



BOWLS SOUTH AFRICA

MODUS OPERANDI

For

MEN & WOMEN'S

OPEN NATIONAL CHAMPIONSHIPS

22 March 2023

THE MEN'S AND WOMEN'S OPEN NATIONAL CHAMPIONSHIPS

1. TITLE

The title for each of these Championships, hereinafter referred to as "**the Nationals**", shall be prefixed with the sponsor's name. For example, "**THE (Sponsor's Name) BOWLS SOUTH AFRICA MEN'S or WOMEN'S OPEN NATIONAL CHAMPIONSHIPS**".

2. VENUE AND TIMING

- 2.1 An Open Event for Men and Women shall be held each year.
- 2.2 Bowls South Africa hereinafter referred to as Bowls SA, will ensure that, as far as possible, no Nationals will be staged at the same venue in the same year or in two consecutive years.
- 2.3 Bowls SA will confirm the allocated host district at the Annual General Meeting giving it two years advanced warning to prepare their facilities to the level expected.
- 2.4 The Nationals will be played over 9 days.

3. EVENT COMMITTEE

- 3.1 Immediately on confirmation of being allocated the Championships, the District responsible will nominate an Event Committee, hereinafter, referred to as "the Committee", of not more than eight members.
- 3.2 The names must be submitted to Bowls SA for approval.
- 3.3 The portfolios to be filled shall be:
 - 3.3.1 Chairperson (A suitably qualified person together with C.V)
 - 3.3.2 Secretary
 - 3.3.3 Treasurer
 - 3.3.4 Vice-Chairperson, who shall be responsible for one of the following portfolios:
 - 3.3.4.1 Communications & Records
 - 3.3.4.2 Catering
 - 3.3.4.3 Technical Officials
 - 3.3.4.4 Greens, Parking & Seating
 - 3.3.4.5 Flipbook.

- 3.4 In addition one further special portfolio, outside of the Committee, should be filled:
- 3.4.1. Marketing of the Event & Press
This portfolio should include, but not be limited to:
- 3.4.1.1 Finding sub-sponsors, subject to the approval of Bowls South Africa.
- 3.4.1.2 Arranging live streaming of the finals with preference being given to the Open Singles and Fours disciplines
- 3.4.1.3 Interviews on local Radio Stations, TV coverage will be dealt with by the Bowls SA Media Liaison Officer and/or the Operations Manager in support.
- 3.4.1.4 Working with the Publicity and Tourism authorities to promote the event.
- 3.4.1.5 The format for sending press e-mails to be supplied by the Bowls SA Office prior to the commencement of the Tournament.
- 3.5 The Committee, will become a sub-committee of Bowls SA once approval is received, and be subject to its general control. The sub-committee will then have the right of direct communication, and work in close co-operation with Bowls SA, however, the Committee must keep their District Executive informed at all times.
- 3.6 The Committee's function will be to set up an organization to carry the Event to a successful conclusion.
- 3.7 Members of the Committee may not participate in any tournament during the period of the event.

4. CONTROL

- 4.1 The Nationals will fall under the control of Bowls SA through its Executive.
- 4.2 The division of duties between the Committee and Jury of Appeal will include but not be limited to: -

- 4.2.1 Committee:
Change times, dates and venues etc. in order to keep the tournament flowing and to ensure its completion on time.
- 4.2.2 Jury of Appeal:
Rule on late comers, transgressors: Interpret the conditions of play and the Laws of the Sport of Bowls as and when required.

5. JURY OF APPEAL

- 5.1 The Committee will appoint the Jury of Appeal, which must be approved by Bowls SA, and will usually consist of:
- 5.1.1 A Member of the Executive of Bowls SA or Nominee.
- 5.1.2 A Member of the Host District's Executive Committee, who is not a Member of the Event Committee.
- 5.1.3 The Chairperson of the Host District's Technical Officials Standing Committee or a nominee of that Committee.
- 5.2 **All decisions of the Jury of Appeal shall be final.**

6. SELECTION OF HEADQUARTERS

- 6.1 The Club concerned should have sufficient accommodation either in the clubhouse or in its grounds to enable it to provide:
- 6.1.1 at least two (2) greens graded 'B' or higher by the National Standing Committee – Greenkeepers, hereinafter referred to as the "NSCG".
- 6.1.2 catering and parking facilities for officials, players, press and public.
- 6.1.3 secure lockable facilities for the Committee and Records.

7. STANDS AND SEATING

- 7.1 Seating, if funds permit, should be arranged to seat the anticipated number of spectators at the final.

- 7.2 Chairs should be placed around all the greens being used during play-offs.
- 7.3 Seats should be reserved for VIPs who have accepted invitations (See Section 27.10) to attend the Finals. These seats should be allocated on a block basis, in the stand nearest to the rink(s) on which the finals are to be played.
- 7.4 Seating is also to be reserved at Headquarters for Club Event Officials, Club Caterers and others persons who worked at Clubs during the preliminary rounds.

