



# BY-LAWS

**ADOPTED MAY 15, 2017**

Amended: September 20<sup>th</sup> 2021

# SPONSORS



## **BOWLS NORTH WEST Inc**

### **BY-LAWS BINDING**

These By-laws are made under Rule 41 of the Constitution. Without limiting the Board's power under the Constitution, these By-laws or otherwise, the Board may review, amend and enforce these By-laws as it deems necessary or appropriate.

These By-laws are binding on all Members.

### **INTERPRETATION**

Interpretation

These By-laws shall be interpreted in a manner consistent with the Constitution. Any word or phrase which is defined in the Constitution will have the corresponding meaning in these By-laws unless otherwise set out.

### **Definitions**

Words which are defined in the Constitution have not been redefined here.

BNW means Bowls North West Incorporated.

Constitution means the constitution of BNW as amended from time to time.

### **SCHEDULE OF BY-LAWS**

1. Meetings
2. Registration & Clearances
3. Appeals
4. Sponsorship
5. Statistician
6. Disciplinary Matters & Disputes
7. Penalties
8. Representative Teams
9. Tribunal
10. Services & Playing Awards
11. Representative Team Manager
12. Match Committees
13. Conditions of Play

## **1. MEETINGS**

1.1 At the Annual General Meeting of BNW, the following shall be the order of business.

- I. Roll Call
- II. Confirmation of minutes of previous meeting
- III. Presidents Annual Report
- IV. CEO Annual Report & Financial Statement
- V. Amendments to Constitution Motion of which notice has been given
- VI. Election of Officers, and Auditor
- VII. General Business

1.2 Under item (v) motions of which notice has been given and special items shall be allocated by the CEO to an appropriate Agenda position or to item (v) General Business. Unless leave is granted by Meetings no motions or items of business other than those of which notice has been given shall be considered.

1.3 At a General Meeting of the Association, the following shall be the order of business.

- I. Roll Call
- II. Confirmation of the minutes of previous meeting
- III. Business arising from (ii)
- IV. Treasurers Financial Statement
- V. Correspondence
- VI. Reports
- VII. Motions of which Notice have been given
- VIII. General Business

## **2. REGISTRATION AND CLEARANCES**

*Amended (20/9/21)*

2.1 Before commencing Pennant play, or playing in any Club, Region or BT Championship events, a player must nominate and register with a club associated with BNW.

2.2 Players who move from other Clubs must obtain a clearance from their previous Club, which must be processed and accepted by the two Clubs and approved by BNW before commencing play.

2.3 Players who have not played any pennant games for 2 full seasons do not require a clearance. (Refer BT/BA ruling).

2.4 Players who move from Associations outside the Region also require a clearance, including mainland Clubs/Associations. Refer to Appendix 2 – BA Policy – Player and Club Clearance Policy.

2.5 Clearances will not be processed by BNW Clubs after Jan 31<sup>st</sup> each year in each bowls season. Clearances after this date require BNW approval before processing.

2.6 Should any Member Association refuse to grant an inter association clearance upon application by any member as per above, the applicant shall have the right of appeal against the decision, such appeal being referred to the CEO within 7 days of receiving the appeal.

2.7 The CEO shall be empowered to ratify or veto the decision of any Member Association in respect of a clearance only.

2.8 A copy of all clearances must be submitted to the CEO of BNW, for final approval.

### **3. APPEALS**

- 3.1 An appeal can be made against a decision of the Board of BNW which has affected a Club, Club member or other bona fide party.
- 3.2 An appeal can be made against a decision by an affiliated Club which has affected a Club member.
- 3.3 Such an appeal should be made in writing and clearly and fully state the reason for, and detailed basis of the appeal. Additionally, a request can be made to address the Board in person regarding the appeal and the reasons for this request (vis a vis the written appeal) must be detailed in writing.
- 3.4 The CEO of BNW shall then remit the appeal and relevant statements to the Board of BNW for their earliest possible consideration.
- 3.5 The outcome of the appeal shall be immediately conveyed to the appellant in writing.
- 3.6 The BNW Board's decision regarding the appeal is final.
- 3.7 Costs of the Hearing of the Appeal maybe charged to the appellant by decision of the BNW Board.

### **4. SPONSORSHIP**

- 4.1 BNW may appoint a Promotions Officer/Marketing Agency for the propose of obtaining Sponsorship for all sectors of Bowls administered by BNW.
- 4.2 Affiliated Associations must comply with all conditions of the Sponsorship Agreement accepted by BNW.

### **5. STATISTICIAN**

- 5.1 BNW may appoint a Statistician to keep a record of the number of games played by an individual and to record the ladder details for the respective rosters.

### **6. DISCIPLINARY MATTERS & DISPUTES**

*Amended (20/9/21)*

- 6.1 A team may lodge a protest in respect of any occurrence which may have changed the result of the game. The official protest must be lodged in writing with the CEO within three (3) days of the match and shall be dealt with by the BNW Board.
- 6.2 It is the duty of the Match Manager, Team Captain or Umpire in any match to report any player, coach or team official who misconduct themselves. The Match Manager, Team Captain or Umpire shall notify the person that they are reported.
- 6.3 The procedures as outlined in the relevant Bowls Tasmania Inc. By-laws dealing with 'Reporting and Tribunal Rules' shall be undertaken where applicable.

## **7. PENALTIES**

- 7.1 BNW may impose penalties to individuals or clubs for infringing any Conditions of Play including:
- 7.2 Loss of any number of Pennant Points.
- 7.3 Fines of up to \$500 per incident.
- 7.4 Exclusion from competition(s) for specific events, on specific dates or for a period of time.

## **8. REPRESENTATIVE TEAMS**

- 8.1 The regulation and control of all matters whatsoever in connection with the selection, management and control of all teams representing BNW, shall be under the sole jurisdiction of BNW with power to delegate all or any of its duties and powers to any Affiliated Association, Committee person or persons.
- 8.2 All registered players from Affiliated Associations within the jurisdiction of BNW are encouraged to make themselves available for selection for all BNW composite teams.
- 8.3 All players must participate in the BNW Coastal Roster to be eligible to play in any BNW based Representative Team.

## **9. TRIBUNAL**

- 9.1 The Board of BNW shall appoint a Tribunal of five (5) persons, any three of whom shall form a quorum. The CEO of BNW shall have all such powers to him/her necessary for the efficient functioning of the Tribunal. The CEO will act as Secretary of the Tribunal.

## **10. SERVICE & PLAYING AWARDS**

- 10.1 BNW provide for the following Service Awards to be presented to its members:

### **Awards**

- 1. Service to Bowls – Certificate awarded by the BNW
- 2. Life Membership – Framed Certificate (Refer Constitution Rule 37)

- 10.2 Nominations will be accepted from any registered member of BNW on the appropriate form and must be received by the CEO of the BNW by 28<sup>th</sup> February each year. In any one-year BNW Board may give a maximum number of awards as follows:

Service to Bowls – 2

Life Membership – 2

10.3 The nominee for a 'Life Membership' must have received a 'Service to Bowls' award from BNW to be eligible to be considered for 'Life Membership'.

Nominations will be received for any of the following categories:

#### 10.4 Area of Service

##### Playing

Outstanding playing record would be necessary. This would have to be weighed along with that player's contribution to coaching or help given to other facets of Association and Club Activities, where a definite commitment has been made to benefit others.

