bowls.
- To promote respect for human dignity, rights and social justice.
- Provide a framework for all persons to conduct their activities according to the following ethical standards.
 - Embrace the spirit of fair play.
 - Respect the rights, dignity and worth of every human being.
 - Be fair, considerate, honest and respect for the law.
 - Be trustworthy and professional, accepting responsibility for your actions.
 - Refrain from racial, gender, verbal, physical or emotional abuse or harassment.
 - Make a positive contribution and refrain from destructive criticism.
 - Act in the best interest of the sport.
 - Respect all religions as equal.

Practitioners

We pledge to:

play

- Conform to our federations code of conduct.
- Commit to promote equality for all and ensure that we are all given an equal opportunity to participate regardless of gender, or ability, or cultural background.
- Discourage people from promoting violence in sport. The spirit of fair play should apply.
- Ensure that all equipment and facilities comply with the specified International standards.
- Ensure that no player is advantaged by any modification of equipment.
- Ensure that the age and maturity levels of children are considered in program development, rule enforcement and scheduling.
- Pride of participation should balance the will to win.
- Ensure that the code of conduct is distributed, understood and agreed upon by coaches, players and officials.
- Ensure that technical officials, coaches and players promote fair play in their conduct.
- Disclose personal interest by all participants at all levels.
- Ensure that the standards set out in the Safety at Sports and Recreational Events Act are adhered to.
- Promote the respect of cultural beliefs of humanity and ensure that all protocol is observed at competitions/events.
- Ensure that the spirit of Ubuntu and fair play is promoted by all.
- Ensure that no member of the club shall bring the sport into disrepute.
- As officials discourage the promotion of tobacco and alcoholic products in sport.
- Resist all forms of corruption, rules violations, pressures and other compelling circumstances which go against the spirit of fair play.
- At all times work within the guidelines of the governing authority of the sport.
- Display mutual respect towards our fellow practitioners and resolve conflict through consultative dialogue.
- Never actively promote anti-social behaviour, lude acts or abusive language.
- Adhere to the provisions set out in the federation's communication policy

Players

We will:

- Conform to our federation's and club's code of conduct.
- Respect the rules and participate in the spirit of fair play.
- Display high standards of behaviour that promote a positive image for the sport.
- Respect for other fellow players and officials.
- Pride of participation should balance the world to win.
- Give my teammates positive input and feedback.
- Respect the usage of facilities and equipment prescribed for an event.
- Shall not breach the laws of the game.
- Accept and observe the authority and decisions of match officials and other ruling bodies.
- Shall not use foul or abusive language to fellow competitors, teammates, match officials or spectators.
- Shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on their gender, or ability, or cultural background.
- Commit to the fight against banned substances in sport.
- Commit to the WADA code of conduct and contribute to fight drug abuse.
- Resist and report all forms of corruption, pressures and other compelling circumstances which goes against the spirit of fair play.
- Display exemplary behaviour in and out of play, promoting fair play in sport.
- As sports men and women discourage the promotion of tobacco and alcoholic products in sport.
- Commit ourselves not to bring the sport into disrepute.
- Arrive in good time to be present when match times are due.
- Wear appropriate kit for the occasion.
- Learn and play by the rules. Adhere to the provisions set out in the club's communication policy.

Technical Officials

We will :

- Conform to our federations' and club's code of conduct.
- Make sure that the game is played in the spirit of fair play.
- Ensure that all equipment and facilities comply with the specified federation's International standards.
- Not tolerate unacceptable behaviour towards officials, players, spectators or ourselves.
- Disclose personal interest by all participants/officials at all levels.
- Handle all conflict firmly but with dignity.

- Display exemplary behaviour in and out of play, promoting fair play in sport.
- Develop ourselves to meet the high standards of officiating.
- Make ourselves available to discuss issues before and after the game.
- Commit to the fight against banned substances in sport.
- Submit to the WADA code of conduct.
- As technical officials discourage the promotion of tobacco and alcoholic products in sport.
- Resist and report all forms of corruption, pressures and other compelling circumstances which go against the spirit of fair play.
- Respect other officials and players.
- Adhere to the provisions set out in the federation's and club's communication policy.

Coaches

We will:

- Conform to our federations' and club's code of conduct and the National coaching policy.
- Make sure that all players play the game in the spirit of fair play .
- Ensure that confidentiality of player's affairs is respected.
- Ensure that players know how to manage conflict resolution and stress and use good judgement.
- Be generous with praise and give the team positive input and feedback.
- Develop ourselves to meet the high standards of coaching.
- Commit to the fight against banned substances in sport.
- Submit to the WADA code of conduct.
- As a coach discourage players from the promotion of tobacco and alcoholic products in sport.
- Resist and report all forms of corruption, pressures and other compelling circumstances which goes against the spirit of fair play.
- Respect other coaches, officials and players.
- Encourage individuals to continue their participation in sport.
- Ensure that all equipment and facilities comply with the specified federation's
- International standards.
- Commit and co-operate with all medical and testing protocols of SASCOC.
- At no time become intimately and/or sexually involved with any minor player.
- In case of minors, communicate and cooperate with the player's parents or legal guardians, involving them in management decisions pertaining to their child's development.
- Ensure that you do not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any person.

- Adhere to the provisions set out in the federation's and club's communication policy.

Glossary

Fair Play

- Much more than playing within the rules.
- It incorporates a concept of friendship, respect for others and always playing in the right spirit. Fair play is defined as a way of thinking not just a way of behaving. It incorporates issues concerned with elimination of cheating, sportsmanship, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialization and corruption.

Bring the Sport into Disrepute

- Tarnish the name of the sport.
- Damage to reputation or image of a sport.
- Bring the sport into dishonour.
- Cause the sport to lose prestige.
- Bring the sport into discredit.
- Scandalise the sport.
- Disgrace the sport.

International Standard

- The standard prescribed by the national federation's International body.

National Federation

- Means a national governing body of a code of sport in the Republic of South Africa, registered as such by the relative International body and by SASCOC as the only authority for the administration and control of the relative code of sport.

WADA

- The World Anti-Doping Agency
- Enforces rules and regulations which govern the abuse of banned substances in sport worldwide.

Player

- Any person who participates in sport under the authority of a sport federation or representing a team in competition.

Coach

- A registered coach who is a holistic assistant to a player participating in or preparing for sport competition.

Technical Officials

- A person preparing for a sport competition or technical presentation of facilities to be used in such competition.
- Judge, umpire or scorer.
- Person who enforces the rules and control of play of the participation of players, coaches and managers in the competition.

Practitioners

- A person responsible for the administration and management affairs of a sporting code.

Commitment

In the case of any violation of the provisions of this Code of Conduct, disciplinary measures as prescribed in the respective constitutions of federations and club shall be instituted and sanctions appropriately applied. Adherence and compliance to this Code of Conduct is therefore mandatory.

4.2 General Committee Structure and Responsibilities

4.2.1 Management Committee

Shall consist of the following:

- President
- Chairlady
- Chairman
- Secretary
- Treasurer
- Membership and Marketing
- Technical Administrator

and will be nominated by members and elected by secret ballot at the
the
AGM.

4.2.2. General Committee (Chair/Convenors of Sub-Comm)

Shall consist of the following:

- Bar Convenor
- Catering Convenor
- Fund Raising Convenor
- Greens Ranger
- House Convenor

and will be nominated by members and elected by secret ballot
at the
AGM.

4.2.3 Sub-Committees

4.2.3.1 DBC Standing Committee: Men and Ladies Selectors

Shall consist of five (5) playing members respectively
who will be nominated by members and elected by
secret ballot at the AGM.

4.2.3.2 DBC Standing Committee: Jury of Appeal

Shall consist of three (3) playing members
respectively who will be appointed by the
Management Committee after the AGM but before
the season starts.

4.2.3.3 DBC Standing Committee: Coaching

4.2.3.4 DBC Standing Committee: Technical Officials

4.2.3.5 DBC Green Keeping

4.2.3.6 DBC Events

Standing Committees

BSA	WPB	DBC
Executive	Executive (diff from Council)	Management (diff from Gen Comm)
Coaching	Coaching	Chairlady (clothing, catering, L-Selectors, Event Coor(Joker), L-Comp Sec)
Membership & Marketing (M&M)	M&M	Chairman (HR/Staff, Social Members, GK, Facilities (housekeeping, Maintenance, H&S, security), M-Comp Sec
Greenkeepers (GK)	Greenkeepers	Treasurer (procurement, Audit)
Technical Officials (TO)	TO	Secretary (Trophies, DB maintenance, Media officer, Consti Amend, Fac Hire, Liaison Off)
National Academy		Development (M&M, AB, Youth-Comm Outreach,
		Corporate days, Coaching/Dev, BusLeague)
Disability		Technical
Selectors	Selectors	
Transformation & Women in Sport		
	Provincial Bowlers	
	Junior Bowls	
	Finance	
	Secretariat	
	Exec appoints members to sub-comm as either chair or member	

4.3 Conditions of Play

PREFERENCE IN USE OF GREENS

- Tabs takes preference over Club Competitions, Arranged Games and Practice.
- Coaching takes preference over Club Competitions, Arranged Games and Practice.
- Club Competitions take preference over Arranged Games and Practice. Rinks may not be booked and need to be cleared with the Duty Officer.
- Corporate/Fun Days take preference over Arranged Games and Practice.
- When an All Day Competition or an Afternoon Competition is held at the Club, the Management Committee will endeavour to arrange an alternate Tabs-In opportunity for the week before or after the event on those occasions when all 3 greens are used for a competition or All Day event.