8. GREENS SELECTION, INSPECTION AND SPECIFICATION

- 8.1 The District Executive must nominate four potential staging Clubs for the Event.
- 8.2 The Bowls SA Executive Representative together with the NSCG shall arrange to inspect the proposed greens a year in advance and report to the Executive. The Club Greenkeeper and the Committee member responsible shall be present at all inspections of the greens. At the time of the inspection the Club must be able to produce the following documentation:
 - (a) a current level's profile
 - (b) a current assessment from their District Greens Standing Committee.
- 8.3 On receipt of the report referred to in 8.2 Bowls SA shall immediately decide and advise the Committee on the Clubs designated as Headquarters and Sub-Headquarters to stage the Play-offs and Finals.
- 8.4 **A FINAL** inspection of the greens being used for the finals will be made by Bowls SA. The Executive Member in charge of greens and a representative from the NSCG will make this inspection 7 [seven] days prior to the finals, if and when applicable.
- 8.5 It is the responsibility of the Committee to ensure that the Greenkeepers instructions and recommendations are carried out. Bowls SA reserves the right to take the necessary steps to carry out the final preparations of the greens.

- 8.6 Bowls South Africa reserves the right to instruct the Committee to change venues if the greens are not acceptable.
- 8.7 The Committee shall be responsible for selecting the host clubs for sectional play.
- 8.8 All rink widths are to be set at five meters and no Boundary Threads are to be used for all Bowls SA Events.

9. ENTRIES

- 9.1 The Committee shall make available on the Bowls SA and Event websites
 - 9.1.1 Entry Forms for notice boards and official submission.
 - 9.1.2 Conditions of Play
 - 9.1.3 Promotional Material as approved by Bowls South Africa
 - 9.1.4 A list of suitable accommodation.
- 9.2 Entries will only be accepted from a player or players who can produce a valid membership card issued by Bowls SA or proof of membership from their Member National Authority. (hereinafter referred to as MNA)
- 9.3 Bowls SA shall determine the cost of entry for each discipline and the closing dates for entries. No printed handbooks will be available, players must refer to the flipbook.
- 9.4 Entries for the Open must be submitted on the prescribed official form. All entries, accompanied by proof of payment of the correct fees, must be sent directly to the Committee by e-mail or by hand.
 - 9.4.1 Each player whom plays in the sectional play in the singles, pairs and fours will be charged R20,00 green fees. The R20,00 green fees will go directly to the hosting club and does not include any coffees, teas and lunches. Once sectional play is completed the R20,00 green fees will not apply to the knockout rounds.
- 9.5 **Fours and Pairs**
 - 9.5.1 Entries in the Pairs and Fours will be dependent on the number of greens available for the tournament.

9.5.2 Should any of the entries not be accepted prior to the draw being published, the refund of relevant entry fees will be made within twenty-one (21) days of the draw being finalized.

9.6 Open and Veteran Singles

9.6.1 Only Bowls SA affiliated members may enter the Open Singles. Any affiliated MNA member may enter the Veteran Singles.

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

9.6.3 In the event of a restriction being imposed the entries should be accepted on a first come first served basis. The finalists from the previous year's event will automatically qualify to play and are to be contacted by the Committee to confirm their entry.

9.6.4 Once the number of entries has reached the imposed restriction, the Committee should maintain a waiting list to replace any withdrawals.

9.6.5 One week prior to the start of the tournament, the list containing the remainder of the original entries will become defunct.

9.6.6 Should any withdrawals occur within the week prior to the start of the event, or during the pairs discipline, they will be replaced from a draw from a list that will be available at all the pair's venues. At this stage only players who have entered in the Pairs and Fours disciplines will be considered as replacements.

9.6.7 Those replacement players shall fill the position of player who withdrew.

10. PAIRS:

The Pairs to commence on the first weekend to allow for Bowlers to return home should they only be entered in the Pairs.

10.1 The Pairs Championship will be played with three bowls and this discipline must complete one round of the knockout stages before commencing with the National Fours.
All games over eighteen (18) ends.

10.2 The Pairs Championship shall be played on a League system in sections of not less than five (5) and not more than six (6) teams. Each pair will play each other in their respective section. The rotation of play shall be on a Round Robin basis. Three rounds to be completed each day. Three points will be awarded for a win and one point for each drawn game.

10.3 As soon as possible after the entries for the Championship have closed, the Event Committee will arrange the draw of the competing teams into the required number of sections. Where an entry of two pairs teams from a single fours team are entered, the Committee should attempt to have the two pair's teams playing at the same or a nearby venue to facilitate transport arrangements.

