



# **Bowls Queensland**

## **District/Club Administration Guide**

# PREFACE

This Handbook for Lawn Bowls Administration has been produced to improve the level and quality of administration at Club and District level.

The apparent lack of communication between the various tiers of administration is affecting decision making at all levels, with the result that intentions are not always conveyed to the end user.

In some cases, this situation can and should be rectified at Secretary level. There are too many instances where it has been clearly demonstrated that Secretaries are ineffective because of lack of knowledge or they have not been given the opportunity of training by appropriate officers.

It is hoped that this administration guide will be kept at the Secretary's side for reference and that their record of administrative ability will be elevated to a level where they can be commended as being an effective tool in Bowls Administration in this State.

When a change of Secretary occurs please ensure this manual is passed on for their reference.

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# District/Club Administration Manual

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# **BOWLS ORGANISATION CHART**

**WORLD BOWLS**

**BOWLS AUSTRALIA**

**STATE & TERRITORY AUTHORITIES**

**DISTRICT BOWLS ASSOCIATIONS**

**BOWLS CLUBS**

## TIER ADMINISTRATION

Bowls administration stems from the World Bowls, the governing body of Lawn Bowls throughout the world.

**Bowls Australia** administers the game in Australia where each State Authority and Territory (men's and women's) is affiliated namely:

Bowls QLD, Bowls NSW, Women's Bowls NSW, Bowls VIC, Bowls SA, Bowls ACT, Bowls WA, Bowls TAS, Bowls NT.

Bowls Australia is governed by a Board of Directors. The Council comprises of one voting delegate from each of the State and Territory Authorities. The function of Bowls Australia is to govern bowls in Australia by providing a governing constitution and a uniform code of Laws of the Sport of Bowls. The Bowls Australia Laws of the Sport of Bowls are governed by the Laws of the Sport of Bowls of the World Bowls, with the proviso that each national body may adopt certain laws that may differ from the World Bowls to suit local conditions.

**Bowls Queensland** is responsible for the administration of the sport at State Level and is made up of a Board of Directors and a Council of members consisting of delegates (Councillors) from its member Districts.

The principal object of Bowls Queensland is to:

- provide for the encouragement, conduct, promotion, administration and management of the sport of bowls and all related matters throughout Queensland and do all things necessary or desirable in the interests of the game
- formulate and implement appropriate policies, including policies in relation to equal opportunity, equity, drugs in sport, health, safety, junior and senior programs and such other matters as arise from time to time as issues to be addressed

**District Bowls Associations** are responsible for the next level of administration. These in turn are governed by a council of delegates from member clubs within their associations. Generally, District Associations are incorporated under the Associations Incorporation Act and are governed by an approved constitution. The control and conduct of games played in their areas is vested in the Associations.

The objects of the District Association should include:

- to advance and promote the game of bowls
- to promote and develop activities that are from time to time deemed appropriate to improve good fellowship between members of the clubs within Bowls Queensland
- to promote and enhance the game of bowls in the local community

**Bowls Clubs** are the next tier of administration. Clubs are autonomous and responsible for the provision of facilities and organisation of the sport for the benefit of their members.

The objects of Bowls Clubs should include:

- to advance and promote the game of bowls
- to provide the best possible standard of playing facilities for members in accordance with the Laws of the Sport of Bowls prescribed by Bowls Australia
- to provide, develop and promote activities that are from time to time deemed appropriate to provide good fellowship between members of the club
- to promote and enhance the game of bowls in the local community

# ZONES

The State is divided into the following Zones for competition purposes as required.

<b>Zone 1</b> Gold Coast Tweed Gateway	<b>Zone 2</b> Downs Cunningham	<b>Zone 3</b> Condamine Maranoa/Warrego Southern Downs
<b>Zone 4</b> Brisbane Moreton Bay Sunshine Coast	<b>Zone 5</b> Fraser Coast Burnett	<b>Zone 6</b> Bundaberg Port Curtis Central Queensland
<b>Zone 7</b> Leichhardt Mackay	<b>Zone 8</b> Tropical Far North Queensland North Queensland North West Queensland	

# GUIDELINES FOR THE DISTRICT

The function of the District Bowls Association is to act as a coordinating body for a number of bowls clubs within a defined area.