ARRANGED GAMES

Subject to rink availability, the following days and times will apply:

- Tuesdays, Wednesdays, Thursdays, Saturdays : from 15h00 onwards
- Fridays : from 14h00 onwards
- Sundays and Public Holidays : All day except for Good Friday and Christmas Day when greens and Club are closed.

DAYS AND TIMES OF PLAY

WEDNESDAYS AND SATURDAYS

Members may hand in their tabs to the duty officer up until the closing time – 14h00 (13h30 from May to September) on Wednesdays and Saturdays.

Please endeavour to arrive at least 10 minutes earlier so that the Tabs Duty Officer can do the draw and get the game started without undue delay. Please allow the Tabs Duty Officer at least 15 minutes to finalise the draws.

TUESDAYS, THURSDAYS AND SUNDAYS

Members may hand in their tabs to the duty officer up until the closing time – 14h00 (13h30 from May to September) on Tuesdays and Thursdays and 09h15 on Sundays.

PUBLIC HOLIDAYS

Members may hand in their tabs to the duty officer up until the closing time on Public Holidays as follows:

Mondays, Fridays and Sundays : Mixed Tabs 09h15

Tuesdays and Thursdays : Mixed Tabs 14h00 (13h30 from May to September)

Wednesdays and Saturdays : Gender specific Tabs 14h00 (13h30 from May to September)

The above is subject to change should the General Committee arrange a Fun Day on a Public Holiday which will be advertised well in advance. On Good Friday and Christmas Day the greens and Club will be closed.

PRACTICE DAYS AND TIMES

Practice is only permitted on allocated greens and rinks not required for WP competitions, Tabs play, Club Competitions, Coaching or Action Bowls. Persons practicing may be required to stop and give up the rink should it be required for any of the above.

Practice shall take place in the same direction as for Tabs play. Subject to rink availability practice may take place as follows:

Mondays : All greens closed

Tuesdays, Wednesdays, Thursdays and Saturdays : from 15h00 onwards

Fridays : from 14h00 onwards

Sundays and Public Holidays : All day except for Good Friday and Christmas Day when greens and Club will be closed

Practicing is to stop according to the time indicated on the white noticeboard. This time will vary according to the instructions of the Green Ranger and is to please be adhered to for the sake of the greens. This time is to be checked before practice commences. Should no time be stated on the noticeboard, no finishing time shall apply.

EQUIPMENT USE :

Members are required to put the mats/scoreboards/flags used during Tabs play / practice / arranged games on the equipment trolley and return the jacks to the office when finished.

The last person off the greens must please ensure that all the mats, scoreboards have been put on the equipment trolley and then stored in the storeroom and that the storeroom is locked with both locks.

DRESS CODE

The Dress Code applies to all **tabs-in games, club competition games, practice sessions and sponsored days.**

Permitted Dress Code

Any colour tops (with a collar), any colour bottoms and any colour flat soled shoes/sandals (with back strap) are permitted. It is expected that all members and visitors shall be neatly dressed at all times.

Not Permitted

The following will not be permitted **at any times** on the greens

- T-shirts/shirts without a collar
- Spaghetti strap tops
- Casual tracksuits pants with elastic at the ankles
- Torn, frayed or sloppy clothing
- Provocative clothing
- Political, religious or offensive sloganeering on clothing
- Swimwear

Saturday afternoons and ANY day when a WPBA event is being held at DBC (regardless of which green you play on):

Dates of when WPBA events are being held at DBC are displayed on the whiteboard at the entrance to the kitchen, emails are circulated and regular announcements are made in this regard.

Footwear	Only acceptable flat soled shoes/sandals (with back strap) may be worn. Any colour shoe is permitted.
Socks	Any colour, any length. Socks are not compulsory.
Bottom	Any length, must be plain navy blue or white, smart casual. No jeans or tracksuit pants.
Tops	Must be club shirt/white shirt (if on same green as WPBA event) or any colour lounge shirt/shirt with collar.

Representing DBC in League Competitions, home or away:

New club shirts, any white/navy bottoms, acceptable flat soled shoes with socks/sandal as arranged by the Skip/Team Captain.

The Selectors may change these regulations from time to time, with the approval of the Committee.

4.4 Tabs-In

TABS DRAW ALLOCATION FOR PLAY

No member may interfere with the *hanging* of the tabs except to bring any irregularity or error to the attention of the designated Duty Officer. The decision of the designated Duty Officer regarding the hanging of tabs shall be final and binding. The Duty Officer may request a member to help with the hanging of tabs. If the Duty Officer is not available such irregularity or error may be brought to the attention of a member of the General Committee and in such a case the decision of the Committee member shall, likewise, be final and binding.

POLICY

This policy will guide the values and principles regarding the procedure for TABS Play at Durbanville Bowling Club. The general **aim** of TABS Play is ENJOYMENT of an active lifestyle and socialising with friends. The ultimate **goal** is FAIRPLAY - allowing for all members to benefit equally from their membership. The policy will also guide the TAB Duty Officers regarding the DRAW procedures and recording in unforeseen or unfortunate events where members might be asked to withdraw their TAB.

TABS Play is based on the club's RANKING system that allows for play on equal strength basis. The RANK of each member provides a **position** (Skip, Third, Second & Lead) and **grading** (3,2,1) within that position on the back of each TAB; and with a black ring indicating preference not to move up or down a position. The RANKING of members allows for equal competitiveness to be regularly achieved on a Balanced or Open DRAW basis. The Ranking of all members are reviewed once a year by the Selection Committee and adjusted accordingly.

The Constitution prescribes that the lowest possible format should be played during TABS, unless otherwise communicated for purposes of trials or Flag/Muter/Trips Leagues preparations. In order to facilitate the lowest possible format, the available rinks and number of players present will determine the format. Before the final Draw is made, announce what the format/s will look like and should any player object to possible play in lower

format (Trips/Pairs), but would prefer a higher format, only those Tabs should be moved to such a rink and format. Players or teams (nominated, drawn or mixed Pairs) that are present and could play any of the internal club competition games during TABS Play, should also be considered. Where possible, such TABS will be hung out immediately onto designated rinks and greens before the rest of the draw is done. Adjacent rinks must cooperate to provide Single games input on the head being played and assist with marking should it be required, should a designated marker not be available.

TABS Play also allows the perfect opportunity for technical official training and practice. The proposed permutation table allows for oversubscribed players to be utilised as markers or umpire duties, with the hours recorded as time on duty. All rinks that require a measure should call on these players for measures. Players in the head could also measure the same should anyone wish to practice measuring.

Although a Visitor Policy is not in effect, all attempts must be made to make visitors feel welcome and allow them to participate in TABS. Should an over-subscription occur, the TAB Duty Officer must approach any Committee member for advice to facilitate the best outcome.

DRAW closing times:

October-April (summer): 14:00 for afternoon TABS and 09:15 for morning TABS

May-September (winter): 13:30 for afternoon TABS and 09:15 for morning
TABS

PRE-DRAW PROCEDURE TO DETERMINE THE FORMAT OF PLAY

Unless pre-determined for specific purposes (competitions, trials, team practise or coaching), the **Format** (Singles, Pairs, Trips, Fours) of TABS Play is determined by the number of rinks available AND the total number of Tabs received on the day. See attached Tables for possible permutations to assist duty officers.

Tabs are received in the office from members or visitors present to play. While TABS are being received, the Duty officer must confirm that the necessary equipment is in place for play to commence as soon as DRAW is done, and match the Greenkeeper's instruction (number of greens and direction).

At cut-off time, close the office hatch to indicate TABS DRAW is in progress. Ask any member not assisting with the DRAW to please leave the office or observe the DRAW in silence.

Do the calculation to determine the format. Count the total number of TABS received and divide it by the number of rinks. Consult the Permutations Table to determine the lowest possible **Format** (S,P,T,F). The constitution allows for the lowest possible game format to be prioritised, i.e. Trips before Fours, Pairs before Trips and Singles before Pairs.

Once determined, make the necessary announcement to inform the members awaiting play about the format for play and ask if anyone object (should be health-related reasons mainly) to be randomly drawn into any of the formats. You may also need male/female volunteers to play with opposite gender draw. Such TAB/s must be found and secured in the format and rank as desired. Continue with the rest of the draw in the prescribed manner.

GENERAL DRAW PROCEDURE

The Male/Female TAB Duty officers decide which greens/rinks will be utilised for the respective draws and formats.

The TAB Duty Officer will utilise the RANKING Chart indicating with colour stickers the respective position (Skip, Third, Second and Lead) and grading (3,2,1).

The TABS are to be placed face (names) down so that the position and grading are visible, with the highest position and grading on the top left (i.e. Skip-3) and the lowest position and grading on the bottom right (i.e. Lead-1). Do placement according to the game format determined for the day, (i.e. men/ladies only or mixed pairs, trips or fours) and number of rinks.

Any uneven number of TABS per position will result in TABS being moved up or down. Take all the TABS eligible for the position to be determined and place them in the drafting boxes provided and draw whoever many TABS needed to fill the available slots for that position. Place the left over tabs face down from the left again in the next highest position available and continue the placement of Tabs. Repeat this process should an uneven number of TABS exist per position; excluding the TABS with a black ring indicating preference to only play that position. This will ensure that no player has a lower ranked player playing above him/her, but drawn randomly from all eligible TABS per position, with

the exception of Ringed Tab that requested static positions from the committee.