10.4 Competing teams will be represented by not more than three players,

10.5 **Declaration Forms.** Before the start of play on the first day of the Championship, each pair must complete a Declaration Form [Annexure 'A'] and hand it to the Club Event Official (hereinafter referred to as the CEO) at the Club where they are drawn to play. **Names of the players must be PRINTED WITH FIRST NAMES AND SURNAMES [NO NICKNAMES TO BE USED], (BSA NUMBER).**

10.6 **Withdrawals:**

10.6.1 Should there be withdrawals from this Championship prior to its commencement, the Committee shall fill that position with a team on standby. Attempts should be made to not have two teams from the same fours team in a section. The replacement team shall be advised of their inclusion and the venue at which they are playing.

10.6.2 Should there be withdrawals from this Championship immediately prior to its commencement that reduce the number of teams in one or more section to less than five (5) teams, the Committee shall re-arrange the sections in such a manner as to ensure that no section has less than five (5) teams.
A team drawn in position six in the full section on the same green shall move to position five in the section of four teams. Should that team be from the same fours team as another team in the section of four then the team drawn in position five of the full section shall move to position five in the section of

four. They will immediately notify that team and the teams and the teams in the affected section of the changes.

- 10.6.3 No refund of entry fees will be considered once the draw is completed and published.
- 10.6.4 Should a team withdraw at any time after commencement with or without the consent of the Controlling Body, all their completed results up to the point of withdrawal shall stand. That game and the remainder of the games shall be forfeited and the opposing player/s for that and the remaining un-played games shall be allocated three points and the net total of shots equal to the average net total of shots scored by the winners of all the other games played in the same round/s of the same section.
If the withdrawal is without consent from the Controlling Body, then suitable disciplinary action may be taken by Bowls SA.
- 10.6.5 Should a pair, which fails to appear within ten (10) minutes of the time appointed for the commencement of its match, **have a satisfactory** reason acceptable to the Tournament Committee, the Committee shall decide when and if the match can proceed. If time is not available, the team in default shall be disqualified and Section 10.6.4 shall apply.
- 10.6.6 Should a pair, which fails to appear within ten (10) minutes of the time appointed for the commencement of its match, **not have a satisfactory** reason acceptable to the Tournament Committee, the Committee shall disqualify them and Section 10.6.4 shall apply.
In addition, the Committee shall report all such incidents with full supporting details to the Bowls South Africa Executive, who shall decide whether to debar such defaulting teams from the following year's Open Nationals.
- 10.7 The team with the most points in a section will be declared the winner. (Refer clause 13 in event of a tie)
- 10.8 The winners of each section shall play on a knockout basis in accordance with the pre-determined draw as arranged by the Committee and approved by the Bowls SA Executive or its nominee.

10.9 Teams qualifying for the Section Winners play-offs must play their first knock-out round at the same club as their final section game.

10.10 There will be no play off for 3rd and 4th position as both teams will receive Bronze medals.

11. FOURS:

11.1 Fours will commence on the third (3rd) day of the Tournament.

11.2 The Fours Championship will be played with two bowls per player and this discipline must complete one round of the knock out stages before commencing with the National Singles.

11.3 The Fours Championship shall be played on the League system in sections of not less than five (5) and not more than six (6) teams. Each four will play each other in their respective section. The rotation of play shall be on a Round Robin basis. Three rounds to be completed each day.
Three points will be awarded for a win and one point for each drawn game.

All games up to and including the quarter finals shall be played over fifteen (15) ends.

The Semi-Final & Finals to be played over twenty-one [21] ends.

There will be no play off for 3rd and 4th position as both teams will receive Bronze medals.

11.4 As soon as possible after the entries for the Championship have been received, the Committee will arrange the draw of the competing teams into the required number of sections.

11.5 Competing teams will be represented by not more than five players,

11.6 **Declaration Forms:** Before the commencement of play on the first day of the Fours Championship, the Skip of each team must hand a completed declaration form [**Annexure 'A'**] to the CEO on duty at the Club where the team is drawn to play its first game.

Names of the players must be PRINTED WITH FIRST NAMES AND SURNAMES [NO NICKNAMES TO BE USED], (BSA Number)

11.7 **Withdrawals:**

11.7.1 Should there be withdrawals from this Championship prior to its commencement, the Committee shall fill that position with a

team on standby. Attempts should be made to not have two teams from the same fours team in a section. The replacement team shall be advised of their inclusion and the venue at which they are playing.

- 11.7.2 Should there be withdrawals from this Championship immediately prior to its commencement that reduce the number of teams in one or more section to less than five (5) teams, the Committee shall re-arrange the sections in such a manner as to ensure that no section has less than five (5) teams.
A team drawn in position six in the full section on the same green shall move to position five in the section of four teams. Should that team be from the same skip as another team in the section of four then the team drawn in position five of the full section shall move to position five in the section of four. They will immediately notify that team and the teams and the teams in the affected section of the changes.
- 11.7.3 No refund of entry fees will be considered once the draw is completed and published.
- 11.7.4 Should a team withdraw at any time after commencement with or without the consent of the Controlling Body, all their completed results up to the point of withdrawal shall stand. That game and the remainder of the games shall be forfeited and the opposing player/s for that and the remaining un-played games shall be allocated three points and the net total of shots equal to the average net total of shots scored by the winners of all the other games played in the same round/s of the same section.
If the withdrawal is without consent from the Controlling Body, then suitable disciplinary action may be taken by Bowls SA.
- 11.7.5 Should a team, which fails to appear within ten (10) minutes of the time appointed for the commencement of its match, **have a satisfactory** reason acceptable to the Event Committee, the Committee shall decide when and if the match can proceed. If time is not available, the team in default shall be disqualified and Section 10.6.4 shall apply.
- 11.7.6 Should a team, which fails to appear within ten (10) minutes of the time appointed for the commencement of its match time, **not have a satisfactory** reason acceptable to the Event