The District Bowls Association Co-ordinates District competition and selection of District representative sides for inter-district competitions.

## **Specific Secretarial Duties**

### **Annual general meeting:**

- In accordance with the constitution, call for nominations for District Office Bearers, committees and examining panels.
- Prepare ballot papers if required and conduct an election in accordance with the constitution.
- Notify Clubs, Bowls Queensland (on relevant form) and relative government departments of details of elected Office Bearers.
- Notify Clubs, Bowls Queensland (on relevant form) of elected examining panels and Chairperson thereof.

### **Other Duties**

- Arrange regular meetings as required in accordance with the constitution.
- Communicate with Clubs on all relevant matters.
- Act as liaison with Bowls Queensland on behalf of Clubs.
- Organise District and inter-District competitions.
- Meetings, agendas & minutes

## **Treasurer**

The Treasurer is responsible for the accounting and reporting of all the financial dealings of the Association.

Specific requirements are:

- Proper records of all income and expenses should be maintained.
- Proper vouchers should be obtained for all expenditure.
- All items of expenditure should be authorised and the authorisation formally minuted. For large or controversial items, the authorisation should always be obtained in advance.
- If any large expenditure is proposed, quotes from three separate suppliers should be obtained in advance.
- If any major investment is contemplated, written advice from an appropriate independent expert should be first obtained.
- All monies received shall be deposited in the Association's bank account as soon as possible.
- Cheques should be signed by any two of the President, Secretary and Treasurer. All cheques drawn should be marked "not negotiable" unless specifically intended for cashing.
- Cheque books and receipt books should be kept under secure conditions.
- Where electronic banking is utilised, monthly bank statements, together with monthly reconciliation statement must be tabled at all relevant meetings.
- To arrange annual independent audit of financial records for tabling at the AGM
- Prepare annual budgets

## **Insurance coverage:**

Bowls Queensland insurance policy covers districts for:

- Association Liability
- Public Liability
- Voluntary Workers
- Personal Injury

Districts are responsible for maintaining coverage for:

- Fire, burglary etc. in respect of any property and/or contents owned by the Organisation. Regard should be had to replacement value.
- Workers Compensation if the Organisation has any paid employees.
- Fidelity guarantee, if material amounts of money are being handled by either Honorary Office Bearers or paid employees.
- Cash in transit, to cover losses of cash temporarily held by Office Bearers or employees.

For more detailed information including taxation you should consult with your District auditor or the ATO.

## Match Committee

Introduction:

The purpose of this article is to assist Games/Match Committees in the understanding and conduct of their duties in respect of competition at all levels.

District Constitutions and By-Laws should define the following:

<b>Games/Match Committee</b>	Setting out the responsibilities of the member so elected.
<b>The Controlling Body</b>	Members appointed by District Management Committee.
<b>Disputes Committee</b>	May optionally be appointed by the District to handle appeals in respect of all District competition. May also include Umpire/s.

This article generalises many of the circumstances which will be encountered in the Games/Match Committee minefield, as conditions for competition are not identical in any two Districts, and guidelines only can be given.

### The Games/Match Committee is responsible for arranging

#### 1. Conditions of Play

Vary according to the competition e.g.: District Pennants - every District is responsible for and must set out the conditions of play for their competitions. Conditions of play should relate to laws of the game.

#### 2. Nominations

Date of closing  
Fees  
Record of same

#### 3. Draw

Date, so that the draw is public.  
Format      Knockout  
                 Round Robin  
                 Sets Play  
                 Sectional

#### 4. Play

Call to play – notice  
Arrange Umpire – Markers  
Organise cards, rinks

#### 5. Records

Public record - board  
Permanent record  
Keep cards until the competition is completed

*These principles are fundamental to the running of all competitions.*

## Events:

### Prestige/Invitation Events

Observe the five (5) Principles:

- 1. Nominate conditions of play:** Stipulate that the controlling body shall have authority to vary conditions if necessary or expedient (to deal with inclement weather or unforeseen circumstances). Should also specify dress regulations for events in conditions of play. These dress regulations must not conflict with the Bowls Queensland attire by-law 14.
- 2. Receive/record nominations/fees:** The Secretary and or Treasurer will usually be the member responsible for this.
- 3. Draw:** May need to be circulated to participants in some instances. Participants may draw for team position on a prepared master chart on day of play if conditions allow.
- 4. Play:** Have cards/officials ready before the start of play.
- 5. Records:** Keep master chart up to date for information of players.