Illustration (Down): Only 2 Skip positions are left, but you have 5 Skip-1 (eligible) tabs to determine the last 2 skip spots; take all eligible tabs and put it in a bag or draw box, shake it and draw 2 for the last 2 spots. Place the remaining tabs in the highest next available positions. Be mindful of tabs that are Ringed to be considered only for static position.

Illustration (Up): Should a Skip position needed to be filled by the highest Third TAB, place all eligible Thirds in the bag/compartments and draw the final Skip position, placing all remaining Tabs from the highest position(top left) again.

Once the duty officers are satisfied with the order (positions, gradings and black rings), the hanging of the TABS can proceed as per;

OPEN Draw (Wednesdays and Saturdays):

- Place all TABS per position in the designated position compartments of the draw boxes and shake
- Hang TABS from the respective position compartments onto the designated green's rink board, from left to right, per position (Skips first), in view of members.
- Rebuild the format per rink as determined inside the office onto the green/rink board in a random manner

BALANCED Draw (Tuesdays, Thursdays Sundays, and Public Holidays);

- The amended (July 2017) constitution prescribes that genders shall be mixed and the DRAW Balanced according to the approved procedure
- Special attention shall be given to ensure fair mixture of men/ladies across all teams, positions and rinks
- The DRAW is done by the duty officer in the office following the same procedure, before hanging the green/rink boards for members to see their allocated game.
- The constitution allows for members to arrange practice and club games on Sundays and public holidays, and availability permitted, rinks be allocated for such games. This may influence the number of rinks available for TABS and the resulting format to be played in TABS

Ø **BROKEN Rinks**

- o See the attached table of permutations will indicate that a broken rink/s are imminent
- o Follow the general Draw Procedure and only skip the relevant position (always a Second) for the rink that will be played as a Broken Rink
- o This will result in the strongest possible players being drawn on a random basis, with not lower ranked player playing above higher ranked players

The designated officers may request assistance from 1-2 members to hang the TABS from left to right, but must follow instruction of the officer on duty. No member may interfere with the hanging of the TABS other by bringing any irregularity or error to the attention of the designated officer on duty. The decision of the designated officer regarding the hanging of tabs shall be final and binding. If the duty officer is not available, such irregularity or error may be brought to the attention of a member of the General Committee and in such a case the decision of the Committee member shall, likewise, be final and binding.

DETERMINE FINAL NUMBER OF TABS WHEN OVERSUBSCRIBED

For **illustration** purposes, only 1 green with 7 rinks are available for play and 63 TABS were received: 42 men and 21 ladies (2/3 men: 1/3 ladies). $63/7$ gives you 9 (6men & 3ladies). This ratio is **FAIR** to all players present to play.

If 8 (eight) or more, play will be done in FOURS, with an over-subscription (if more than 8). Announce the current over-subscription number and ratio in which men/ladies will be withdrawn. Ask for voluntary withdrawal and remove their Tab from the Draw. Visitors are notified that play may not be possible and for them to be placed on standby. Volunteers to Mark should also be considered.

Illustration: Inform members and visitors of over-subscription and withdrawal is pending. Announce that we need 6men and 3 ladies to withdrawal; only 4 voluntary withdrawals (2men & 2 ladies); still 5 over-subscribed (4men & 1lady)

· Still over-subscribed, ask weekly players to withdraw to give working members an opportunity to play. Remove the TABS affected.

Illustration: another 2 weekly (non-working) players (1man & 1 lady) withdrawn; still 3 over-subscribed (3 men)

· If still over-subscribed, the following procedure to be followed;

- o Depending on the number of withdrawals per gender according to the ratio of players present, proceed by placing the men and/or ladies' TABS in

separate bags and draw the final number of TABS still required to be withdrawn for the DRAW to work.

- o No working member's TAB should be drawn (must be placed back in the bag and draw again).
- o Non-working members that indicated that they were 'On-Leave or Out of City' for the past 2-3 weeks (on the notice board), should also not be drawn.
- o Ensure that drawn numbers were not drawn in the past 3 over-subscribed scenarios and announce the TABS number withdrawal.
- o Announce that the club has visitor/s (by name and from where) and for voluntary swopping of their playing spot to accommodate visitor/s. The Duty Officer and Committee member will facilitate the final decision regarding visitor playing in over-subscribed TABS.

- o Allow for any objections or voluntary swopping before the actual DRAW begins.

RECORDING

The Duty Officer will proceed to complete the Greenkeeper's Book/File provided before joining his/her team for play.

Visitors pay R30 green fees and a receipt for cash received to be completed and paid in at the bar. The visitor logbook must also be completed. Only receive green fees once it is clear that visitors will be able to play.

It is critical for the duty officer to record all the member TABS that were withdrawn to ensure repeat withdrawal of members are kept fair and consistent. (record names on the back side of the Greenkeepers Book/File

Members who offered to officiate as Markers should also be recorded.

WEDNESDAYS AND SATURDAYS (OPEN DRAW) *(amended Constitution – July 2017)*

Members may hand in their tabs to the duty officer up until the closing time – 14h00 on Wednesdays and Saturdays (13h30 from May until end of the season).

Bye-law 3.1 states that "*Wednesdays and Saturdays play shall at all times be arranged on an open draw basis*".

After arranging the tabs as outlined under General Procedure above, the tabs are put into their respective compartments and taken out to the tabs board where members are able to observe the draw being done. The box should first be shaken

by the duty officer before he/she requests the assistance of members to hang the tabs. Tabs should preferably be hung from left to right.

TUESDAYS, THURSDAYS, SUNDAYS AND PUBLIC HOLIDAYS (BALANCED DRAW)

(amended Constitution – July 2017)

Members may hand in their tabs to the duty officer up until the closing time – 14h00 on Tuesdays and Thursdays (13h30 from May until end of season) and 09h15 on Sundays .

Bye-law 3.2 states that “ *the genders shall be mixed and the draw balanced according to the procedure laid down by the General Committee*”.

A balanced draw is done and this is to be done in such a way that it does not appear that a “bounce game” has been arranged. [A “tabs bounce game” is one in which the tabs draw is manipulated by the duty officer to result in pre-selected players playing together.] The tabs are arranged as outlined above under General, but on these days a slight deviation is allowed to arrive at a balanced draw as follows:

After setting out the tabs as described under General, ensure that there is a fair distribution of Blue tabs across the teams. Move tabs around if necessary while still ensuring that they are arranged face-down according to grade and rank. Only then may the tabs be turned over so that the names are visible and interchanged where necessary to try to equalise the strengths of the teams on each rink. This must still be done in such a way that no player has a lower graded or ranked player playing above him/her.

GRADINGS OF MEMBERS

Section 11 of the Constitution provides for the grading of members and the last paragraph reads as follows

“When drawing for play, whether by “Tab” system or otherwise, vacant positions of Skip shall be filled from available Thirds, vacant Thirds from Seconds and Seconds from Leads. This rule shall not apply in the case of competitions for which local rules have been approved.”

*Where a player wishes to play in a position graded lower than his/her current grading, for whatever reason, such player should submit a motivated request to the Selection Committee for a provisional or permanent re-grading. These members Tabs will be circled on the back and an * will appear on the grading schedules.*

A circled ranking on the tab indicates that the member may play only in that position, e.g. a Second with a circled 1 may not be moved up to fill a vacancy amongst the thirds or moved down to lead.

During 2020 it was decided to simplify grading's and base handicaps on performance. There will therefore no longer be levels within a grading (example Lead 1, Lead 2, Lead 3 etc.) and tabs will only be labelled as Lead, Second, Third and Skip and the player's handicap will now also be indicated on his tab. Handicaps will be determined by a player's performance. According to the current system, with a few exceptions, Leads are normally the lowest handicaps and Skips the highest. This gives the impression that Skips are better bowlers than Leads, that one playing position is superior to the other and that there is a natural progression over time. This should not be the case as every position is equally important. Player performance in club and WP competitions are therefore being used to determine handicaps. This is a documented, repeatable process based on participation and progression without subjective intervention. The current handicaps were used as basis and there are no immediate drastic changes. Handicaps will be amended annually after the completion of all

competitions. It will therefore take a few seasons to effectively reflect performance. During tabs play handicaps will only be used when bowlers are on the same grading and a player is needed in a different playing position or for balancing purposes. Tabs have been amended to reflect this system.

- At the start of the new system, the current handicaps will be used and amended, based on the 2020 season competition results - Club and WP.
- Handicaps will only be adjusted one up or down
- A base band will be used for the initial phase; 1, 2, 3 for leads, 4, 5, 6 for seconds, 7, 8, 9 for thirds and 10, 11, 12 for skips. 12 being the maximum handicap. Players currently with higher handicaps than their playing position will not be brought down to be in line with the base bands and calculations to be done from current handicap
- Over time, the player position will not be linked to a maximum handicap (example lead can therefore be a 12)
- However, handicap will not go lower than the lowest base handicap of one grading lower (example - lowest skip handicap is a 7)
- Bowlers not playing competitions will over time lose handicaps to the lowest possible one. They do not need handicaps for competition purposes and theoretically the competitive bowler should improve over time
- Competition point allocation
 - 1 point allocated per round played. Total points then divided by number of competitions played to get average for the player
- Minimum number competitions must be played to calculate - for the 2020 season shortened by Covid, three is used

- Total number of points available during the season is divided by the total competition entries to get an average (all players)
- More than 0.5 point above all club average - handicap increase by 1 and more than 0.5 below decrease by 1. Within the range remain unchanged
- 2020 season results - Average is 1.93. 2.43 and above plus one, 1.43 and below minus one
- Minus one for all who competed in no or less than 3 competitions, unless out of base band

4.5 Tournaments

4.5.1 BSA Competitions

4.5.2 WPB Competitions

4.5.3 Club Competitions

4.5.3 Club Competitions

4.5.3 Club Competitions

Any member entering a Club Competition is considered to have made themselves familiar with these Procedures and Rules.