Committee, the Committee shall disqualify them and Section 10.6.4 shall apply. In addition, the Committee shall report all such incidents with full supporting details to the Bowls South Africa Executive, who shall decide whether to debar such defaulting teams from the following year's Open Nationals..

- 11.8 The team with the most points in a section will be declared the winner. (Refer clause 14 in event of a tie)
- 11.9 The winners of each section shall play on a knockout basis in accordance with the pre-determined draw as arranged by the Committee and approved by the Bowls SA Executive or its nominee.
- 11.10 Teams qualifying for the Section Winners play-offs must play their first knock-out round at the same Club as their final section game.
- 11.11 There will be no play off for 3rd and 4th position as both teams will receive Bronze medals.

12. SUBSTITUTES FOR FOURS AND PAIRS

In the event that there are no reserves or the registered reserves are already playing, the names of not more than Four bowlers, who have not played for any team participating in the Tournament, shall be recorded and placed in a hat/container; and the opposing Skip for that match shall be allowed to draw out one name from the hat/container and the Controlling Body should accept this name. This player will be allowed to play for the team for as many matches as he/she may be required but may not Skip.

13. SECTION WINNERS CRITEREA – PAIRS AND FOURS

The Section Winners play in all the above disciplines will be decided by the following sequential criteria:
Points, Net Shots, Shot Percentages, Winners of the game during sectional play. If still equal then a one end tie breaker until a result is achieved.

Calculation of Net Shots and Shot Percentage is as follows:

Net Shots:

- Team A - Total 60 shots for, total 30 against = Net score 30.
Team B - Total 70 shot for, total 50 against = Net score 20.
Team A is the winner.

Shot Percentages:

The total shots each team has scored shall be divided by the total shots scored against the team, the higher resulting figure shall determine the winner.

Team A - Total 60 shots for, 40 against. Net score $20 \quad 60 \div 40 = 1.50$

Team B- Total 70 shots for, 50 against. Net score $20 \quad 70 \div 50 = 1.40$

Team A is the winner.

In general, the team with the lowest shots against will have a better shot percentage.

14. OPEN AND VETERAN SINGLES CHAMPIONSHIP

- 14.1 The Open and Veteran Singles will commence on the 5th Day of the Tournament and be played on a league system in sections of three players.
The three rounds to be played in the following sequence and the odd player in each round shall mark.
Round 1 - Player 1 vs Player 2;
Round 2 - Loser Round 1 vs Player 3;
Round 3 - Winner Round 1 vs Player 3
- 14.2 The Open and Veteran Singles will be played with four bowls per player with the winner throughout the event being the first player to 21 shots.
- 14.3 Point allocation – 1 point for winning the game
- 14.4 The section winner shall be the player with the most points and if points are tied, the following criteria will be used until a winner is determined. Net shots, shot percentage, the winner of the game between the two players during sectional play
- 14.5 In the unlikely event that all three players record the same score during sectional play, the winner will be decided in a one end playoff with the mat and jack placed on the respective two meter marks. Each player to deliver one bowl in the sequence prescribed in the section draw. When each player's bowl comes to rest, the Umpire shall record the distance between jack and bowl and the bowl removed prior to the next player delivering their bowl. The section winner shall be the player whose bowl finishes closest to the jack. The process shall be repeated should two or more players record equal distances.

15. HANDBOOK

- 15.1 The Tournament Flipbook will conform to the content as described below and no changes may be made without prior approval of the Executive.
- 16.1.1 Title page
 - 16.1.2 Contents Page
 - 16.1.3 G.P.S. co-ordinates and contact numbers of all host clubs.
 - 16.1.4 Names contact numbers and portfolios of the Event Committee members.
 - 16.1.5 Message from and, if possible, a head and shoulder colour photograph of
 - 16.1.5.1 The Sponsor's representative
 - 16.1.5.2 District President
 - 16.1.5.3 The President of Bowls South Africa.
 - 16.1.5.4 The Tournament Committee Chairperson.
 - 16.1.5.5 Members of the Tournament Committee
 - 16.1.6 Program of Events
 - 16.1.7 General Information
 - 16.1.8 Guide to Competitors
 - 16.1.9 Colour photographs of the previous Winners of the following:
 - 16.1.9.1 Fours Championship
 - 16.1.9.2 Pairs Championship
 - 16.1.9.3 Singles Championship
 - 16.1.9.4 Veteran Singles Championship
 - 16.1.10 Conditions of play for all events
 - 16.1.11 **Section Winners play-off charts for the following:**
 - 16.1.11.1 Fours Championship
 - 16.1.11.2 Pairs Championship
 - 16.1.12 Section draws with venue each player's name, club and district
- 15.2 The total number of pages of text should preferably not exceed 15 double sided pages and shall include advertisements, messages from Clubs and friendship bricks.
- 15.3 An alphabetical list of suggested advertisers must be submitted to the Executive to ensure that there is no conflict of interest between the sponsors and proposed advertisers.