##### Coaching

A nominee would need to have given long service in this area at a local level and have shown a willingness to learn, assist other coaches and contribute to the Development of Bowls and Coaching within the region.

##### Administering

A nominee would need to have served for many years (min 5 years) in various administrative positions of responsibility or a Board Member and have made a considerable contribution to Bowls. The person would not necessarily have to hold senior Administrative positions during the minimum 5-year period but have played an active role in the Development of Bowls within the region.

##### Umpiring

A nominee who has contributed to umpiring over a long period of time and who has shown a willingness to learn and assist others.

##### Support Services

As all persons are not interest in the above areas, 'Support Services' offers interested personal the opportunity to involve themselves in such things as Managers, Statisticians, etc. This would also include financial supporters and/or sponsors who have continued to support bowls over the given period of time.

##### General

There will be people from time to time who involve themselves in several of the above areas but to a lesser extent than someone who is totally involved in Administration for example. The minimum of 5 years plus service will be a requirement. It is acknowledged that there are always more jobs than there are persons to do them and that some people are required to take on jobs that they really do not want but which are important to ensure the successful running of bowls.

#### 10.5 Criteria

### Services to Bowls

1. A minimum of 7 years (broken or unbroken) to BNW and or Affiliated body.
2. The quality of the service that the nominee has given in the respective areas of bowls within the region will be the main consideration.
3. A continued and sustained contribution to the development of the Sport in one or more of the five major service areas.
4. BNW Services Awards will be presented to nominees at the Annual Dinner of BNW.

### Life Membership

1. A minimum of 10 years service (broken or unbroken) to BNW and or Affiliated body.
2. The quality of the service that the nominee has given in the respective areas of bowls within the region will be the main consideration.
3. A continued and sustained contribution to the development of the Sport in one or more of the five major service areas.
4. That positive contribution has the nominee made in improving or maintaining the standards of bowls.

### 10.6 Life Membership Acknowledgment

1. As from the date of adopting this By-law all Life Members of the former NWTBA and NWTWBA shall have such Membership stature and privileges maintained.
2. Privileges of a life membership shall include free admission to all functions under BNW control.

## **11. BNW REPRESENTATIVE TEAM MANAGERS**

11.1 BNW shall appoint an official position of Manager for BNW Representative Team with the appointment of the position to be made by the Board of BNW at the General Meeting prior to the commencement of the Pennant Season.

11.2 BNW shall pay the expenses incurred in meals, accommodation at the competition matches, and incidental expenses such as phone calls required by the Team Manager in the undertaking of their duties.

11.3 BNW approves a travel subsidy to players for travel to competition matches, the Team Managers shall be paid an equivalent subsidy.

11.4 BNW shall provide any official dress attire to the Team Managers, consisting of player's shirt, cap and jacket, if available.



**A Duty Statement for the position of Team Manager is below:**

## **BOWLS NORTH WEST**

### **TEAM MANAGER – DUTY STATEMENT:**

The Team Manager will be responsible to the Board of BNW and will report to the CEO or delegate of BNW if and when required.

The Team Manager will be appointed for the duration of the designated Bowling Season unless the Board of the Association determine otherwise due to the Manager's non-compliance with his duties.

The Team Manager will have total responsibility, on behalf of the Board of BNW, to ensure the following:

That all members selected to represent BNW in Representative Matches have completed the "TEAM REPRESENTATIVE CODE OF CONDUCT AGREEMENT"

To be conversant with the team(s) itinerary, competitions programme and protocol arrangements so as to ensure prompt and timely attendance.

In conjunction with Bowls North West, arrange practice sessions where applicable, travel arrangements, accommodation requirements, meals and players official playing dress requirements.

To ensure players are dressed correctly, conduct themselves in a manner expected as representatives of BNW, observe any nominated curfews, and maintain team discipline.

To be in charge of scorecards, allocation of rinks and collation of results at all matches played by the Representative Team(s).

On behalf of BNW, issue any relevant information to the Media in relation to Matches played by the Representative Team(s).

The Team Manager will be required to attend all practice sessions and Competition Matches of the Representative Team(s), travel with the Team and stay with the Team at the designated accommodation.

The Team Manager shall present in writing to the CEO BNW, a detailed report of the results pertaining to Competition Matches undertaken by the Representative Team(s) throughout the Bowling Season.

The Team Manager shall present in writing to the CEO of BNW a detailed report on any player of a Representative Team of the BNW who fails to abide by the specified terms and conditions set out in the 'TEAM REPRESENTATIVE CODE OF CONDUCT AGREEMENT'. This report is to be prepared as soon as practicable following any alleged breach.

1. All players selected in the squad for representative teams must acknowledge and sign the **"TEAM REPRESENTATIVE CODE OF CONDUCT AGREEMENT" (Attachment 1). APPENDIX 1**

## **BOWLS NORTH WEST**

### **POLICY TITLE: CODE OF CONDUCT AGREEMENT**

### **BOWLS NORTH WEST TEAM REPRESENTATIVES**

Representatives (i.e. players and officials) are ambassadors of BOWLS NORTH WEST and shall be familiar with this code of conduct.

By signing this document, they agree to –

- Represent Bowls North West as a role model for all bowlers from when they leave their home until their return.
- Adhere to its rules and not bring BNW or the sport of Bowls into disrepute.
- Adhere to any other reasonable request made by the Team Manager.

### **GENERAL POLICIES**

- No player shall leave the immediate team environment or location, without first obtaining approval from the BNW Team Manager.
- Criticism of other team members or officials is not in the best interests of the team. Any comment or complaint should be conveyed to team management for appropriate consideration.
- Players are expected to show respect for team members and management by being punctual to all games and meetings.
- Players are expected to demonstrate good sportsmanship in their general behaviour towards other teams, officials and facilities as this reflects on the individual and BNW.
- Statements to members of the media must first be approved by team management.
- Posts made to any form of social media (including by not limited to Facebook, Twitter etc) must not contain profanities, or derogatory comments about individuals or organisations.
- No player will possess, take or use prohibited drugs (as defined by ASADA) whilst a member of the BNW Side. Players who might ultimately compete at national events may be subject to drug testing by ASADA. A list of prohibited substances is available at: <http://checksubstances.asada.gov.au/>.
- The BNW uniform will always be clean and well presented, and will only be worn for approved purposes.

## **SPECIFIC POLICIES**

### **ALCOHOL**

*Amended (20/9/21)*

No player aged under 18 years shall consume alcohol at any time during an event whilst representing BNW.

BNW representatives 18 years and over shall:

- Not consume alcohol whilst participating in trial ends or games;
- Not consume alcohol to an extent that will embarrass our sport or Region, other team members, officials, or which may inhibit the player's performance level the next day;
- Not consume alcohol after 10.00pm; and
- Abide by host venue rules and regulations where these may differ from the above.

### **SMOKING**

- No player aged under 18 years shall smoke cigarettes or any other tobacco product at any time during an event whilst representing the NORTH WEST.
- Players and officials (eg coaches, managers, umpires, measurers, law umpires, etc.) are not permitted to smoke cigarettes, or any other tobacco product whilst on the greens or surrounds during an event for which BNW is the Controlling Body.
- Players and officials (eg coaches, managers, umpires, measurers, law umpires, etc.) are expected to abide by host venue rules and regulations where these may differ from the above.