## **District Events**

As per District conditions of play.

## **Championship Play**

Championship play must be strictly in accordance with the Laws of the Sport of Bowls.

### **Bowls Queensland recommends:**

Singles	25 up
Pairs	21 ends
Triples (2 bowls)	25 ends
Fours	21 ends

### **Other options are available under the Laws of the Game e.g: Sets Play**

- Nominate closing date and fees.
- Draw in Public on nominated date.
- Give required notice for play.
- Arrange Umpire – Markers.
- Have available a list of members eligible to substitute if required.
- Day of Play – arrange cards, rinks and draw for markers/rinks.
- Keep record on master sheet and a book of permanent records.

# DISTRICT CONSTITUTION RULES

A District Bowls Association constitution must contain rules which comply with the following (refer Bowls Queensland constitution and By-laws the mandatory rules)

**(a) Objects:**

- (i) To advance and promote the Game of Bowls.
- (ii) To promote and develop activities that are from time to time deemed appropriate to provide good fellowship between members of the Clubs within the Association.
- (iii) To promote and enhance the game of bowls in the local community.

**(b) Bowls Queensland Requirements:**

**The District Bowls Association shall:**

- (i) Elect or appoint delegate/s to Bowls Queensland at its Annual General or a Special General Meeting as its representative on the Council;
- (ii) Provide to Bowls Queensland such returns as are required by Bowls Queensland, including a list of District Bowls Association Officers within thirty (30) days of the date of the District Bowls Association Annual General Meeting;
- (iii) Provide advice to Bowls Queensland within thirty (30) days of any changes or amendments to the District Bowls Association Constitution.;
- (iv) Not make, amend or repeal a Rule or By-law in relation to the playing of the Game of Bowls that conflicts with the Rules and By-laws of Bowls Australia Inc. or Bowls Queensland.

**(c) Qualifications for Membership:**

To qualify for membership of Bowls Queensland a District Association must:

- (i) Refer to Bowls Queensland Constitution Clause 21.
- (ii) Lodge with Bowls Queensland a copy of its constitution. Such constitution to provide for every affiliated Club within the District to be equally represented on the District Association Council by at least one (1) delegate elected or appointed by the members of the Club at a general meeting of the Club: however, where a District is comprised of Divisions, representation on the District Council may be on a division basis, determined by the District Association.
- (iii) Be prepared to support and promote the welfare of the Company and the game of bowls.

**(d) Disciplinary Provisions: See BQ Constitution Clause 72 & BQ Disciplinary By-Law**

- (i) Rules of District Associations are to include that if a member of a Club affiliated with Bowls Queensland fails to observe any of the Rules or By-laws of Bowls Queensland, or the District Association, or is deemed guilty of any act, practice or conduct calculated to bring discredit on the game of bowls, Bowls Queensland, or the District Association, or at any District Association event engages in illegal betting or uses obscene or abusive language renders themselves liable to reprimand, suspension or expulsion.
- (ii) All discipline and complaint related procedures be governed by the Bowls Queensland Member Protection Policy.
- (iii) The member has the right to appeal to Bowls Queensland and in doing so acknowledges jurisdiction for the matter passes completely from the District Association to Bowls Queensland.
- (iv) Pending determination of such appeal, the appellant shall be allowed all membership privileges.
- (v) Any member of an affiliated Club, who is suspended, or expelled, shall be ineligible to:-
  - (a) Play bowls in any Bowls Queensland controlled events.
  - (b) To play championship events at any affiliated Clubs.
  - (c) A member may play socially at any affiliated Club other than the one from which they have been suspended.
- (vi) Any member of an affiliated District, who is suspended, or expelled, shall be ineligible to:
  - (a) Play bowls in any Bowls Queensland controlled event.
  - (b) Play in any championship or social events at an affiliated Club within the District whilst under suspension or expulsion.

**(e) Junior Membership:**

Junior Members of Clubs will comprise such members who are under the age of eighteen (18) years. They shall be entitled to play bowls in any Club, District or State competition according to the conditions laid down for the playing of the event.