- 15.4 Design of the handbook cover and printing will be done via the Bowls SA office
- 15.5 Handbooks for fours and pairs teams will be available for collection at Headquarters the day before the start of the Open Nationals or at their first venue.

16. PRIZES AND TROPHIES

- 16.1 The Trophies, Medals and value of prizes will be determined by the Executive.
- 16.2 Prize winners shall attend the Prize-giving Ceremony. A player may be excused should he/she have a reason acceptable to the Executive Member on duty.
- 16.3 The official list of all teams and players qualifying for certificates should be submitted to the Bowls SA offices within two (2) weeks of conclusion of the Nationals. (Last 16 to receive Certificates).

17. COLOURED DISCS

- 17.1 The Committee may, at its discretion, allow players to affix descriptive discs to their bowls.
- 17.2 The Committee may, at its discretion, and at any period after sectional finalists have been determined, require players to affix coloured discs to their bowls in any match. The players will be supplied with coloured adhesive discs for this purpose free of charge.

18. FINANCE:

BOWLS SOUTH AFRICA IS AVAILABLE TO ASSIST IN ANY FINANCIAL MATTERS OR QUERIES AT ALL TIMES.

- 18.1 At an early stage the Committee must prepare a budget, in the format prescribed by Bowls SA, of anticipated income and expenditure for the Tournament, including the costs and casual sales of Tournament Handbooks. The Budget must be submitted to the Bowls South Africa Executive for approval as soon as requested.
- 18.2 In each Championship prize money as determined by the Bowls SA Executive will be paid to the Winner/s (Gold Medalist), Runner-Up (Silver Medalist) and both losing semi-finalists (Bronze Medalists). Prize monies may be reduced proportionately in each discipline if the entry fees for that discipline do not equal those budgeted.

- 18.3 Once the Bowls SA Executive approves the budget of expenses, it is the Committee's sole responsibility to operate within that total budget and to obtain written approval from the Bowls SA Executive to deviate from it.

- 18.4 Bowls SA shall determine the charge for badges. The Committee shall recommend the charge for additional handbooks, based on their budget.

- 18.5 The Executive will, on request, make an advance payment to the Committee to meet its early obligations.

- 18.6 All income and expenditure concerning the Tournament will be handled through one Event Account to be administered by the Committee and the following procedures will be adopted:

- 18.6.1 All expenditure for supplies, services, etc, will be a charge against the Event Committee budget.

- 18.6.2 When VAT invoices are received from suppliers the amount excluding VAT is to be charged to the expense account and the VAT amount charged to Bowls South Africa. The original VAT invoices are to be sent to Bowls South Africa when they have been paid. A copy should be kept for record purposes.

- 18.6.3 Not more than **45 days** after the Open Nationals an audited Income and Expenditure account must be submitted to the Executive for approval.

- 18.6.4 Any savings against the approved budget at the end of the Tournament will be divided as follows: 50% to be paid within 60 days to Bowls SA and 50% retained by the Hosting District.

18.7 Invoices for Handbook Advertising:

- 18.7.1 The Committee shall use the **Bowls South Africa VAT Registration Number 4780107514** on any invoice it issues for handbooks, advertising or any other items. This authority is conditional on Bowls South Africa appearing on the invoice and that copies of such invoices are sent to the Bowls South Africa Office.

19. CHAMPIONSHIP BADGES

- 19.1 The design and production of badges will be Bowls SA' responsibility and only one type of badge will be struck annually for both the Men's and Women's Events and a limited number supplied.
- 19.2 A limited number of badges will be supplied to the Committee, which are to be available at all venues and sold on a first come first served basis at the price determined by the Bowls SA Executive.

20. RECORDS

- 20.1 The success of the Open Nationals depends to a very large extent on the efficiency of the Records Department.
- 20.2 Equipment should be adequate to cater for the needs of the Committee. The following staffing, facilities, equipment and computer systems should be used as a guide.

20.2.1 Staffing:

The person handling the portfolio should be computer literate and fully familiar with the running of competitions. Typically, he/she should have had at least two years' experience as District Competition Secretary and have been involved with Records for Tournaments such as the, All Cape, KZN Open, Gauteng Open or the Bowls SA Inter-District Events.