### **TRAVEL**

- BNW representatives traveling by BNW organised transport shall – meet at an appointed place at least 15 minutes prior to the nominated time.
- Conduct themselves in a commendable manner.

### **ACCOMMODATION**

*Amended (20/9/21)*

Bowls North West representatives shall:

- Keep rooms clean and tidy and follow house rules at all times.
- Occupy rooms by 10.00pm (except in special circumstances approved by team management).
- Be liable for any costs incurred as a result of occupying the room (eg goods from mini bar, movie hire, room service, on-line costs) and be liable to pay for any damaged arising from not treating property with care.

By signing this Code of Conduct Agreement I acknowledge that –

I, ----- (Name of Representative)

- Have read and understood the Agreement.
- Understand that I am responsible for all costs incurred if I break the Agreement.
- Understand that BOWLS NORTH WEST may take disciplinary action for any infringement of the Agreement and that this disciplinary action may include suspension.

Signature: ..... Participant

Signature: ..... Guardian (if participant under 18)

Team Manager Signature: ..... Date .....

## **12. MATCH COMMITTEES**

*Amended (17/5/21)*

12.1 Annually a Match Committee consisting of four (4) ordinary members shall be appointed by the BNW Board.

12.2 No affiliated Club shall have more than one of its members on the Committee.

12.3 The BNW Board shall appoint a Chairperson and a Secretary for the Match Committee on an annual basis. These appointees shall not be subject to the conditions of Section 12.2 of these By-Laws.

12.4 Only the Secretary and ordinary committee members shall have voting rights at Match Committee meetings.

12.5 The Match Committee shall decide any matter or undertake any duties that may be referred to it from time to time by the BNW Board.

12.6 This Committee shall meet as soon as possible after the end of the bowls season of each year for the formulating of recommendations, to the BNW Board, relating to the next season's Pennant competition. Clubs are to be advised immediately of any

recommendations made. Promotion and relegation shall be at the discretion of the Match Committee, in formulating recommendations.

12.7 The duties of the Match Committee shall be to arrange and supervise all Association competitions and pennants as set out in within the BNW By-Law “Conditions of Play”.

### **13. CONDITIONS OF PLAY**

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**SECTION 1: GENERAL CONDITIONS**

*Amended (20/9/21)*

- 1.1 Control of Association Competitions
  - 1.1.1 All Associations Competitions shall be arranged and supervised by the Match Committee, which at all times shall have authority to take any action deemed necessary for the satisfactory conduct of such competitions, under the control of the Bowls North West.
  - 1.1.2 Competitions' means Association Championships, Pennant matches and any other competitions determined by the Match Committee and approved by the BNW Board.
- 1.2 Infringements of Rules by Competitors

The infringement of any World Bowl's Law, Bowls Australia Laws of the Game of Bowls or any Association Rule for Competitions may involve disqualification and/or a replay as the Match Committee may determine in respect of any individual player, team, side, Club or Match.
- 1.3 Eligibility for Association Competitions

In any one season a member may play in BNW competitions as a member of one Club only (through which Club their entries shall be made) except if they obtain a clearance.
- 1.4 Mobile Phones

Mobile Phones are not permitted to be used on the greens or their immediate surrounds except for reasons of genuine emergency eg. Accident or ill-health.
- 1.5 Smoking
  - 1.5.1 Smoking within 20 metres of greens and seating areas beside greens is not permitted during BNW Championships or pennant competitions.
  - 1.5.2 The smoke-free area will apply during the games and for the period 30 minutes before and after the competitions. Clubs are responsible for providing designated smoking areas.
- 1.6 BA Logo

The Bowls Australia (BA) 'Logo Policy' as amended from time to time will apply to all persons playing in BNW Championships and pennant competitions.

**1.7 Code of Conduct**

The Player Code of Conduct includes abusive language, dissension, or conduct unbecoming, or actions which would bring the game of bowls into disrepute. The administration of this condition is to be applied in accordance with the relevant BA policy document.

**1.8 Club Championships**

A member shall not play in the Championships of more than one Club in any one season and, where dual membership is held by a Pennant player, they may play only in the Championships of the Club for which they have nominated to play in Pennant Competition.

**1.9 Capitation and Club Fees**

Capitation and Club fees as fixed by Bowls North West must be paid to CEO of Bowls North West within the time prescribed to entitle any member to take part in Association competitions. Clubs shall be responsible for capitation fees incurred by its members.

**SECTION 2: COMMENCEMENT OF PLAY**

**2.1 Availability for Play**

A player, team or side not available for play within 30 minutes of the appointed time for commencing any match shall automatically forfeit the match, but the opponent or opponents may waive such forfeiture and agree to the match being played, unless the controlling body (reference WB Law 1 (a)) prohibits the playing of the match.

**2.2 Failure to Keep Appointment**

Failure of any player, team or side to keep an appointment to play shall be deemed an infringement of Laws of the Sport of Bowls (Crystal Mark 3<sup>rd</sup> edition) 39.1.2, unless suitable action shall have been taken to notify the Match Committee, together with a satisfactory reason.

The Match Committee will be responsible to advise the player(s) receiving the walkover and the Club hosting the relevant section of the competition.

**2.3 Trial Ends**

Before start of play in any competition, match or game, or on the resumption of an unfinished competition, match or game on another day not more than one trial end each way shall be played. Other practice may be allowed as provided in BA Law 16.

**2.4 Match Resulting in a Tie**

Unless otherwise provided by the Match Committee, in any round of a knockout competition, when a match ends in a tie the players, teams or sides taking part shall play an additional one end or further ends until a winner is determined.

**2.5 Bowls Discs**



In Association controlled competitions where discs are used on the bowls, all the bowls used by the player or players of a team shall have affixed the same colour and design of disc and must comply with WB Rules. The relevant Match Committee may waive this rule for approved competitions.

## 2.6 Club Events

No Club in the Association is to conduct an organised event to which players from other Clubs are invited to participate if the organised event is conducted on the same day as events already scheduled and approved by Bowls Tasmania or Bowls North West.

## SECTION 3: PENNANT COMPETITION

### 3.1 Eligibility

The Pennant Competition shall be open to all Clubs that are a member of BNW.

### 3.2 Pennant Divisions

#### 3.2.1 *Amended (21/9/2020)*

The Pennant shall be played in Divisions and the Divisions may be played in two (2) Sections as recommended by the match committee.

#### 3.2.2 *Amended (21/9/2020)*

The number of Divisions will be dependent on the number of sides entered by Clubs and recommended by the match committee.

3.2.3 Unless otherwise determined by BNW, Thursday Pennant sides will be named, 1,2,3 and 4. Saturday Pennant sides will be Premier, 1,2,3,4 and 5.

3.2.4 If a Division is played in Sections:

- (a) The Sections shall be named Division “#” respectively by the Match Committee
- (b) Each Section of the Division shall be conducted as an independent Association Pennant Competition

#### 3.2.5 *Amended (20/9/21)*

Except in the lowest Division. No Club shall have more than one (1) side in a Section of a Division or in a division that is not divided into sections, Thursday and Saturday Pennant. Wednesday Pennant more than one side in a division is permitted.