Club Competitions take precedence over outside competitions and may not be used as a reason for not meeting a deadline. No extensions will be granted for whatever reason, including WPB and National commitments. When allocating rinks for play, the duty officer(s) will give tabs-play preference over Club competitions.

Procedure:

1. **The closing date** for entries will be displayed on the noticeboard. Late entries cannot be accepted.
2. **Entry fees** must be paid prior to the draw. The entry form will be available electronically with payment by EFT, however a paper-based entry and cash payment is also available at the club competition whiteboard. Cash payments can be placed in a bank bag with the Competition Entry form which must clearly indicate the entrants name and competition(s) being entered and the bag placed in the green Competition Entry box below the whiteboard.
3. **Entries** will open at the beginning of October and will be open for 2 weeks. After the closing date the Club Competition Secretaries will consolidate the entries and confirm payments. They will decide on the order the competitions will be played in, taking the WP and club calendars into account.

4. **The draw for all competitions**, except Novice Singles, will be done by the Club Competition Secretaries. They will manage the draw at the clubhouse, assisted by the Chairman and Chairlady and members will be able to attend the open draw. Members will be advised of the date and time of the draw accordingly. The novice competition is run on a draw or round-robin basis depending on the number of entries.

5. All playing members are encouraged to enter club competitions as they count for points towards their **handicap** every year when handicaps and gradings are reviewed by the selectors. If players do not play competitions they will not be able to maintain their current handicap and/or grading.

6. **Seeding**. For all singles competition draws, as far as possible, players will be seeded using the previous season's results - at a minimum the finalists and semi finalists. As pairs are not always the same combination year on year, they cannot be seeded. However, the draw will be balanced using the handicaps of players to seed teams to avoid two teams of the same handicap playing each other in the first round. eg: Handicaps of 12 will be split across the draw for the first round.

7. The Club's Technical Convenor will arrange a session for **Novices** at the beginning of the season to explain the game of singles and marking.

8. All competitions will have a date that the **competition must be completed by** and a finals weekend will be published when as many finals as possible will be played. Any delays, replacements and queries need to be approved by the Club Competition Secretaries within the confines of the Policies and Procedures. All competitions are to be completed 2 weeks before the annual prize-giving, or in the case of open singles, in time for the new Club Open Champions, Club Novice Champions and Club Pro 10 Pairs Champions to be entered into the applicable WPB Champion of Champions Competitions.

9. **Finals of All Formats** : A date will be agreed for the playing of finals. All rinks will be drawn by the finalists before play commences. **Dress code** for club competitions is mufti, however players are required to wear club colours for all finals.

10. **The Prize Giving date** will be decided on by the Management Committee.

Rules:

- 1. A minimum of 5 entries** must be received for any competition to take place. In the case of Novice Singles if less than 5 entries of either men or ladies are received the competitions will be combined.
- 2. In all singles games,** losers are expected to mark in the next round. Novices are required to ask qualified markers to mark their novice singles matches.

3. Open and Veteran Singles

Play will be in sections of 3 players and the first 2 rounds played on a Round Robin basis over a Saturday and Sunday on a date to be advised. Thereafter winners of each section will go into knockout rounds. Players not playing will be required to mark the other games in their section. Should the calendar not provide for a suitable weekend for the Round Robin rounds before the cutoff for the WP Champion of Champions entries, the competitions will be conducted as a knockout competition.

4. Handicap Singles

The highest handicap player will require 21 shots plus the difference in handicap of the opponent to win the game. The lowest handicap player will only require 21 shots to win the game. The difference in handicap is **not** added to the score on the first end.

5. Novice Singles

Is played on a round-robin basis with 2 points awarded for a win. The winner is the player with the most points and if points tied, the player with the highest aggregate will be the winner. Depending on the number of entries, the round-robin could be split into more than one section. The winners of each section will then play each other to determine the overall winner.

A previous winner of the Novice Competition may not enter again.

6. 2 Bowls Singles

The 2 Bowl Mixed Singles Competition will have an entry fee of R50 and entry fees will be used for prize money for the competition. Played over 21 ends with no marker. Play is to where the jack lands. This is a mixed competition.

The format will be Round Robin played in groups of 4 for the first round as no markers are required and thereafter it will be a knockout.

7. Drawn Pairs

Entrants will be divided into Skips and Leads according to their respective gradings. Pairs are drawn randomly and the competition will be played with 3 bowls each using the standard pairs format over 21 ends.

8. Nominated Pairs shall be 2 players who have entered as a team and will be played on standard format over 21 ends.

9. Arranging matches is the responsibility of the skip/player whose name appears nearer the top of the drawsheet. If a date cannot be immediately agreed upon, that skip should offer the opposing skip/player three reasonable alternative dates which would be spread over a period of 15 days and which includes at least two weekend days. If the opposing skip cannot agree on any of those dates, then he/she must find a date acceptable to the first skip/player, failing which the game is referred to the Club Competition Secretary for a decision for a walkover in favour of the non-offending team/player.

10.Replaying Games - If a game is commenced and has to be stopped because of inclement weather (hail, gale force winds, lightning, rain that floods the green) and the requisite 15 ends constituting a game have not been completed, the game must be replayed. Completion of such a game must still meet the required deadline as set out in Rule 10 below. Rain is not a reason for a game that is underway to be stopped. Games may be rescheduled if they have not commenced and both skips/players agree that they would like to reschedule the game, provided that they still meet the required deadline as set out in Rule 10 below. Any default will be handled by the relevant Competition Secretary. Should the player/team dispute the decision, they are to follow the steps in rule 11 – Jury of Appeal.

11.Deadlines

11.1 The last day by which each round of a competition must be played will be indicated on the competition draw sheet or as conveyed by the Competition Secretaries.

11.2 The Competition Secretaries may not, under any circumstances, grant extensions to these deadlines, for whatever reason, without consulting the Club Management Committee. All competitors are therefore urged to play each round

as soon as possible as no extension will be granted on the grounds of unforeseen circumstances – no matter what the nature.

11.3 In singles play, should a player be incapacitated and unable to play by the deadline, such player will forfeit the game and the opponent declared the winner. This would also apply to the final round.

11.4 Any default will be handled by the relevant Competition Secretary. Should the player/team dispute the decision, they are to follow the steps in Rule 12 – Jury of Appeal.

12. Jury of Appeal

In the event of a default, the Competition Secretaries' decision(s) shall come into effect. Should the player/team dispute the decision it may, after informing the President and applicable Chairperson, either verbally or in writing, appeal to the Jury of Appeal whose decision shall be final and binding on the parties concerned. Such a hearing shall take place within five (5) days of the request being received. Any decision taken by the Jury of Appeal shall be conveyed, as soon as possible, both verbally and in writing, to both the parties concerned as well as to the President and Chairperson concerned. The President shall cause the dispute and decision to be tabled and minuted at the next meeting of the Management Committee.

13. Replacement

Should a member of a team be incapacitated or unavailable for any reason, a replacement may play in his/her place subject to the following conditions:

13.1 A replacement may not be appointed without first consulting the Competition Secretary.

13.2 Drawn Competitions: Should a member of a team be unavailable to play, the Competition Secretary will find a replacement for the position to be filled by implementing the following procedure:

13.2.1 The Competition Secretary will have an alphabetical list of players not already playing in the competition, and who

- have not already substituted for another team in the same competition
- are of the same, or lower, positional grading as appropriate to the position of the player to be replaced. (e.g. If the substitute is for a lead in the Drawn Pairs and a Third One is playing lead, then all the eligible Third Ones, Seconds and Leads are listed. If the player to be substituted is a Skip, then all who have not yet played in the competition are included in the list. Regardless of the grading of the substitute, he/she may not skip.)

The Competition Secretary then contacts, *in strict alphabetical order*, the names on the list. The first to agree to play is the substitute. If the Competition Secretary is unable to find a substitute, the affected team will be scratched. (The Competition Secretary will then submit a list of the players contacted to the Management Committee as verification.)

13.2.2 Once a replacement has played, no further substitutions may take place.

13.3 Nominated Pairs and Trips: If a nominated player is unavailable to play at any stage, a replacement who has not previously played in that competition may be found in conjunction with the Competition Secretary. This replacement will then continue to play for the remainder of the competition. A replacement in a team may only occur once; thereafter, if a player is unavailable, that team will forfeit the game.

14. Withdrawing from Club Competitions

14.1 Players or teams withdrawing from a Club Competition after the draw has been published will be required to furnish valid reasons for withdrawing in writing, failing which disciplinary action may be taken.

14.2 Any player who participates in any Club Competition/Championship which is on a knock-out basis, and who, after having been successful in one or more rounds, then withdraws for reasons which, in the sole opinion of the Management Committee, are deemed to be unacceptable, is guilty of unsportsmanlike behaviour, and shall be disqualified from participating in any Club Competition or championship for up to a maximum of two full seasons.