20.2.2 Facilities:

- 20.2.2.1 The Record's Room should be spacious and should comfortably accommodate the record's staff.
- 21.2.2.2 It is essential that there are a sufficient number of wall plugs. If these are not available then ensure that suitable extension cord/s are safely laid on.
- 21.2.2.3 Make sure the room can be locked when not in use.

20.2.3 Equipment:

- 20.2.3.1 The following equipment should be installed in the Records Room:
- A photocopier machine capable of handling A4
 - Internet facilities
 - Cell phone contact number/s
 - Ensure the telephone numbers and e-mail addresses for the records are only published in the **Club Event Official** Guide and **NOT** in the Handbook.

20.2.4 Computer System:

The generic computer program for National Tournaments has been specifically designed for Bowls SA. It caters for entries, checks the membership number against the Bowls SA database, draws, section charts, logs, results and press reporting.

20.2.5 Forms Required.

- 20.2.5.1 Scorecards to be designed and printed by the host district.
- 20.2.5.2 A Chart should be sent to the CEO of each staging club, detailing events to be staged at their Club, the sections and greens required and on which dates.
- 20.2.5.3 Pre-printed scorecards for the Pairs and Fours per game for each section for each section and venue for all disciplines
Scorecards for the play-offs can be printed at any stage before commencement.

20.3 Capture of Results and Transmission from Host Clubs:

- 20.3.1 Immediately after the completion of each round of play the Club Records Official shall capture results on the generic records program. This program, linked to the internet will automatically update the central database and host district website, which is to be linked to the Bowls SA website.

20.3.2 Bowls SA Membership and Marketing Committee are to be advised of the update after each completed round of play for downloading onto the respective social media platforms.

20.3.3 Updated charts are to be printed by the host club and prominently displayed on their notice board.

20.4 **Play-off Fours, Pairs, Singles & Veterans Singles:**

At the completion of the final Round, the CEO will determine the Section Winner. The first round of play-offs In the Pairs and Fours should proceed after publishing the results at their club. The results are to be communicated to Headquarters.

20.5 **Play-off Results:**

All play-off results are entered into the computer and at the completion of each round; play-off charts with results are printed. These should be photocopied for the notice board.

20.6 **Declaration Forms:**

It is of the utmost importance that ALL declaration forms are returned to Records on the morning that the discipline starts. The forms should be filed in section number order.

20.7 **Club Event Officials (CEO):**

21.7.1 The CEO can make or break the Tournament and it is of the utmost importance that their names and telephone numbers, both at the Club and at home, are readily available. A list of these names to be displayed at each telephone.

21.7.2 Check that all communication means are working, before and during the Open Nationals.

21.7.3 Stress the importance of speedy capture of results and ask the CEO to contact records if and when circumstances arise that are likely to hold this up. Results must be captured before any other CEO duties are performed.

21.7.4 Make sure that the CEO is thoroughly familiar with the equipment and program used for capturing results.

20.7.4 Where possible, each club should be equipped for load shedding.

20.8 **Final Stages of the Tournament:**

20.8.1 After the first round of play-offs, knock out rounds will be played at Headquarters and sub-Headquarters as soon as logistically possible. It is important that a great deal of attention is paid to the flow of play. Players should not play on the same rink on the same day, rinks should not stand idle, score cards are to be handed in to Records immediately the game is finished and cards have been signed off by the umpire.

20.8.2 A list of players involved in more than one championship should be drawn up if necessary. The Bowls SA Executive duty member should be informed of any problems which cannot be dealt with by the Tournament Committee.

20.8.3 **The Finals need to be given special attention and the Committee must discuss the rinks to be used for the various championships with the Bowls SA Executive duty member at least two days before the finals. Once this has been established you can then work backwards from there, in allocating rinks to be used for semi-finals and quarter finals.**

20.8.4 The markers for the Singles & Senior Singles Final are to be appointed by the Executive duty member in collaboration with the Event Committee.

20.9 **Records Display:**

20.9.1 A set of wall charts for play-off stages of the Fours, Pairs, Singles & Veteran Singles should be prepared. On the Fours and Pairs play-off charts all names of each team and their skips should be shown for the preliminary and first rounds. Thereafter just the skip's name need be shown until knocked out.

21. **OFFICE ACCOMMODATION:**

21.1 A lockable room for the Committee and separate room for the Records staff.

22. MEDICAL

22.1 The Committee and respective CEO's at each venue must make sure that a doctor, dentist and all medical facilities, preferably close by are available in case of an emergency.

23. CATERING:

23.1 The Event Catering Convener must form a sub-committee and convene a meeting to discuss menu's and recommend prices and to report back at a meeting about a month later; bulk purchasing to be considered.

23.2 Immediately a decision has been made regarding the staging clubs, the sub-committee must call a meeting of catering conveners and one other committee member of the club concerned. The Chairman of the Committee and the committee member in charge of catering should attend and address the women seeking their full co-operation.