#### 3.2.6 *Amended (21/12/20)*

With respect to a club with two (2) teams in a division: once a player has played 60% of games (taken to the highest number) in one side, they can not then change to another.

3.2.7 When more than one (1) side is permitted in a Section of a Division or in a Division that is not divided into Sections, they shall be distinguished by name and or Colour eg Green, Gold, etc.

3.2.8 If a Club has two (2) or more players representing the state their pennant day match can be moved to a suitably agreed date.

### 3.3 Duration of Match

### 3.3.1 *Amended (20/9/2021)*

All Pennant matches shall consist of the number of ends as determined by the BNW Board, unless Rule 3.9 applies (inclement weather).

### 3.4 Greens Practice

3.4.1 Practice is permitted on the green to be used for pennant play by members of both the home and away teams who are drawn to play on the green up to 30 minutes before the official trial ends are to commence. Practise must be on the peg line only.

### 3.4.2 *Amendment (20/9/2021)*

Clubs are to provide notice to the opposing club secretary and the BNW CEO by 5pm Tuesday for Thursday Pennant, 5pm Thursday for Saturday Pennant and 5pm Monday for Wednesday Pennant prior to the scheduled game to clubs should they be drawn to play Pennant competition on their synthetic surfaces.

3.4.3 Trial ends are still permitted at the scheduled start time.

### 3.5 Starting Time

#### 3.5.1 *Amended (20/9/2021)*

The appointed time for commencing each match shall be as determined by the BNW Board.

3.5.2 One trial end each way, to a bare jack, using the number of bowls which are to be used in the match, shall be permitted.

3.5.3 Flexible starting times should be permitted by mutual agreement of participating clubs.

3.5.4 Matches that involve players and or Officials of BNW and Bowls Tasmania Representative Sides competing in official games played in Hobart on the day following the scheduled Pennant Round should commence no later than 11am.

### 3.6 Rink Draw

3.6.1 There shall be a draw for rinks and opponents and the teams shall play as thus drawn.

### 3.7 Pennant Scoring.

#### 3.7.1

Wednesday	Match Win = 6	Match Draw = 3	Match Loss = 0	Rink Win = 2	Rink Tie = 1	Total = 14
Thursday	Match Win = 6	Match Draw = 3	Match Loss = 0	Rink Win = 2	Rink Tie = 1	Total = 12
Saturday	Match Win = 6	Match Draw = 3	Match Loss = 0	Rink Win = 2	Rink Tie = 1	Total = 14

3.7.2 No points will be allotted for 'byes' in rounds where all sides participate equally. In rounds where there is an inequality, those sides receiving 'byes' will be allotted points and shots

'for' and 'against' at the end of the season equal to the average number of points and shots 'for' and 'against' received from all games played during the season.

- 3.7.3 In the event of two (2) sides having the same number of points, their order shall be determined by the difference between the shots 'for' and 'against' each side, and if these are equal, by the percentage method, and if these are equal, their order be decided by lot.
- 3.7.4 When more than 50 per cent of scheduled Pennant Games in a Division are cancelled due to inclement weather, all games in that Division will be incomplete and the points shared.
- 3.7.5 In scheduled pennant games and when one or two roster games are played indoors there must be 75% of games completed in that division. All games in that division will be incomplete and points shared when 75% of games in that division are not completed.

### 3.8 Match Results

*Amended (29/8/2017) and Amended (21/9/2020)*

- 3.8.1 Each Club shall arrange for the results of all matches played on its green to be entered on the prescribed form(s) and sent to the CEO or nominated representative by email no later than 4pm for Thursday Pennant and 7pm for Saturday and Wednesday Pennant after the completion of the match or matches. All results will be entered on the Advocate and the Examiner website prior to 7pm. All results are to be entered and finalised in Bowls Link by Clubs no later than 4pm for Thursday Pennant and 7pm for Saturday and Wednesday Pennant after the completion of the match or matches.
- 3.8.2 Failure to notify results in the prescribed form and time will be deemed to be an infringement of this Rule and will result in a fine of fifty dollars (\$50) in each instance.
- 3.8.3 A result sheet must be sent for every rostered match whether it is played, cancelled or abandoned.

### 3.9 Match Abandonment

Other than in the finals, if a match is abandoned:

- 3.9.1 In Divisions involving sides of four teams of four players 25 ends, an aggregate total of 70 ends or more is required to be completed before a match is deemed complete.
- 3.9.2 In Divisions involving sides of three of four players that play 25 ends, an aggregate 53 ends or more is required to be completed before a match is deemed complete.
- 3.9.3 In Divisions involving sides of four teams of four players that play 21 ends, an aggregate 60 ends or more is required to be completed before a match is deemed complete.
- 3.9.4 In Divisions involving sides of three teams of four players that play 21 ends, an aggregate 45 ends or more is required to be completed before a match is deemed complete.
- 3.9.5 In Wednesday Pennant involving sides of four teams of three players that play 21 ends, an aggregate 60 ends or more is required to be completed before a match is deemed complete.
- 3.9.6 When less than the required aggregate number of ends have been completed a match will count as a tie.
- 3.9.7 If the match is abandoned the Pennant points allotted to the match will be equally divided.

### 3.10 Right of the Manager

3.10.1 Whenever under the WB Law, BA Laws of the Game, BTAS Rules or BNW Rules, a side is given any right of choice of decision, the same shall be exercised by the Manager of the side, who shall act for or on behalf of the side.

3.10.2 Whenever any decision is made, or penalty imposed (other than by an Umpire), any Club aggrieved thereby may appeal to BNW by notice, setting out the grounds of appeal and forwarded to the CEO of Bowls North West, accompanied by a \$50 fee which may later be refunded as part of the review, not later than seven (7) days after the date when it is made or imposed.

### 3.11 Promotion and Relegation for Pennant

- a) Except in the lowest Division, the side which finishes in last position after the non-finals, games, shall be relegated to the next lower Division.
- b) Except in the highest Division, the sides that finish in the first position in each Division at the end of the non-finals, games, shall be promoted to the next highest Division.
- c) A Club may request that a side that qualifies for promotion not be promoted if it is of the opinion that it would not be competitive in the higher Division. Any such request must be supported with reasons for the promotion to be waived. Should BNW agree with the recommendation of the Match Committee that the promotion not be made, there shall be a limit of two successive years on such a non-promotion.
- d) If for any reason, a promotion in the normal way is not made, the Match Committee may recommend that an alternative side be promoted. The order in which sides shall be considered for promotion is as follows:
  - I. The side which finished in second position in the Division in which the side which was not promoted completed.
  - II. The side, not being the side which could not be promoted, which was the winner of the Divisional final, unless that side has already been promoted.
  - III. The side, not being the side which could not be promoted, which was the runner-up in the Divisional final unless that side has already been promoted.
- e) (i) If no alternative promotion can be recommended in accordance with Condition 3.24 (b), (c) and (d) the Match Committee may recommend that relegation from the next higher Division, not be made.
- f) The Match Committee shall have the power to recommend to BNW on promotion or relegation of any team to ensure an even and balanced competition and to prevent mismatches.

## **SECTION 4: PENNANT SIDES**

The Pennant shall be conducted for sides of three teams of four for Thursday Pennant, four teams of three Wednesday, and four teams of four on Saturday Pennant except in the lowest Division, which may consist of sides of three of four. Men or women can be used. See notes 5.1.1 as substitute.