Durbanville Bowling Club

Club Competitions Framework: 2021-2022

Men / Ladies / Mixed	# of Bowls / Ends / Shots	Conditions of Play	Entry Fee
Men / Ladies	First to 21 shots	Sections of 3 round robin, then knockout (providing calendar permits) Burnt end - replay the end Winners go to WP Open Champion of Champions	R20
Men / Ladies / Mixed	First to 21 shots	Round Robin per gender (or mixed if not enough entries are received) Burnt end - replay the end Winners go to WP Novice Champion of Champions	R20
Men / Ladies	First to 21 shots	Sections of 3 round robin, then knockout (providing calendar permits) Burnt end - replay the end	R20
Men / Ladies	First to 21 shots or (21+ handicap difference)	Lowest handicap - 21 shots; difference to be added to 21 shots for the higher handicap player	R20
Mixed	2 bowls, 21 ends	Sections of 4 round robin, then knockout No marker - play to where the jack lies	R50 Prize Money
Men / Ladies	3 bowls, 21 ends	Standard pairs format	R20
Men / Ladies	4 bowls, 21 ends	Standard pairs format	R20
Mixed	4 bowls, 21 ends	Standard pairs format	R20
Any	2 bowls, 10 ends	Winners go to WP Pro 10 Pairs Champion of	R20

5.5.4 Sponsored All Day Competitions

4.6 Selection Policy Guidelines

1. PURPOSE OF GUIDELINES

The purpose of the Durbanville Bowling Club's ("DBC") Selection Policy guideline is to define a structured and equitable process that provides the guidelines on which the Club selectors determine selection of individuals or teams to represent the club in district or national tournaments as delegated in the Constitution (Section 10). This policy also outlines criteria used in determining the grading of all Member Tabs in the club.

2. SELECTION PHILOSOPHY

The Club has a proud tradition and an outstanding record of success in district competitions and will continue to strive for ongoing improvements and success.

The primary goal of the Club is to "Foster the game of Bowls, improve member skills and promote good fellowship among members".

The aim (goal) of the Club Selection Standing Committees ("CSSC's") are to select the best possible teams to represent the Club in the nominated competitions and decisions will be made primarily with the purpose of achieving the goals of the Club. The CSSC's will endeavour to keep the Club teams and divisions that are successful and compatible as stable as possible by minimising changes. However, members need to accept that their role within a team, side or division may change if other members are unavailable or for issues with consistent performance.

Part of achieving our goals is to achieve success in all divisions by:

- 2.1.1 Always having a side in the Premier division;
- 2.1.2 Winning the Premier Division;
- 2.1.3 Playing off in division finals and gain promotion or keep position in divisions;
- 2.1.4 Improving teams' positions within a division; and
- 2.1.5 Promoting players with potential up through the divisions.

Every member is viewed as an equally important member of the Club and achieving the above goals and player development are integral to the selection philosophy.

3. CLUB SELECTION STANDING COMMITTEES (“CSSC’s”)

The Men and Ladies CSSC’s are elected and autonomous Sub-Committees of the General Committee (“GC”).

As per the Constitution (Sec 10[c][i-iii]), the CSSC’s are responsible for:

- 3.1.1 Recommending to the General Committee gradings and handicaps for ratification;
- 3.1.2 Selecting players and teams for tournaments and games in which the club is officially represented, in particular (and mainly) the annual Western Province Bowls (“WPB”) Flag (Men), Muter (Ladies) and Trips (any combination) Leagues, and the top 2 sides for WPB Fives; and
- 3.1.3 Proposing ‘The Most Promising Player’ for the past season prior to the annual prize giving.

The CSSC’s will consist of 5 (five) elected male members and 5 (five) elected female members as voted for at the Club’s Annual General Meeting (“AGM”).

- 3.1.4 Eligibility: they shall have played bowls for at least 3 (three) years and have been a member of the Club for at least 2 (two) years.
- 3.1.5 Election: selectors are elected based on nominations presented at the Club’s AGM in accordance with the Club’s Constitution and Election procedures. Selection Committee members to be elected for a 2 year period and to be familiar with the role description and selection criteria guidelines as stated on the Policy and Procedure document.

The role of the Selection Committee Members is for the full season and does not conclude once the Flag/Muter/Trips League is completed. The Selectors need to identify and nurture talent throughout the season.

- 3.1.6 Both Men and Ladies’ CSSC’s will immediately elect a Convenor at their first CSSC meetings respectively.
- 3.1.7 The CSSC’s will meet on a weekly basis to allow sufficient time for communication of the teams to selected members.

The respective Convenors’ are responsible for:

- 3.1.8 Overseeing the selection process and to ensure that it is carried out in a fair and unbiased way, free of discrimination and based on the Club’s Selection Policy.
- 3.1.9 Providing selectors with an up-to-date list of eligible members for Muter/Flag/Trips (availability and position).
- 3.1.10 Arranging the posting of selected Muter/Flag/Trips and Fives teams on the

club notice boards and distribution to elected players via electronic communication.

- 3.1.11 In situations of late withdrawal of players after official teams have been announced, to re-arrange sides after consultation with their CSSC members.
- 3.1.12 Liaising with players on any selection concerns or issues. Selectors to hold informal meetings every quarter to which members are invited to discuss their concerns in an open forum and for Selectors to advise members of issues.
- 3.1.13 Ensuring there is open communication between members and selectors. Selectors to hold informal meetings every quarter to which members are invited to discuss their concerns in an open forum and for Selectors to advise members of issues.
- 3.1.14 Mediate any disputes between members and selectors prior to any appeal being requested.
- 3.1.15 Reporting to the Club's Management once a quarter or at the President's request to ensure that Selection is aligned to the Club's overall vision.
- 3.1.16 Liaising with Club's WPB Liason Officer on Flag/Muter/Trips issues.
- 3.1.17 Developing and maintaining a current list of playing members for WPB Flag/Muter/Trips.
- 3.1.18 Collaborating with the Standing Committees for Coaching and Technical Officials to offer and support the skills development of all the members in the club. Selection Committee to identify and nominate members to attend the training/skills excercises.
- 3.1.19 Proposing and mandate various skills development exercises that could include, but not limited to and in conjunction with the Club's coaching team;
 - 3.1.19.1 practice matches against other teams (internal and external);
 - 3.1.19.2 typical Z-squad assessments or other relevant exercises;
 - 3.1.19.3 positional play (front and/or back-rank) skills training;
 - 3.1.19.4 individual coaching sessions to improve specific skills;
 - 3.1.19.5 improve the psychological aspects of the members;
 - 3.1.19.6 knowledge sharing between all levels of bowlers of specific scenarios; and
 - 3.1.19.7 member education regarding conditions of play, relevant rules and game etiquette before the said competitions.

The CSSC members are responsible for;

3.1.20 Assisting the Convenor wherever possible and to the best of their ability in carrying out his/her responsibilities and applying the philosophies of the Club's Selection Policy to the selection processes at the direction of the Convenor;

3.1.21 Selecting DBC teams based on the selection philosophy (best possible teams) and criteria in an impartial and non-discriminatory fashion;

3.1.22 Arranging and attending club practise sessions and club bowling events whenever possible to assess the current form of players;

3.1.23 Communicating with players who have been promoted or downgraded and to provide open and honest feedback; and

3.1.24 Facilitating coaching for players or teams to practice and improve their skills.

If any member is aggrieved with any action or decision of the CSSC's and that grievance cannot be satisfactorily resolved, the member has the right of appeal. The appeal process is detailed in Part 7.

4. SELECTION CRITERIA AND GUIDELINES

4.1 Eligibility

Playing members without disciplinary restrictions and who indicate their availability are eligible for selection to represent the Club in any district or national competitions.

4.2 Criteria

It is recognised that the selection process in Bowls is quite subjective, however, the selectors will undertake at their discretion, to interpret the selection criteria that are available and apply said criteria to the best of their ability and judgement to achieve the goals of the Club. The following criteria will be considered:

4.2.1 Commitment to the goals of the Club, personal development and competition success.

4.2.2 Performance, ability, competitiveness and current form as demonstrated in inter-club and intra-club competitions, both pre-season and current/ongoing.

4.2.3 Statistical Information – Feedback and performance from Skippers/Players on team results.

4.2.4 Fitness for a particular role, i.e. Skipper /third/second/lead roles.

4.2.5 Team Balance influencing the selection of players within a team or division.

- 4.2.6 Compatibility and player interaction will be considered however, it needs to be recognised that teams and divisions must be balanced to allow the best possible chances of success for the club, and to this end it may not always be possible to accommodate player requests or desires to stay within a specific role, team or division.
- 4.2.7 Individual aspirations will be recognised as far as possible and will be considered should the opportunity for divisional promotion or for a desired team role arise.
- 4.2.8 Attitude of players towards the club, fellow team members and all other members of the club.
- 4.2.9 Training is an important aspect of improving our skills. As a minimum, one training session per week should be completed.
- 4.2.10 Unavailability of a player in a particular week or period of weeks from their team or division does NOT automatically mean they will be re-selected in the same team or division. If warranted, the replacement player may retain their spot. In addition, players who limit themselves to whom they will or won't play with, or what division or position they will or won't play in, or willing to only play games at home, risk adversely affecting their selection outcome.
- 4.2.11 A member's commitment for the full season and her/his availability for selection in any role, team or division will be favourably regarded.
- 4.2.12 Players must advise of any unavailability dates (by posting on the Leave Sheet on the notice board) as soon as dates are known.
- 4.2.13 Players who make themselves unavailable at short notice (except for a good reason) will not be viewed favourably.
- 4.2.14 If a player becomes unavailable post selection, the Convenor is responsible for finding a replacement player for that team. Changes to the teams in this circumstance, requires a minimum of three selectors to agree on the change.