23.3 Have sufficient copies of recommended menus for all present, invite discussion and arrange a report back meeting about a month later when any problems can be discussed. Standardization of menus for each day is important in order to avoid duplication. Latitude in so far as buffet lunches, being a regular feature of some composite catering clubs, is, however, permissible.

23.4 Encourage staging clubs to provide light snacks in the bars and bar-lounges after the day's play. It pays dividends in keeping the players at the clubs and creates a happy atmosphere.

23.5 Ensure all staging clubs have an adequate supply of tea and lunch tickets. It should be noted that Tea & Lunches are not compulsory.

23.6 Ensure that at all clubs the requirements of the players receive priority, the public to be taken care of after that.

23.7 Ensure that adequate arrangements are made at the Headquarters Club for:

23.7.1 Special lunches for VIPs Sponsors, etc.

23.7.2 General Public, particularly for the last 3 days of the Tournament.

23.8 Luncheons for Sponsors and VIPs:

The Event Committee Convener, with the Executive, will arrange for representatives from Sponsor firms (both major and minor) as well as any other outside person who has assisted materially with the running of the tournament to lunch at Tournament Headquarters.

24. MEETINGS:

24.1 Committee Meetings:

24.1.1 Regular meetings of the Committee should be arranged at a time and at a club venue suitable to all members of the committee, initially at least once a month and more frequently as required later.

24.1.2 Conveners of sub-committees like Handbook, Catering etc. should arrange appropriate meetings and report progress to the Committee.

24.1.3 Before the staging of the tournament a general meeting of staging CEO's and others considered necessary should be arranged at which the full Committee should be present. At this meeting outline procedures during the tournament and handing out documents, records etc. for staging clubs.

24.1.4 Close liaison with the Executive via the Operations Manager should be maintained. A copy of the minutes of all Committee meetings should be submitted to the Bowls SA Operations Manager within ten days of such meeting.

24.1.5 Final Meeting:

24.1.5.1 **Event Modus Operandi and CEO Guide** should be discussed at this meeting. Suggestions for improvements, if any, should be forwarded to the Bowls South Africa Operations Manager in writing.

24.1.5.2 **Chairperson's Report & Financial Statements** to be received by Bowls South Africa within 45 days

from the completion of the Tournament, refer to clause 19.6.3

25 OPENING & FLAG RAISING CEREMONY

The opening ceremony at each host club is to be held immediately prior to the first round of play,

- 25.1 The following procedure to be followed at Headquarters either on the green or indoors in the case of inclement weather.
- 25.1.1 The Bowls SA, Sponsors and host District flags are to be flying prior to the start of the ceremony and the National flag is to be prepared for raising.
- 25.1.2 The MC welcomes the Bowls SA representative, the President of the Host District and the players to assemble on the green.
- 25.1.3 The MC invites the President of the host district to welcome the players and hand the greens over to the Bowls SA representative.
- 25.1.4 The MC invites the Bowls SA representative to make an opening address and initiate the playing of the National Anthem and concurrent raising of the National Flag according to protocol.
- 25.1.5 The Bowls SA representative declares the tournament open and hands the event to the committee to make further operational announcements.
- 25.2 The following procedure is to be followed indoors at other host clubs.
- 25.2.1 The Club Event Official introduces him/herself, welcomes the players and reads the Bowls SA Presidents address, which is contained in the tournament handbook.
- 25.3 The Bowls SA Executive will have the power to make changes if, and when necessary.
- ## **26. CLOSING CEREMONY – PROGRAM DIRECTOR [M.C:]**
- 26.1 The Finals must be timed so as to be completed in good time before dusk to allow for the Closing Ceremony. The Closing Ceremony will

take place on the green immediately after the conclusion of the Finals, should weather allow.

- 26.2 The MC shall be nominated by Bowls SA and the order of proceedings will be determined by the Executive.
- 26.3 An adequate PA system with standby unit is essential.
- 26.4 Arrange a trophy table with a white cloth and trophies at the corner of the green. Place mats leading from the bank to the front of the prize table and along its length. Set up bold markers on the green immediately the last game is completed showing the assembly positions of the finalists of the Fours, Pairs, Singles & Senior Singles. Markers are to be placed on the trophy table indicating the position of the various trophies and the order in which they are to be presented.
- 26.5 Ensure that prizes are arranged in order of Presentation and the Tournament Secretary is available to assist.
- 26.6 This whole procedure needs to be well planned and be carried out quietly with speed and efficiency. The members responsible for this must be well briefed beforehand. If carried out with military precision the whole procedure can and should be the highlight of the closing ceremony.
- 26.7 Ensure that all persons, including prize winners, involved in this ceremony
- 27.7.1 have been previously advised
 - 27.7.2 are confirmed present
 - 27.7.3 are suitably briefed
 - 27.7.4 Flag Official to take up his/her position
- 26.8 Immediately the last Final is completed the MC calls spectators and players to order with the request to stay for the Prize Giving and Closing Ceremony.
- 26.9 Procedure:
- 26.9.1 MC invites the presentation party onto the green in the following order.
- Bowls SA President or Deputy,
 - Sponsors Representative
 - Bowls SA Executive member/s
 - District President
 - Tournament Committee