### 4.1 Nomination of Pennant Sides

4.1.1 Unless otherwise determined by BNW:

- a. Clubs shall advise BNW no later than 1 May of each year, the number of sides they propose to enter in the Pennant Competition for the ensuring Season – with the exception of the lowest Division.
- b. Clubs shall advise BNW no later than 1 September of each year, the number of sides they propose to enter in the lowest Division in the Pennant Competition for the ensuring Season.

#### 4.2 Status of New Sides

*Amended (20/9/21)*

All new sides entering the competition shall be placed in the lowest Division, unless the Match Committee determine otherwise, and approved by the BNW Board.

#### 4.3 Pennant Draw

- 4.3.1 Except when the Match Committee deems it expedient to arrange otherwise, each side in a Division or a Section of a Division shall be drawn to play every other side in that Division or Section of a Division at least twice, once on each home green.

4.3.2 *Amended (21/9/2020)*

The number of matches to be rostered in the Pennant Competition for Wednesday Pennant, Thursday Pennant and Saturday Pennant shall be as directed by the BNW Board.

- 4.3.3 In determining the Pennant Roster, the Match Committee will make every effort not to schedule Pennant Play for a long weekend.

- 4.3.4 Further that no more than two (2) double headers be scheduled per season one before end of December and one after with the exception whereby finals play is scheduled on the second day or other unforeseen circumstances as approved by BNW.

#### 4.4 Pennant Attire

- 4.4.1 The Manager of each Pennant side shall be responsible for the correct clothing attire of each member of their side.

- 4.4.2 There shall be a penalty of a fine of \$50 for any incorrect attire worn in Pennant matches.

#### 4.5 Eligibility of Player

- 4.5.1 No player shall play in more than one (1) match of the same Pennant Round.

- 4.5.2 No player shall be relegated in the last three (3) games of the Season to a lower Division than that in which that player has played the majority of Pennant games as at the 31 January, unless the Match Committee grants special dispensation.

*Amended (18/6/2018)*

- 4.5.3 For Saturday Pennant which is open gender, all players must be selected on ability and gender can not be used as a selection consideration.

#### 4.6 Association Pennant Finals

*Amended (20/9/21)*

- a) No one shall play in finals of Pennant unless they have played at least 30% rounded to the highest number completed roster games during the season in any of the divisions except in exceptional circumstances approved by the Match Committee.
- b) Players will not be permitted to play in any of the last three Pennant games or in finals in a Division once they have played a total of three games in the last six rounds of the roster series in higher Divisions.
- c) Under exceptional circumstances only, a club may apply in writing to the Match Committee for exceptions to this rule for individual cases. All decisions must be notified to the BNW CEO.

#### 4.7 Pennant Finals

4.7.1 The order of sides in each Division or a Section of a Division shall be determined by a knock-out competition at the completion of a given number of matches fixed by the Match Committee. Such competition shall be between the four (4) Club Sides on the top of the ladder kept by the Match Committee Secretary (or Statistician) indicating the points gained by the respective Clubs in Pennant competition. The order of play for a Division or a Section of a Division shall be:

- |                      |                         |
|----------------------|-------------------------|
| a. First Semi-Final  | Side Three v Side Four  |
| b. Second Semi-Final | Side One v Side Two     |
| c. Preliminary Final | Winner (a) v Loser (b)  |
| d. Grand Final       | Winner (b) v Winner (c) |

4.7.2 Finals matches shall be played on the best available greens selected by the Match Committee.

4.7.3 The winning side of a Division, or Section of a Division, Grand Final shall be presented with an appropriate trophy or prize by Bowls North West. The costs of the award(s) shall be borne by all clubs paying a levy per side entered in Pennant Competition. The cost to be determined by BNW.

*Amended (20/9/21)*

4.7.4 Breaks will be as per rostered games.

4.7.5 *Amended (21/9/2020) and (20/9/21)*

Thursday Pennant finals to be played over three (3) consecutive Thursdays under the same format as Pennant roster games.

4.7.6 BNW Umpires Committee will appoint an Umpire to officiate at each Pennant Final Match.

4.7.7 The host club is to supply a Manager, master scoreboards and attendants for the duration of play.

4.7.8 *Amended (21/9/2020)*

Washed out or abandonment of finals – all finals will be conducted by the Match Committee. The format for finals will be the same as per Pennant Competition.

4.7.9 *Amended (21/9/2020)*

**Men's Wednesday Pennant**

1<sup>st</sup> Wednesday Semi-finals if incomplete use Thursday or following Wednesday AM prior to Preliminary Final.

2<sup>nd</sup> Wednesday Preliminary final if uncompleted use Thursday or following Wednesday AM prior to Grand Final.

3<sup>rd</sup> Wednesday play Grand Final if uncompleted use Thursday.

**Ladies Thursday Pennant**

Thursday Semi-Final.

Thursday Preliminary Final.

Thursday Grand Final if all preliminary games are completed.

Spare day for inclement weather will be Fridays or if still inclement an appropriate indoor centre can be used if available.

**Saturday Open Gender Pennant**

Sunday Semi-Final in all Divisions.

Saturday AM any incomplete games from 1<sup>st</sup> and 2<sup>nd</sup> Semi-Finals, PM Preliminary Finals.

Sunday AM complete any Preliminary Finals if required, PM play Grand Finals.

**All Pennants**

*Amended (20/9/21)*

In the event that the Grand Finals are not completed and a suitable date cannot be found for completion, the team with the highest number of points competing in the Grand Final will be deemed the winner.

In the event that any finals cannot be played to unforeseen events then the team finishing the season with the highest points in their respective Division will be deemed the winner.

*Amended (21/9/20) and (20/9/21)*

**SECTION 5: SUBSTITUTES**

5.1 Substitutes

5.1.1 No Club side, consisting of four (4) teams of four (4) players, may play with less than twelve (12) of its own registered members. No Club side, consisting of three (3) teams of four (4) players, may play with less than nine (9) of its own registered members. This applies only to clubs in the lowest Divisions.

5.1.2 *Amended (20/11/2017) and (20/9/21)*

Where a Club has a temporary shortage of its own members to fill all its Pennant sides, it may borrow registered players from other Clubs lowest Division. The maximum number of borrowed players shall be four (4) for Saturday Pennant and three (3) for Wednesday and

Thursday Pennant, and they will be included only in the Clubs lowest Division or Section of a Division. This Rule shall not apply to a composite side as approved by the General Committee.

*Amended (20/9/21)*

- 5.1.3 Only one (1) substitute or borrowed player shall be allowed in each team. If, at the latest time for the commencement of a match, a side be incomplete by only one (1) player and no substitute or borrowed player be available or further substitutes permitted, the Side shall play with one (1) team of any three (3) players of the side playing as Leader, Third and Skip respectively. The Second in the opposing team shall play his/her two (2) bowls after the two (2) Leaders have bowled and before either Third or Skip has bowled. The duty of the Second in the team of three (3) shall be carried out by the Third.
- 5.1.4 After commencement of play a Club may, subject to BA Law 40 and Part (a) above, arrange for a substitute to take the place of any member of the Side (including a substitute) only if, by reason of any circumstance supervening after the commencement of play, that member becomes unable to play in the match. If at any time during the course of a match, the absent player or a substitute becomes available he/she shall be included in the team of three (3), and in the case of the absent member, the team may be reconstituted as desired.
- 5.1.5 The event that a club cannot field a complete side in their lowest Division in the local BNW Pennant Competition because of play unavailability, that it be permitted to use ladies or men from that club's lowest Women's/Men's Division in that club provided that:

*Amended (20/9/21)*

- a. No more than one (1) substitute, male or female be permitted in a rink. With substitutes being able to play in any position except skip.
- b. That any ladies/man used must be a registered member of the BNW.
- c. Failure to comply with the above-mentioned requirements will result in a fine of \$50 and loss of match premier points with all premiership points awarded to the opposing side.