4.3 **Performance evaluation**

- 4.3.1 During the course of the competitive season, player performances will be rated via the receipt of Captains' and Skippers' reports. These reports should be handed to the Convenors of the CSSC's by 16h00 on the Monday following the game.
- 4.3.2 In addition to the above formal report, further communication may be

requested from any other team members at the discretion of the CSSC's.

- 4.3.3 The CSSC's may determine the type of reports and evaluations to be utilised for feedback on individuals' or team performances during a season.

5. INFRINGEMENTS

Should a member act in a way that is NOT befitting of the expected behaviour of a Club member, a recommendation of disciplinary action can be made by or to the CSSC's and the Management Committee. Once this recommendation has been made, the member(s) involved may at the discretion of the CSSC's not be selected until the matter has been resolved as per Section 7 of this Policy.

Disciplinary action may encompass a verbal or written warning and depending on the nature of the infringement could involve suspension or club expulsion as determined by the Club Management. For sake of an expedient resolution, the MC and CSSC's will endeavour to deal with any matter within a 48-hour time frame where possible.

Section 7 of this Policy is subject to sections 7, 8, 10 and 16 of the Club's Constitution and gives powers to the General Committee to act accordingly in such an event. It also provides an avenue for members to appeal any decision under this section.

6. COMMUNICATION

6.1 Players to CSSC's:

6.1.1 Each Division, where practicable, will be assigned a specific selector(s) as the contact point for issues within their division. Players may liaise with the nominated selector (as per Section 7) to discuss any selection issues so that the matter can be brought to the attention of the CSSC's for their consideration.

6.1.2 Players can also meet with the CSSC's at their weekly meeting to discuss any issue or concern by advising the Convenor of their attendance and details of their concern. The selectors will address the issue or concern raised and inform the player of their decision at this forum. If the player is not satisfied with the outcome of the selector's decision, they may appeal the decision as per Section 7 of the Policy.

6.2 CSSC's to Players

6.2.1 The selectors will regularly seek feedback from players and skippers to assist them in the selection process.

6.2.1 The selectors will take reasonable efforts within 24 Hours of the selection meeting to individually inform members on their change to a lower or higher

division or when a significant change has been made to their team role within the division and the reason for the change.

6.2.2 Communication to players will not be deemed necessary when a player is returning to their original role and team or returning from unavailability.

6.3 Team notices – selected team/side/divisions

The process of advising players of teams/divisions, as agreed for selected competitions, will be carried out as follows:

6.3.1 An e-mail communication will be sent to eligible players that have registered an email address with the club.

6.3.2 A list of the selected teams will be placed on the notice board. It is the players' responsibility to ensure they are aware of the team/side/division they have been selected in prior to the competition day.

6.4 In the event that a player is going directly to an away game, they must place their name on the appropriate notice board and/or advise the Side Captain or Team Skipper to travel direct.

7. THE APPEAL PROCESS

7.1 Members who are not satisfied with a decision of a CSSC may appeal that decision by:

- Lodging a notice in writing to the respective Convenor within 24 hours from the time of it being posted on the Club notice board.
- Any other actions by members to express dissatisfaction shall be viewed as unacceptable behaviour and may lead to disciplinary action.

7.2 The respective Convenor will endeavour to mediate a satisfactory solution on the issue between the CSSC and the members. Failing a satisfactory resolution, the player may ask the Selection Convenor to refer the matter to the Club's Management Committee for a decision. The decision of the Management Committee will be deemed as final.

8. GRADING AND HANDICAPS

8.1 For determining the Tab Grading and Handicap of members, the CSSC's will be taking the following guidelines into consideration:

8.1.1 visual assessment of the play by selectors during playing sessions, league and

club competitions;

- 8.1.2 when members through permanent injury, illness or physical unfitness no longer can produce the same level of performance as their grading requires, the selectors would, in consultation with the member, reassess their grading;
- 8.1.3 verbal feedback from experienced bowlers (generally skips) and ongoing analysis by selectors completely contributes to the players' members' tab grading;
- 8.1.4 selectors can also use some sort of test/questionnaire to test the players' knowledge of the rules, etiquette and general bowls sense;
- 8.1.5 back-rank (Skips and Thirds) needs to have:
 - 8.1.5.1 the ability to play a required shot by the Skip/Third,
 - 8.1.5.2 the basic knowledge on how to direct and build a head,
 - 8.1.5.3 provide correct information to the player on the mat in simple terms,
 - 8.1.5.4 measure correctly,
 - 8.1.5.5 know who must give up shots at the completion of an end, and
 - 8.1.5.6 where to stand at or in the head;
- 8.1.6 new bowlers (novice) will always be graded as a Lead 1 ; and
- 8.1.7 new members from other clubs will be assessed and graded accordingly; and
- 8.1.8 review and approve the written application of any member to be graded for a specific role (lead, second or third only) due to limiting abilities or circumstances.

The member listings will be submitted to the Management Committee twice a year for ratification. Once ratified, changes will be made to players' Tabs to reflect the new grading.

This policy has been developed in consultation with the Club members, the Selection committee and ratified by the Durbanville Bowling Club President and Committee.

4.7 HR

4.8 Facilities Management & Maintenance

4.8.1 Greens & Gardens Management

4.8.1.1 Equipment

4.8.1.2 Storeroom

4.8.1.3 Rink markers

4.8.1.4 Benches and Shaded Seating

4.8.1.5 Borehole & Water Supply to the Clubhouse

4.8.2 Bar Management

Duties of Bar Captains and their Teams

1. After opening the security shutter, ensure that all fridges are stocked with ample supplies.
2. Make sure that adequate change is available in the till. Use the small petty cash safe in the store room - the key is in the cupboard below the till.
3. Place at least one full water jug and ice bucket and glasses on the Bar counter.
4. Open Blinds on the bar side of the clubhouse and unlock sliding doors and braai room external glass doors, if weather allows.
5. Turn on glass washing machine. Remember to switch off when locking up the Bar.
6. Turn on the CCTV screen and make sure all zones are working. Remember to switch off when locking up the Bar.
7. During Bar duty, please ensure that at least one fridge has sufficient stock of all the supplies and restock before closing up.
8. Please make sure club members sign their visitors into the Visitors Book and a Committee Member signs the Visitors Book for Club Social Events when visitors attend.
9. Before closing the Bar shutter, make sure the bar area is clean and where feasible, all glasses are washed and packed away. It's not necessary to wash a half-full tray of glasses. All recyclable empty bottles are placed in the recycle bins. Returnable bottles to be placed in relevant cases.
10. All excess bank notes are to be placed in the drop safe in the storage room. Leave only about TEN R10 and TEN R20 notes in the till with the coins.
11. It is the responsibility of the Bar staff on duty at the club on any given day at closing to make sure that all windows and blinds are closed and relevant doors are locked,

including cloakrooms and braai room. The top push-locks on all sliding doors need to be engaged. Fans and lights to be switched off. If club members wish to stay later than the normal closing time, then one person must take responsibility for the locking up and activating the alarm system.

12. The night time light at the entrance of the club is on an automatic sensor. The switch for this is at the front door, please make sure that this switch is ON AT ALL TIMES.
13. If you are unable to do your Bar duty for a session, it is your responsibility to find a replacement and advise your Bar Captain.
14. In the event of a power failure, the generator is set up to be able to link to the bar shutter so that it can be opened/closed.
15. Please ask Bar patrons if they would like to buy Joker Draw tickets while you are on Bar duty. All money taken for the sale of **Joker Draw** tickets is to be placed in the money box on the wall of the Bar and not in the till.
16. All money for the sale of **coffee sachets** is to be placed in the plastic container on the Bar shelf marked "Coffee" and not placed in the till.
17. In the event of a hold up, the storeroom can be used as a safe room. There is an emergency kit and panic button in the storeroom.
18. There is a panic button under the counter near the CCTV screen, but please make yourselves aware of where the other panic buttons are.
19. In case of problems with activating the alarm or a false alarm activation, please contact **Dudley Mare on 082 965 1937**.
20. If any Bar operation problems are noticed, please notify:

Bar Convenor : **Davey Aherne 082 808 9928**

4.8.3 Kitchen

4.8.4 Lounge & Furniture

4.8.5 Hall & Furniture

4.8.6 Bathrooms

4.8.7 Parking & Entrance

4.9 Financial Management

4.10 Health, Safety and Security

4.11 Catering

4.12 Events & Functions

4.13 Club Administration

4.13.1 Annual and Special General Meeting

ANNUAL GENERAL MEETINGS

- In terms of the Constitution, the AGM is to be held within 2 months of the end of our financial year (31 May) and is therefore normally set for the last Saturday of July.
- Members are to receive not less than fourteen (14) days notice of AGM date. Middle of July
- Nomination forms to be made available to members by 01 June.
- Signed Nomination Forms for positions on the General and all Committees are to be received by the Secretary seven (7) days before the date of the AGM. Existing committee members shall be eligible for election, if available, without nomination.
- Members are to submit any Constitution changes or Matters for discussion to the Secretary 14 days before the Notice of AGM is sent out. Example set out below.