- 26.9.2 Addresses in the following order
- by the major Sponsor's representative
 - National/local dignitary [if present]
 - District President
 - President of Bowls South Africa.
- 26.9.3 Presentation of prizes.
Players should be called to receive their prizes so that winners receive trophies last and in the following order:
Pairs, Singles, Senior Singles, Fours.
- 26.9.4 Player's first names, surnames and skips name to be mentioned.
- 26.9.5 Spectators to be requested to stand for the flag lowering ceremony.
- 26.9.6 The National Flag must be lowered to the rendering of the National Anthem. Only the official C.D. from Bowls SA to be used. [i.e. no choirs, pipers, etc.]
The Bowls SA, sponsors and host district flags are to be lowered immediately after play is concluded.

26.10 Invitations to the Closing Ceremony

- 26.10.1 The official Bowls S A invitation list to be obtained and strict adherence to this list must be observed.
- 26.10.2 In the case of special invitations by the Committee, a list should be submitted to Bowls SA for approval.
- 26.10.3 Invitations to be sent out **TWO MONTHS** before the Event and a record of replies kept.

27. GENERAL MATTERS

- 27.1 **Live Streaming**
Live streaming of games during the event are to be made in consultation with the Bowls SA office and provision for the cost thereof is to be included in the budget.
- 27.2 **Official Photographer:**

Arrange for an Official Photographer to be present on the closing day to photograph the winners and runners-up trophies in colour for the following year's Open National Handbook.

- 27.3 **Insurance:**
All matters regarding Insurance must be discussed and dealt with by the Bowls South Africa Office.
- 27.4 **Press:**
Arrange coverage with your local newspapers for the period of the Tournament.
- 75 **Umpires:**
- 27.5.1 The Technical Officials must ensure that suitably qualified umpires are appointed to do duty at all venues. To this end close liaison should be established with the District Technical Officials Standing Committee and the Bowls SA Technical Standing Committee.
- 27.5.2 A schedule should be drawn up showing the times and dates when they are to officiate.
- 27.6 **Night Watchmen and/or Security Guards:**
These have become essential and must be budgeted for at Headquarters.
- 27.7 **Club Event Official Guide:**
- 27.7.1 The **CEO** Guide shall be considered part of the Event Modus Operandi and shall consist of:
General Module [Unalterable except for prices].
Communication Module [Alterable].
Diary Module [Unalterable].
Umpires Module [Unalterable].
Conditions of Play Module [Unalterable].
Catering Module Variable].
- 27.7.2 As and when information for the alterable modules is available it should be submitted to the Bowls South Africa Office for approval.

28. DISCIPLINE:

28.1 Smoking/Alcohol/Cell Phones:

28.1.1 Smoking (including artificial devices such as Twisp, Vapes, etc.), Alcohol, Cell Phones & handheld TV devices will not be permitted within 2 metres of the green while play is in progress.

28.1.2 The Penalty for transgressing under Clause 29.1.1 is as follows:
Upon the first offence the Technical Official will warn the player via the Skip (or the player in singles) and record the players name and District.
Upon any subsequent offence by the same Player, the Technical Official shall report the player to the Controlling Body, who shall take suitable action, which may include suspending the player from playing in the next round. The attitude of the player and the circumstances will contribute to the decision taken by the Controlling Body.
In a team event, a registered reserve, may be used, or a draw for a substitute will be allowed.”
If the offence is committed in the last round, the penalty will be carried forward to the following year’s National Championship.
The player has the right of appeal to the Jury of Appeal.

28.1.3. If a player commits a third offence, he/she will be banned from taking any further part in the Tournament and be suspended from playing in any other Bowls SA tournaments for one year.

28.2 The Committee shall report to Bowls South Africa any unseemly conduct, misbehavior or malpractice on part of any participant/s in these Championships.

28.3 It shall be competent for Bowls South Africa, after examination of the facts, to take such disciplinary action against such participant/s as it deems warranted, including being banned from taking any further part in the Tournament and/or being suspended from playing in any other Bowls SA Tournaments for one year.

29. DRUG TESTING

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

The Committee may be required to make space for the SAIDS testing process to take place - this will only be required if requested and the requirements will be specified by SAIDS.

30. AMENDMENTS TO THIS MODUS OPERANDI:

30.1 Within one month of the conclusion of these Championships, the Committee must advise the Bowls South Africa of any suggested amendments to this Modus Operandi.

30.2 Only Bowls South Africa can suspend, modify, or amend any of the provisions of this manual to meet changing circumstances and special conditions.

Revised – 02 March 2023