## **SECTION 6: PROCEDURE FOR INCLEMENT WEATHER**

- 6.1.1 The appointment of an Umpire shall be made at least one (1) hour prior to the scheduled time for commencement of play.
- 6.1.2 If the Greens Supervisor or his Deputy is not available at the home Club for home matches, a suitable person shall be appointed by the Club as his nominated representative for these matches.
- 6.1.3
- a. When a decision against the commencement of play is reached before the arrival of the visiting side or sides, such decision shall be promptly communicated to the visiting Club or Clubs.
  - b. The Match Committee secretary must be advised as soon as possible after the greens have been closed.
  - c. The Match Committee has the right to cancel all games scheduled to be played that day.



- 6.1.4 At the scheduled time for commencement of play, if the Greens Supervisor, his Deputy or his nominated representative has not ruled the contrary, the commencement of play is in the hands of the Match Managers of the respective Divisions.
- 6.1.5 If the weather is inclement at the time, ie before play actually commences, the Match Managers should confer and decide whether or not the commencement of play should be delayed until the situation improves or the Green becomes unserviceable. Play should not normally be abandoned at this stage and such a decision should be delayed while there is reasonable time for the match to be completed if conditions should improve. If, owing to inclement weather, play has not commenced one and a half hours after the normal scheduled time for the commencement of play, it will be abandoned. In the event of a disagreement between the Match Managers as to whether or not play will commence, the Official Umpire will decide.
- 6.1.6 The function of the Official Umpire, in the event of inclement weather, is specifically to adjudicate in the event of a disagreement between the Match Managers regarding commencement, stopping and or resuming play. The decision should have due regard for the time remaining for play.
- 6.1.7 In the event of adverse weather conditions including extreme temperatures after play has commenced, the Match Managers should confer to decide whether the game should be postponed and, if so, for how long. Postponement should take precedence over abandonment whilst the time remaining to play is sufficient to allow for the match to be completed. In the event of a disagreement between the Match Managers in the matter, the Official Umpire will adjudicate.
- 6.1.8 Should play be postponed, it should be recommenced at the earliest possible time, having regard to playing conditions. If the Greens Supervisor, his appointed Deputy or his nominated representative, feels that continuation or recommencement of play will have an adverse effect on the Green, he may close the Green.

*Amended (20/9/21)*

- 6.1.9 Any Club intending to close their green must notify the opposing Club within two (2) hours of the scheduled starting time.
- 6.1.10 Result details to be forwarded from the host Club to the Bowls North West Statistician.

#### **SECTION 7: PLAY INTERRUPTIONS (PENNANT PLAY)**

- 7.1.1 When a game of any kind is stopped by mutual arrangement, or by the Umpire after appeal on account of the conditions of the weather, or any other valid reason, it shall be resumed with the scores as they were when the game stopped. An end commenced shall be replayed.
- 7.1.2 If play in an end has been completed but a result has not been determined, the result shall be determined upon returning to the green.
- 7.1.3 Notwithstanding the above, conditions of extreme weather endangering players should cause suspension or cancellation of play.
- 7.1.4 A temperature of 32C degrees and above is recommended as a guideline for heat.

## **SECTION 8: MEN'S WEDNESDAY PENNANT**

*Amended (20/9/21)*

- 8.1 General.
- 8.1.1 The Wednesday Pennant competition shall be open to all Clubs.
- 8.1.2 Matches shall be played on Wednesday.
- 8.1.3 The playing conditions for the Wednesday Pennant shall be decided by the Match Committee of BNW each year and approved by the BNW Board.
- 8.1.4 Wednesday Pennant shall be played on the following format:
  - a. That a side consists of four (4) teams of three (3) players.
  - b. Division One will be Open, Division Two will be B Grade (Div 2 and lower).
  - c. Each match shall consist of 21 ends, played straight through and a 15min break for B Grade.
  - d. Subs can be used as per Sub Rules (section 5).
  - e. Local Club events shall be allowed to use the same green as the Wednesday Pennant providing regulation dress is worn, and that at least one clear rink is left between the Wednesday Pennant and the local Club event.
  - f. Finals shall be played as per rule 4.7.8
  - g. The Match Committee to allocate finals venues using club greens that completed in the roster.

## **SECTION 9: ASSOCIATION CHAMPIONSHIPS**

- 9.1 Conditions of Play
- 9.1.1 All entrants must be registered players with a BNW Club.
- 9.1.2 All teams must be registered players from the same Club and wear their club uniform in any competition.
- 9.1.3 The Championships shall be conducted under WB Laws and BW Laws of the Game, with the following additions:
  - a. Intended Member – An intended member is one whose entry for the Championship has been accepted.
  - b. Replacement Player – An intended member may withdraw before the scheduled commencement of play. The replacement player shall be a member of the same Club who has not participated in the event.
  - c. In a team's event a substitute shall be allowed in accordance with BA Law 33.9

*Amended 21/5/2018*

- d. Non-Appearance – Should a Club, player or players fail to notify their intention not to appear at the scheduled time of play, the Club shall be liable to a fine of \$300 and the cost of any meal being provided at the host Club. All decisions made by the Match Committee will be conveyed in writing to the Club by BNW. Clubs who have not completed their relevant championship is not a valid reason for non-appearance. A

medical reason will require a Doctor's certificate. Substitutes are permitted as per Law of the Sport of Bowls (33.9) and BNW By-laws.

9.1.4 Single Championships – This event shall be played on the format of a knock-out basis with all matches 25 shots up.

9.1.5 *Amended 21/9/2020*

Teams Events shall be played on the format as decided by the Match Committee. The duration of matches shall be as follows:

a. Singles 25 up

b. Pairs – 4 Bowl                    2x2x2x2                    18 ends, 21 ends finals

c. Triples – 2 Bowl                                       18 ends, 21 ends finals

d. Fours – 2 Bowl                                       18 ends, 21 ends finals

e. Defeated Players – Any player receiving a 'bye' in any round of the Association Singles shall make themselves available to mark an earlier round match if requested to do so, at the venue they are drawn to play. Players who are defeated in their singles match shall make themselves available for marking in the subsequent match on that day.

9.1.6 All matches are to be played on the best available green(s) selected by the Match Committee.

9.1.7 Any player who enters an Association event to be played at a Club, at which a meal will be served, shall pay the price nominated for the meal at the time the score card, for the event is collected.

9.1.8 Any awards, trophies or medals will be presented to the winners at a date, time and place set by the Board of BNW annually.