**(f) Player Commitments:**

When a member of a Club has been called to fulfill a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which they are drawn to play in a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment, the onus shall be on the player to notify the Bowls Australia, Bowls Queensland, District Bowls Association or Club, as the case may be.

The Controlling Body may define circumstances which it will not accept as a valid reason for a player's unavailability. See Domestic Regulations 2.4 – Substitutes.

Provisions consistent with this clause shall be included in all District Association rules and shall be deemed to be a condition of competitions conducted by the District Bowls Association.

**(g) Activities to be Lawful:**

The District Association shall comply with all lawful requirements of the Commonwealth, State, Local Government, and other Statutory Authorities having jurisdiction over any activity of the District Association.

# GUIDELINES FOR THE CLUB

## **Amalgamated/Unified Club:**

May consist of a Management Committee with ladies and men's bowls sections. The Board President/Chairperson will be the Chief Officer of the organisation.

The Executive of the Management Committee may comprise of President/Chairperson, Vice President/Deputy Chair, Secretary, Treasurer. (may have Secretary/Treasurer as one position)

The Management Committee may comprise of the Chair, Deputy Chair, Secretary, Treasurer and such other members as elected by the Club.

The principle function of the Management Committee is the overall running and financial stability of the Club.

## **Day to Day Administration – Management Committee**

The Management Committee Secretary should have a knowledge and understanding of the following:

- The Liquor Act as amended and Regulations as amended.
- The Association Incorporation Act and Regulations as amended.
- The Sex Discrimination Act as amended.
- The Art Union and Amusement Act as amended.
- Machine Gaming Act as amended.
- The Workplace Health and Safety Act and Regulations as amended.
- The Pure Food Act as amended.
- The Industrial Relations Act as amended.
- The Greenkeepers Award and its amendments.
- The Club etc. Employees Award. (South East Queensland) – should refer to similar awards for other areas of the State (see Award definition of area covered). Catering and Bar Staff.
- Copyright and Music Performing Right.
- Income Tax Assessment Act as amended. Guaranteed Superannuation Act as amended.
- The Companies Code.
- The Bowls Queensland Member Protection Policy and other policies as determined from time to time.

## **Management of Club Membership.**

The control of member's records within the Club must rate high on a Secretary's list of duties. It is essential that a complete and accurate record be maintained. There are specific constitutional requirements in relation to new members, viz:

- How a person obtains membership – completion of an application Form which contains basic details, receiving the nomination fee and nominated and seconded by financial Club members.
- Recording this information in a Proposed Members Register.
- Displaying the Nomination Form on the Clubs notice board for the required period (usually fourteen days).
- Submission to the Management Committee for acceptance or otherwise and determining the subscription fee if the application occurs for a part year.
- Advising the nominee of their acceptance or otherwise with details of amounts due for subscription, affiliation fees (Bowls Australia, Bowls Queensland, District Association) administration fee if they are a new bowler or interstate/pennant declaration and any other fees fixed by the Club.
- Completing a Club membership record with basic details.
- Issuing a membership card to the member after they have fulfilled their financial obligations. The membership card should always be carried by the member.
- Ensuring that the nominator and seconder of the member take care of the player until they become familiar with the Club.
- Social Members: This category of membership should be provided for in the Club constitution and dealt with accordingly.
- Detailed instruction on membership records and advices are contained in the section headed "FORMS AND PROCEDURES".

### **Incorporated Clubs (Non-Amalgamated)**

May comprise a President, Vice President, Secretary, Treasurer (may have Secretary/Treasurer as one position) and such other members as required in the constitution. The President will be the Chief Officer of the club.

#### **President**

The President, as the Chief Officer, is responsible for the efficient operation of the Club. They shall, if possible, preside at all meetings.

The President is required to ensure that the business of the meeting is conducted properly. This includes keeping the discussions short and within the context of the item concerned. The President should remain impartial and insist on adherence to the rules and agenda.

The President has an ordinary vote which they do not normally exercise. Should the votes for and against be equal, the President may exercise their casting vote, that will usually preserve the status quo (unless the Club constitution dictates otherwise).

The President is responsible for preserving harmony within the Club. If any differences arise, the President should bring the parties together and try to resolve the issue fairly.

The President should be familiar with the Club, District and Bowls Queensland constitutions and by-laws.