DETAIL	TIME PERIOD	DATE GUIDE 2020
AGM Date		Last Sat - 25 July
Nomination Forms available		Beginning of June
Reminder to members of AGM date of request for Constitution changes/discussion points	14 days before AGM Notice	Beginning of July
AGM Notice	14 days before AGM	+/- 10 July dependant on AGM
Closing Date for Nominations	7 days before AGM	18 July

- Proxy Votes are available to full members who are unable to attend the AGM. The Power of Attorney is to be given in writing and signed on the prescribed Proxy Form which is to be handed to the Secretary prior to the meeting. A proxy can only be used to vote by ballot.
- All members attending the Annual General Meeting are to sign the Attendance Register. Only full members are eligible to vote and will receive the relevant ballot papers.

SPECIAL GENERAL MEETINGS

- A Special General Meeting may be called at any time by the President, the General Committee or by Playing Members who are to give a written application to the Secretary giving justifiable and precise reasons for requesting the meeting and said request to be signed by no fewer than ten (10) Playing Members.
- The Secretary is to convene a meeting to be held not more than five (5) working days after receipt of such request.

QUORUM FOR ANNUAL AND SPECIAL GENERAL MEETINGS

- Fifty (50) of the members entitled to vote shall form a quorum

4.13.2 New Member Onboarding

On receipt of notification of a potential new member, Secretary to proceed as follows :

- Furnish applicant with an Application Form and advise them of the once off Joining Fee which is payable at the “Meet and Greet” and annual Fees or pro rata depending on the date of joining.
- On receipt of completed Application Form
 - arrange a “Meet and Greet” with the President and/or other members of the Management Committee. Advise the applicant that they may request their proposer and seconder to be present at the meeting.
 - during “Meet and Greet” collect joining fee.
 - Advise them that their application form will be displayed on the Noticeboard for 2 weeks and subject to there being no objections, their membership will be tabled at the following Committee Meeting for approval. Secretary to advise new members once their application has been accepted/not accepted.
 - if membership not accepted, we are not obligated to disclose reason thereof.
 - advise them that they have full use of the Club’s Facilities during the 2 week period, except for new bowlers, proceed as follows.
 - if the applicant is a new bowler, advise them that they will need to go through coaching sessions before they will be allowed to have use of the greens. Give them the contact details for the coaches and advise the coach that the new member will be contacting them.
 - new bowlers to be given the BSA publication “Introduction to Bowls” and “Etiquette of Bowls” at no charge.
 - new members to be furnished with “New Member Information” document.
 - new bowlers are also to be advised that once the coach is satisfied with their ability, only then will they be able to play Tabs-In, the first of which they will be accompanied by their coach and any further Tabs-In if deemed so by the coach.
 - existing players to be advised that our club selectors and/or coaches will determine if their grading from their previous club will stand after having watched them play.
 - new members to be advised of their Tab numbers and temporary Tabs made and put on the Tabs Board.
 - all new members to be shown around the Clubhouse and the various noticeboards explained to them.
 - new members to be introduced to other members.

- Secretary to register new members with WPB and advise the relevant Selection Committee of new members.
- Secretary to furnish new member details to Treasurer for accounting purposes.

4.13.3 Member Database

The Secretary is responsible for keeping both the Club and Bowls South Africa membership databases up to date.

The club the database consists of two separate documents.

1. Project Bowls which is a program which was written specifically for Durbanville Bowling Club. all information relative to members is loaded onto this database. The database is split into two sections reports and admin and finance
2. Reports : From this database we are able to download reports in respect of tag numbers lock and numbers alpha list of members grading telephone numbers social members and birthday list.
3. admin and finance. we currently only use the attendance list function on this section as all finance is handled on a different program with the treasurer.
4. In addition to the project bowls database we also keep an Excel spreadsheet of all membership details. the spreadsheet is kept as we often require reports and information that cannot be downloaded from the project bowls database, for example when we're doing a sample of the age groups of our members and also splits between male female social etc.
5. Bowls South Africa database. Access to this database is obtained from Bowls South Africa. Currently Western Province Bowls load all club members on to the database. The club administrator is responsible for checking this information once a year to ensure that all telephone numbers email addresses and personal information of club members is up-to-date. The administrator is also responsible for updating club information when there's been a change in the Management ie the President or the Secretary or the Treasurer etc.

4.13.4 Member Communications

The Secretary is responsible for keeping members updated with communications relevant to the club. This could be communication that is come from either bowl South Africa or Western Province Bowls or from the President of the club.

The preferred mode of communication is by email and WA Messaging. Unfortunately we do have some members who are not on email and/or WA and we need to ensure that these members are advised of any relevant information.

In addition the club has a Facebook page where information is posted from time to time here again not all members are on Facebook so we have to ensure that members are made aware of these Communications.

4.13.5 Facilities Hire

On receipt of an enquiry for the hiring of the facilities the Secretary is to check with the Management Committee and Green Ranger that the facilities are available on the date required.

Once the date has been agreed, the Secretary needs to negotiate with the Hirer and advise of the cost of the hire, whether it is for use of the hall only or for a corporate bowling event.

Once a date has been set and agreed and the costs agreed an agreement is to be drawn up and signed by the hirer.

The bar convenor is to be advised of the function in order that relevant bar staff can be put on duty.

4.13.6 Notice Boards Management

4.13.7 Achievements & Awards

4.13.8 District (WPB) Liaison

4.14 Coaching

An interested person (non-bowling; non-member) that approaches the club for membership must be handled as follow;

- get the person's particulars and assigned a coach to approach the person regarding an introduction session/s.
- the said coach must do a booking based on the arrangement made with the person.
- the coach must inform the visitor about all the protocol requirements; mask, own water and sanitizer. Also, have the person complete the Health Questionnaire beforehand or at the club.
- the coach is responsible for getting a set of bowls from the cupboard in the office and to sanitize them.
- take visitor onto the green as soon as possible after arrival and obtaining the set of bowls.
- all equipment used by the coach must be sanitized before and after the session.

- try and avoid physical contact with student and keep physical distance after demonstrations are completed.
- accompany the visitor through the exit procedures before sanitizing equipment and bowls before lock-up.

4.15 Technical Official

4.16 Tournament Officials

4.17 Marketing & External Communication

4.18 Membership & Development

4.18.1 Action Bowls

Proposed Guidelines for Action Bowls

Introduction

Action Bowls is a bowling opportunity to introduce the game of lawn bowls as a sport and receive basic coaching that allows attendees to enjoy their time out on the greens. Attendees will be streamed based on number of visits and participate in specific activities/games to develop basic skills levels and their enjoyment of the game of bowls, with the ultimate intent for interested parties to take up the sport of lawn bowls.

Purpose/Role

To provide a facility and time to introduce the sport/game of bowls to persons interested in playing lawn bowls, in a manner that provides relaxed and friendly conditions with quality guidance being provided.

To encourage these new players ('newbies') to choose lawn bowls as a sport and become members of their nearest club.

General

Regular sessions on alternate Saturday mornings from 9am for playing 9:15/30-11:30am are planned/scheduled for Action Bowls. This schedule will be planned on a quarterly basis and could be influenced by BSA/WPB/DBC calendars that determine the availability of greens at the club.

A team of 3/4 club members, including a qualified coach will manage and administer Action Bowls. A roster of 3/4 teams will be drafted with willing facilitators, each responsible to follow the AB sessions as planned.

All required policies and procedures need to be followed and completed. The current hygiene and distancing protocols need to be followed before the AB administration starts; it includes the sanitisation of hands and completing the Tracking register with temperature at arrival. The participant will then move on to register for the AB session and receive equipment and instructions for the session's activities.

All first-timers will receive coaching on a designated rink. Each time a person attends, they will be required to move to the green/rink with planned activity and further guidance. After approximately 6-8 sessions, the person would receive membership forms and details regarding costs and procedures for joining the club. If someone indicates great interest, they could be offered individual coaching before the next AB session.

Regular communication to the attendees on the database will serve as reminders of the upcoming sessions and the planned activities for those that will attend.

Procedure

The action bowls team should consist of 3/4 club members, including a registered coach. The convenors must be at the club at 08:40 for play to start at 09:15/30.

Health and Safety Protocol: Sanitize hands, take temperature and complete Tracking Register.

Session administration: Complete Attendance Register and pay green fees. If first-time visitors, assist with bowls equipment and allocate to rink 1 with the coach. If a repeat visitor, read bowls number for collection and rink allocation.

Levy/Fee of R20 per visitor (including Social Members) for the first 8 sessions. Alternatively, R50 per session if not willing to join.

Before play starts, do a formal welcome. Ask visitors to stand in their groups (or table) as allocated to receive orientation of what they will be doing on the day. Once everyone is clear about what to do, the group moves down to the actual green/rink to start the set activities (below). Invite all attendees to stay afterwards for a drink.

A qualified coach must attend every AB. Should no 'newbies' arrive and no assistance is required on the other rinks, the coach may be excused once admin is completed.

Money collected on the Saturday morning must reflect the number of visitors and be paid into the Bar.

Rules

Action Bowlers (visitors) will only be allowed to play 8 times over a 5-6month cycle. Should the visitor have no intention to join the sport full-time, but indicate a willingness to pay higher green fees (R50) for continued attendance, such arrangement be noted on the register by the convenor. This will only be allowed after an in depth interview with the potential bowler to understand their scenario and approval by the Management Committee. Social membership must be offered as an alternative that will allow access to other social bowling activities at the club.