9.2 Appointment of Manager

*Amended (20/9/21)*

9.2.1 The host Club shall appoint a Manager to act where Championships are being held. The duties of the Manager will include:

a. The making of arrangements for the commencement of the various matches

b. The collection of score cards at the close of play

c. The notification of the results of the matches to the Match Committee Secretary or statistician, Publicity Officer and the BNW CEO.

d. Match Managers officiating are to be correctly dressed in recognised bowls attire

9.3 Appointment of Umpire

BNW Umpires Panel will appoint an Umpire before the commencement of play each day. It shall be incumbent upon players and Clubs to ensure the Umpire is on Duty before the commencement of play. Umpires officiating are to be dressed correctly.

9.4 Markers for Single Championships

In Singles Championships it is the responsibility of the Club hosting the Championships to see that the required number of markers are available for the day.

#### 9.5 Eligibility for Associations Championships and Minor Competitions

Eligibility for Minor Competitions:

- a. All registered members of the Association who, at the closing date for entries for that competition have not played more than four (4) Pennant games in the current season in Premier League and Division 1 (Ladies 1 & 2).
- b. If insufficient games have been played to determine classification, eligibility shall be taken as in the previous season, except that regular players in Premier League and Division 1 shall not be eligible for Minor Competitions.
- c. Division 2 shall include all Sections thereof as determined by the Match Committee.

### **SECTION 10: GENERAL**

#### 10.1 Suspension of Members

Clubs must advise the BNW CEO and all affiliated Clubs in writing within seven (7) days of the suspension of any of its members.

#### 10.2 Veterans Days

10.2.1 Each Club in the Association shall be allocated one (1) initial Veterans Day in any one (1) Season.

10.2.2 The minimum age limit shall be 55 years of age but Clubs are permitted to use discretion regarding Bowlers who are subject to disabilities.

10.2.3 Only one Premier League player may play in each team.

#### 10.2.4 *Amended 21/9/2020*

The BNW Board may appoint a subcommittee of 4 members to conduct the competition.

#### 10.3 Junior Bowlers

10.3.1 Junior Bowlers, who are selected to play in a representative team, must produce an extract of their birth certificate to validate their entry into the team.

10.3.2 To be eligible for entry in the Australian Junior Championships a bowler must be under the age of eighteen (18) years by the scheduled completion of the National Final.

#### 10.4 Approval of Greens

Synthetic greens must be approved for Pennant Play by the Match Committee.

#### 10.5 BNW Representative Side Team Manager

10.5.1 BNW shall appoint an official position of Manager for BNW Representative Side with the appointment of the position to be made by the Board of BNW at the General Meeting prior to the commencement of the Pennant Season.

10.5.2 BNW shall pay the expenses incurred in meals, accommodation and incidental expenses such as phone calls required by the Side Manager in the undertaking of their duties.

10.5.3 If BNW approves a travel subsidy to players for travel to competition matches, the Team Manager shall be paid an equivalent subsidy.

10.5.4 BNW shall provide any official dress attire to the Team Managers, consisting of player's shirt, cap and jacket, if available.

10.5.5 A Duty Statement for the position of Side Manager is shown as Attachment 1.

#### 10.6 Bowling Aids

The Club must supply the BNW CEO names of their players who use bowling aids.

#### 10.7 Clothing

*Amended (20/9/21)*

10.7.1 The CEO of BNW shall keep a record of colours and uniform design associated with all Clubs, which must be approved by the BNW Board.

10.7.2 Substitutes from another Club may wear their club uniform.

10.7.3 BNW Colours are Maroon and Gold.

10.7.4 Any Club wishing to change colours of uniform must first seek the permission of BNW.

**BA POLICY TITLE:** WEATHER POLICY  
**RELATED POLICIES:** Nil  
**RESPONSIBLE OFFICERS:** Audit, Risk & Policy Committee  
**AUTHORITY:** Board of Bowls Australia  
**APPLICABLE FORMS:** Nil  
**APPROVED:** July 2017  
**NEXT REVIEW DATE:** July 2019

## **1. PRINCIPLE**

1.1 Bowls Australia strives to ensure that its members participate in the game of bowls in the safest environment possible and with minimum risk of harm. The safety of players and officials will remain the paramount consideration. This includes ensuring the following BA Weather Policy applies to BA events, nationwide.

1.2 The decision to suspend or discontinue play as a result of weather conditions remains the discretion of the Controlling Body. In BA's case that is the Competition Manager.

1.3 BA provides the following Weather Policy for use during all BA events.

## **2. WHERE BOWLS AUSTRALIA IS THE CONTROLLING BODY**

2.1 At all events where BA is the controlling body, the following methods may be used to assess monitor the weather at the event's location:

- Bureau of Meteorology website ([www.bom.gov.au](http://www.bom.gov.au))
- Any other appropriate portable measuring device.

## **3. MONITORING AND MANAGING HOT WEATHER**

3.1 Before the start of the event, the Controlling Body will monitor the expected temperatures for the duration of the event.

3.2 Before the start of play each day, the temperature will be assessed and an announcement to all players will be made warning them of the expected extreme temperatures, if appropriate. Players will also be made aware that the BA Weather Policy may be invoked during the event.

3.3 When the Competition Manager deems the temperature (as indicated using one of the methods listed in point 2.1 above) has reached the temperature as specified within the Conditions of Play, play will be suspended by the Controlling Body and all players will complete the end they are currently playing and move from the green to a cool shady area. If the end is declared dead, the end will be replayed if and when the game is restarted.

3.4 When the Competition Manager determines the temperature has fallen below the recommended guidelines, play should resume.

3.5 Players, officials and spectators should at all times be encouraged to wear hats or other sun protection. It is recommended that a hat be part of any uniform and that sunscreen be worn as appropriate. Drinks should be available at every venue where play/competition takes place. Tap water should be available free of charge and in unlimited quantities.

3.6 Where available, shelter should be offered for players and officials not involved in current play.

#### **4. MONITORING AND MANAGING WET/COLD WEATHER**

4.1 Before the start of the event, the Competition Manager will monitor the expected conditions for the duration of the event as per 2.1.

4.2 If it begins to rain, play will continue until the Competition Manager deems it unsafe to do so or the greens become unplayable.

4.3 In making the decision, the Competition Manager will utilize the methods listed in 2.1 to gain an understanding of the rain patterns in the immediate area.

4.4 When the Controlling Body deems it safe to return to the green, play should resume as per Law 32.

#### **5. LIGHTNING**

5.1 Lightning can strike without other typical storm characteristics (i.e. thunder, rain and wind) being present.

5.2 When lightning is sighted by the Competition Manager, the Controlling Body will suspend play and all players will be required to leave the green immediately and move to a safe structure.

5.3 When the Controlling Body deems it safe to return to the green, play should resume as per Law 32.

#### **6. GENERAL GUIDELINES FOR CLUBS**

6.1 Clubs should refer to their State or Territory Association Controlling Body's Policy to determine the correct approach to all play nor involving a BA event.

6.2 The safety of players and officials should remain the paramount consideration.

## **GENERAL CODE OF BEHAVIOUR**

### **BOWLS ETIQUETTE**

#### **A GUIDE TO ENJOYING LAWN BOWLS IN A SPORTING MANNER.**

##### **YOUR CLUB**

All Clubs are reliant on good members. All members should contribute to the Club and there are many ways to do this and regardless of whether or not the contribution is small in measure or large, all members should be treated equally.