The President should have a good knowledge of the standing orders, rules of debate and meeting procedure, particularly those dealing with motions, amendments and points of order.

The President is required to welcome guests to the Club. The President shall represent the Club at official functions.

*The "standing orders" is available either from the Bowls Queensland website or the Bowls Queensland administration office on request.*

#### **Secretary**

The number one official in the Bowls Club is the Secretary, around whom all activities in the club revolve. They must be familiar with the constitutions of the State Authority and District Association with which their Club is affiliated, with the provisions of the constitution and by-laws of their club and with the provisions of the relevant Acts of Parliament.

The Secretary must attend all meetings of the Club Management Committee, keep a record of the minutes of meetings and attendances. They must submit an annual report to the committee at the close of the year, be prepared to substitute for any officer who may be temporarily unavailable, keep themselves au fait with all Club matters for the information of the President, as it would be the Secretary to whom the President would refer for details. In fact, if a question is raised and no one present seems to have the answer, the natural exclamation is "ask the Secretary".

Constitutional and other duties required of a Club Secretary are:

- The Liquor Act as amended and Regulations as amended.
- The Association Incorporation Act and Regulations as amended.
- The Sex Discrimination Act as amended.
- The Art Union and Amusement Act as amended. Machine Gaming Act as amended.
- The Workplace Health and Safety Act and Regulations as amended.
- The Pure Food Act as amended.
- The Industrial Relations Act as amended.
- The Greenkeepers Award and its amendments.
- The Club etc. Employees Award. (South East Queensland) – should refer to similar awards for other areas of the State (see Award definition of area covered). Catering and Bar Staff.
- Copyright and Music Performing Right.
- Income Tax Assessment Act as amended.
- Guaranteed Superannuation Act as amended.
- The Companies Code.
- The Bowls Queensland Member Protection Policy and other such policies as determined from time to time.

## **Management of Club Membership.**

The control of member's records within the Club must rate high on a Secretary's list of duties. It is essential that a complete and accurate record be maintained. Ensure that application from a bowler transferring in is accompanied by a clearance.

There are specific constitutional requirements in relation to new members, viz:

- How a person obtains membership – completion of an Application Form which contains basic details, receiving the nomination fee and nominated and seconded by financial Club members.
- Recording this information in a Proposed Members Register.
- Displaying the Nomination Form on the Clubs Notice Board for the required period (usually fourteen days).
- Submission to the Management Committee for acceptance or otherwise and determining the subscription fee if the application occurs for a part year.
- Advising the nominee of his acceptance or otherwise with details of amounts due for subscription, affiliation fees (Bowls Australia, Bowls Queensland, District Association) establishment fee if he is a new bowler or interstate/intrastate pennant transferee and any other fees fixed by the club.
- Completing a Club membership record with basic details as well as Bowls Queensland database.
- Issuing a membership card to the member after they has fulfilled his financial obligations. The membership card should always be carried by the member.
- Ensuring that the nominator and seconder of the member take care of them until they become familiar with the Club.
- Social Members: This category of member ship should be provided for in the Club Constitution and dealt with accordingly.
- Detailed instruction on membership records and advices are contained in the section headed "FORMS AND PROCEDURES".

## **Meetings**

Role of meetings:

It is the duty of all Secretaries to be present at all Council of Management, Annual General and Special General Meetings. They are to ensure that a true and concise record of the meeting is kept in the minutes which become a legal document after they have been confirmed at a subsequent meeting and indicated as such by the President. The Minute Book should be securely bound and kept by the Secretary and brought to all meetings (refer Incorporation Association Act and Regulations).

They should have a working knowledge of the Clubs Constitution, the District Association Constitution and the Bowls Queensland and the relevant State and Federal Governments Statutes affecting the Lawn Bowls organisation.

## **Other Secretarial Duties**

- Maintain and keep an on-going record of all matters pertaining to the Club.
- Keep a separate record of all land holdings (freehold/leasehold).
- Ensure that Certificate of Incorporation, Liquor Licensing and Gaming licenses are clearly displayed on club premises.
- Ensure that the current list of elected office bearers, council and sub-committee members is displayed in the Club premises and is advised to the Bowls Queensland (on the relevant form), District and relative Government departments.
- Exercise control over incoming mail and ensure all correspondence is dealt with expeditiously.
- Keep a record of leave of absence of Council members approved by the Council of Management.
- Originate all outgoing correspondence on behalf of the Club.
- Ensure that all correspondence from members to a higher level of administration is channeled through the Secretary.
- Ensure that there is effective communication between the Club and the District Association either directly or through the Club delegate.