Should any individual indicate an interest in the game, a coaching session should immediately be arranged via the coaching convenor. AB could still be attended as practice sessions until the person's application is approved, but the person should rather utilize every other opportunity to get additional coaching and practice.

Alternative Social Bowling opportunities (Friday late afternoons; Summer Sundowners; Sunday morning snowball; public holiday events; business league; etc.) could be promoted and utilized to provide more practice opportunities for visitors still deciding on joining the club/sport.

Planned activities for Action Bowls Fix this section

One allocated green (normally C green) in the direction indicated by the Greens Ranger

Time	Rink 1	Rink 2	Rink 3	Rink 4	Rink 5	Rink 6
09:30 - 10:00	Introduction: Coach Rink & Markers Equipment Bowl & bias Line & Weight/Strength Grip/Stance/Delivery 10m mat (warm-up)	Recap 10m mat (warm-up) Mat procedure Rolling the jack x2 "Lines"	Recap 10m mat (warm-up) Mat procedure Rolling the jack x2 "Weight/Strength"	Recap 10m mat (warm-up) Mat procedure Game formats Playing positions Basic rules Basic etiquette Basic scoring	Recap 10m mat (warm-up) Mat procedure Game formats Playing positions Basic rules Basic etiquette Basic scoring	Recap 10m mat (warm-up) Mat procedure Game formats Playing positions Basic rules Basic etiquette Basic scoring
10:00 - 10:30	Start rolling 4 bowls to placed jacks	Roll jack + bowls over placed discs	Roll jack + bowls into coned area. Place 4 cones in square 2-1m away from jack; roll bowls to stop in square	Game: Scrounger: 3 bowls each; 10-12 ends Roll jack - play to where it lies (min 23m)	Game: Cricket 3/4 Bowls Bowl for wickets; bail/s must fall off and bowl stay on the green; remove bowls from head.	Game: Tabs-In 2/3/4 Bowls depending on number of players on rink Arrange positions (lead, 2nd, 3rd, skip)
10:30 - 11:00	Roll over disc (line) to placed jacks	Move jack off-centre to adjust lines				
11:00 - 11:30	Game: Roll into coned area (line/weight); 4 cones 2m around placed jack	Game: Play 10 ends - 4 bowls	Game: Last man Standing Roll jack; play to where it lies. Furthest bowl is 'lost' unless the same bowlers' bowl is closest. Closest to jack rolls jack to begin next end.	Score: Closest bowl - 3points 2nd - 2points 3rd - 1 point If jack/bowl goes out of rink/in ditch; minus 2 Closest to jack rolls the jack for next end	Bowl for Run: small circle - 6 runs Big circle - 4 runs only score once everyone bowled Keep playing till 5/10 wickets or time lapse Deduct wickets from opponents runs	Explain role of each position Explain scoring Start game:14 ends (3 or 4 bowls)

Equipment required	1 mat/person 2 jacks 2 discs 10 cones	2 mats 4 jacks 2 discs	2 mats 4 jacks 2 discs 8 cones	1 mat 1 jack Scorecard/pen	1 mat 1 jack Score board Cricket set/circle	2 mat 1 jack Score board
Facilitator	Coach		AB Mentor			

Table 1/Rink 1

Coach to meet new participants; do personal introductions and welcome people to club Find out if any person attending;

- played bowls before
- has impending injuries (shoulder, knees, back, hand, etc)
- has a set of bowls that is approximately correct size

Explain that today's activity will introduce the equipment required to play the game of bowls, all the markings on the green, bias on the bowl, and the Grip-Stance-Delivery Routine. Any questions?

Pls make your way to Rink 1

Table 2/Rink 2

Coach/mentor to meet participants; do personal introductions and welcome people to club Find out if any person attending;

- has impending injuries (shoulder, knees, back, hand, etc)
- has a set of bowls that is approximately correct size
- can they remember what the bias is and look like

Explain that today's activity will consist of warm-up (soft delivery routine from 10m mat). We will then explain how to roll the jack, the 'Line' exercise (bowling over disc/marker) to centered and off-centered jack. Explain Point of aim (point where line/aim and jackline cross) is. Finish with a 10-end game.

Any questions?

Pls make your way to Rink 2

Table 3/Rink 3

Coach/mentor to meet participants; do personal introductions and welcome people to club Find out if any person attending;

- has impending injuries (shoulder, knees, back, hand, etc)
- has a set of bowls that is approximately correct size
- can they remember what the bias is and look like
- What does 'the line' refer to?

Explain that today's activity will consist of warm-up (soft delivery routine from 10m mat). We will then explain what weight/effort (the strength with which to roll the jack/bowl) is.

Explain Point of aim (point where line/aim and jackline cross) is. Finish with the Last-Man- Standing game. Any questions?

Pls make your way to Rink 3

Table 4/Rink 4

Mentor to meet participants; do personal introductions and welcome people to club Find out if any person attending;

- has a question about anything they've learnt over the past couple of weeks
- everyone has a set of bowls that is approximately correct size
- Can they remember what the Point-of Aim is?
- What does 'the weight' refer to?

Explain that today's activity will consist of the mat procedure, game formats, playing positions, basic rules, some etiquette and basic scoring.

Play Scroungers game (3 bowls each; 10-12 ends; Roll jack - play to where it lies (min 23m); Score: Closest bowl - 3 points; 2nd bowl - 2 points; 3rd bowl - 1 point;

If jack/bowl goes out of the rink or in the ditch; minus 2 points. Closest to jack rolls the jack the next end. **(This rink could be combined with Rink 6 as a Tabs-in game if there are too many visitors on rink 6.)** Any questions?

Pls make your way to Rink 4

Table 5/Rink 5

Mentor to meet participants; do personal introductions and welcome people to club Find out if any person attending;

- has a question about anything they've learnt over the past couple of weeks
- has a set of bowls that is approximately correct size
- Can they remember what some of the formats are that can be played in bowls?
- What is the minimum meterage the jack must be from the mat (23m)?
- What are the purposes of the red and blue stakes on the sides of the greens?

Explain that today's activity will consist of playing a game of 'Cricket' - bowling for wickets and runs. Split into 2 teams and select a skip per side that will stand at the wicket end to remove bowls from the head and replace the bails. Hitting the frame will dislodge bails, but no score recorded.

Bowl for wickets; bail/s must fall off and bowl must stay on the green; remove all bowls to the side. Bowl for Runs: small circle - 6 runs; big circle - 4 runs; only score once everyone bowled; scoring bowls can be knocked in/out.

Keep playing till 5/10 wickets or time lapse. Deduct wickets from opponents' runs for nett score. Any questions?

Pls make your way to Rink 5

Table 6/Rink 6

Mentor to meet participants; do personal introductions and welcome people to club Find out if any person attending;

- has a question about anything they've learnt over the past couple of weeks
- has a set of bowls that is approximately correct size
- Can they remember what some of the formats are that can be played in bowls?
- has everyone had a personal coaching session with the club coaches yet?

Explain that today's activity will consist of playing a typical 'Tabs-in' game. 2/3/4 Bowls depending on number of players on rink; select sides; arrange positions (lead, 2nd, 3rd, skip); explain role of each position; explain scoring. **(If too many people get to this stage, combine rink 4 and 6 as Tabs-In games.)**

Start game:14 ends (2/3 or 4 bowls)

Any questions?

Pls make your way to Rink 6

4.19 Fundraising (events & initiatives)

4.20 Sponsorship (advertising and tournaments)

DBC Sponsorship Framework (Draft)

SECTION 1 : Events

PLATINUM - R20 000+

- Reserved tables at the event
- Inclusion of a sponsor representative on event organising committee
- Naming rights for the event and inclusion of logo on all event materials
- Banners at event (size?)
- Opportunity for sponsor to speak at event
- Sign - for duration of event
- 10 tickets to event and VIP auction preview
- Naming rights for one of the Awards, presented at the event
- Inside back cover of Events calendar and display advertising at event
- Featured in newspaper and billboard advertising for event
- Logo featured on website/facebook page, club letterhead for 6 months preceding the event
- Logo on event invitations/flyers, materials and scorecards

GOLD - R10 000+

- Featured in newspaper and billboard advertising for event
- Logo featured on website/facebook page, club letterhead for 3 months preceding the event
- Logo on event invitations/flyers, materials and scorecards
- Naming rights for one of the Awards, presented at the event
- ½ page ad in Events calendar and display advertising at event
- 6 tickets to event, 2 tickets to VIP auction preview
- Sign - for duration of event

SILVER - R5 000+

- ½ page ad in Events calendar and display advertising at event
- Featured in newspaper advertising for event
- Logo featured on website/facebook page for 1 month preceding the event
- Logo on event invitations/flyers, materials and scorecards
- 4 tickets to event, 2 tickets to VIP auction preview
- Sign - for duration of event

BRONZE - R2 500+

- ¼ page ad in Events calendar and logo featured on website for six months
- 2 tickets to event, 2 tickets to VIP auction preview
- Name listing in ad calendar and on website/facebook page 1 month preceding the event

SECTION 2 : Advertising

PLATINUM - R5 000

- 2 x signs (2m x 1m) - corner of B Green / street front for 12 months

GOLD - R2 500

- 1 x sign (2m x 1m) - corner of C Green for 12 months

SILVER - R1 000

- 1 x sign (1m x 500cm) - corner of A Green for 12 months

BRONZE - R500

- 1 x sign (A3) - small sign in clubhouse above podium for 12 months

5. Forms

Membership Application Form

Duty Form

Staff Leave Form

6. Conclusion