- Privileges are not rewarded for those volunteering their services only a “vote of thanks”.
- Show respect to Club officials including selectors as they are performing a thankless task.
- Make new members feel welcome at your Club.

##### **YOUR TEAM**

- Always be a positive member of the team that you have chosen to represent within your Club.
- Remember you are representing your Club not yourself. Always play the position that you have been selected to play to the best of your ability.

##### **YOUR OPPONENT**

- Never criticize your opponent’s bowl – it is much better to commend a good bowl.
- Always be punctual – keeping your opponent waiting is un-sportsmanlike and may also affect your own team.
- Never obstruct your opponent’s view from the running of the bowl or distract him/her when he/she is at the point of delivery.

##### **GREENS**

- Many hours are spent preparing greens and surrounds often voluntarily. It is bad etiquette to toss bowls onto the green, step into the ditch or close to the ditch.
- Ensure rubbish is placed in the bins provided especially cigarette butts.

##### **DRESS**

- Always observe and maintain proper dress code for the particular event you are participating in.

##### **ENJOYING THE GAME**

- We all play bowls for enjoyment - it is appropriate at all times to treat others



- as you would have them treat you.
- Listed below are some points that make sure the game is enjoyed by all –
  - Bad language is not tolerated and often results in disciplinary measures from your Club Committee.
  - Offer positive solutions to your Committee. Never criticize the various Committees and if disappointed with a decision, pursue this through the appropriate channels and not at the bar or in corners around the Club.
  - Don't argue with the Skip as to the shot requested, simply ask to confer with him/her at the head.
  - Make visitors welcome to your Club.
  - Stay focused on your game and contribute positively at all times.
  - Do not be a moaner on a bad day.
  - Know the difference between sarcasm and humor.
  - Don't speak loudly while a player is on the mat.
  - Unless your duties extend to making decisions, keep your advice to yourself.
  - Don't allow your shadow to fall across the mat or green whilst a player is delivering their bowl.
  - Time wasting: Do not adopt a style of play that unnecessarily wastes time. Players should not delay play and should not leave the green for extended periods without consent.
  - At the completion of a game contribute by putting all equipment, flags etc. away in their respective storage areas.
  - Listening to radios, mobile phones etc. or speaking to spectators for lengthy periods should be avoided.
  - Observe the rules regarding practice on pennant days at all time.
  - After the game the home team players should sit with their opponents, offering them refreshments. At a neutral venue, the winner should offer the first purchase of refreshments and in a singles game the invitation should be extended to the marker.

## **RESPONSIBILITIES:**

**LEAD.** It is customary to pick up your opponent's bowl on the first end. In many instances your opponent may not wish for this to continue as team mates often look after each other.

**SECOND.** To introduce yourself and team to the opposition. Assist his/her team in moving bowls to a safe position behind the mat at the conclusion of each end to enable the game to proceed quickly. Keep the score card and attend to the score board.

**THIRD.** To measure when necessary in consultation with your opposition, advise the skip when he/she is asked the position of the head or for advice, recover bowls from the ditch, place his/her skip's bowls on the mat when it is his/her turn to bowl next and mark his/her skip's touchers. Answer the skip's queries correctly and concisely and to signal the score clearly and concisely to the skip.

**SKIPS.** To keep his/her teams morale high and commend good shots and mark

teams touchers.

Arrange coin toss to decide the first use of the mat. In some instances, the skip may delegate this task to the lead. In pennant play this responsibility is given to the team manager.

Instruct the players clearly as to the shot to be played but not how to play it unless the player asks. Make decisions with opponents to comply with the laws of the game. Never move to the adjacent rinks to lift their bowl to allow the passage of your bowls.

## **TEAM.**

- Members of the team should not interfere with the third when he is measuring. If a situation arises where a third has overlooked a possible counter, members of the team may draw his/her attention to this.
- Never criticize a member of your team to outsiders. This achieves nothing more than a loss of unity.
- Never make disparaging remarks about a poor shot by a teammate. Far better to encourage him/her to improve with his/her next bowl.
- Remember the skip is in charge, give him/her all your support even if you have doubts. After the game is the time to resolve these.

## **DUTIES OF MARKERS.**

- Assist the players to align the mat.
- Align the Jack and place a full-length Jack 2 meters from the ditch.
- Advise players when it is considered the jack is not a minimum of 21 meters from the mat line for approval by both players. If any player disagrees call the Umpire.
- Stand in a position so that he is not in the line of play obscuring the boundary peg or allowing his/her shadow to fall on the head.
- Mark any touchers.
- Carefully remove any chalk marks from non-touchers.
- Replace any bowl he may accidentally move.
- Remove any bowl that is dead.
- If requested by one of the players, stop any prematurely played bowl.
- To give information regarding the position of the head to the player in possession of the mat.
- To answer any question briefly with either a "yes or no" if possible, providing this does not mislead the player.
- If requested, measure for any shot or call the Umpire if unable to decide.
- Record the score at the end of each end and advise the players of the score.
- Alter the scoreboard after every second end.

## **RULES.**

- Respect and know the rules of the game. Do not get involved in decisions unless it is your duty, or your advice has been asked for by the person whose duties are to make such decisions.
- Officials should be seen to act impartially and in the spirit of the game.
- As soon as each bowl has come to rest, possession of the rink transfers to the

other team, time being allowed for marking a toucher. A Director therefore should NOT step forward to decide or signal the position.

- A Skip may delegate their position and duties to another member of his/her team (usually measuring) provided the opposing Skip has been notified. A Skip cannot delegate to any other member of his/her team to fill in the scorecard.
- Players not playing a bowl or directing SHALL stand a minimum of 2 meters behind the head or mat.

### **GAMESMANSHIP.**

- Enjoyment of the game is diminished if gamesmanship is taken to the point where it intrudes on the spirit of the game affecting the opposition, your team or even the spectators.
- Be humble in victory as defeat may only be around the corner.
- Allow your opposition an unobstructed view of the head when it is his/her mat.
- Never show delight in your opposition's misfortune.
- Don't move behind the head when a player is delivering his/her bowl.
- Confine yourself to the rink that you are playing on, taking particular care when changing ends.
- If following your bowl, ensure this is done within the rules.
- Ensure that it is your head to inspect before approaching and keep away if it is your opposition's so as to allow them to inspect without being impeded.
- It is the responsibility of a player following his/her bowl to the head to ensure that he/she is past the head prior to the bowl coming to rest.

### **COACHING TIPS.**

- Practice your weaknesses. Look after your physical wellbeing, general fitness greatly assists mental preparation.
- Turn negatives into positives e.g. "I can't play in this wind" should be "I can play in the wind as well as anyone else". Get to know your teammates. The more you understand them the better.
- Work on your consistency in all facets of the game including your attitude.
- Ask for help when things don't seem right. Accept responsibility for yourself and don't blame other factors such as the green and weather conditions.

### **REMEMBER:**

**EACH CLUB OR TEAM IS ONLY AS STRONG AS THE WEAKEST LINK.**

**TAKE RESPONSIBILITY FOR YOUR ACTIONS AND CONTRIBUTE POSITIVELY IN A SPORTSMANLIKE MANNER TO YOUR CLUB AND TEAM AT ALL TIMES**