## **Treasurer**

The Treasurer is responsible for the accounting and reporting of all the financial dealings of the Club.

Specific requirements are:

- Proper records of all income and expenses should be maintained.
- Proper vouchers should be obtained for all expenditure.
- All items of expenditure should be authorised and the authorisation formally minuted. For large or controversial items, the authorisation should always be obtained in advance.
- If any large expenditure is proposed, quotes from three separate suppliers should be obtained in advance.
- If any major investment is contemplated, written advice from an appropriate independent expert should be first obtained.
- All monies received shall be deposited in the Club's bank account as soon as possible.
- Cheques should be signed by any two of the President, Secretary and Treasurer or other authorised persons. All cheques drawn should be marked "not negotiable" unless specifically intended for cashing.
- Cheque books and receipt books should be kept under secure conditions.
- Where electronic banking is utilised monthly bank statement, together with monthly reconciliation statements must be tabled at all relevant meetings.
- To arrange annual independent audit of financial records for tabling at the AGM
- Prepare annual budgets

### **Full Insurance cover should be maintained:**

- Fire, burglary etc. in respect of any property and/or contents owned by the Organisation. Regard should be had to replacement value.
- Workers Compensation if the Organisation has any paid employees.
- Fidelity guarantee, if material amounts of money are being handled by either Honorary Office Bearers or paid employees.
- Public Liability, to cover the Legal Liabilities of the Organisation and its Committee for personal injury and/or property damage, and (in some cases), for defamation or in connection with the giving of advice.
- Cash in transit, to cover losses of cash temporarily held by Office Bearers or employees.

*For more detailed information including taxation you should consult with your club auditor or the ATO.*

*For further advice on insurance requirement please consult with the Club insurance broker, insurance company or BCiB on 1300 657 058*

### **Bowls Sections** (commonly referred to as the Men's or Ladies)

May comprise of a President, Vice President, Secretary and such other members as required in the constitution. The President is effectively the Chief Officer of the section.

Bowls Sections Committee Responsibilities:

- Each section is responsible to the Management Committee.
- Formulate a bowls program acceptable to Management Committee
- Formulate a budget submission acceptable to the Management Committee to cover approved program.
- To administer bowls program.
- To liaise with the Management Committee as required.
- To present to the Management Committee reports etc.
- Conduct meetings as required.

## Match/Games Director

### Introduction

The purpose of this article is to assist Games/Match Directors in the understanding and conduct of their duties in respect of competition at all levels.

Club Constitutions and By-Laws should define the following:

<b>Games/Match Director</b>	Setting out the responsibilities of the member so elected/appointed
<b>The Controlling Body</b>	Members appointed by Bowls Committee.
<b>Disputes Committee</b>	May optionally be appointed by Clubs to handle appeals in respect of all Club competition. May also include Umpire/s.

This article generalises many of the circumstances which will be encountered in the Games/Match Director's minefield, as conditions for competition are not identical in any two clubs, and guidelines only can be given.

### The Games/Match Director is responsible for arranging

#### 1. Conditions of Play

Vary according to the competition, for example: Championship play, Club drawn, etc. every Club is responsible for and must set out the conditions of play for their competitions. Conditions of play should relate to laws of the game.

#### 2. Nominations

Date of closing  
Fees  
Record of same

#### 3. Draw

Date, so that the draw is public.  
Format                      Knockout  
                                    Round Robin  
                                    Sets Play  
                                    Sectional

#### 4. Play

Call to play – notice  
Arrange Umpire – Markers  
Organise cards, rinks

#### 5. Records

Public record - board  
Permanent record  
Keep cards until the competition is completed

*These principles are fundamental to the running of all competitions.*

### Events:

#### Prestige/Invitation Events

Observe the five (5) Principles -

- 1. Nominate conditions of play:** Stipulate that the controlling body shall have authority to vary conditions if necessary or expedient (to deal with inclement weather or unforeseen circumstances).
- 2. Receive/record nominations/fees:** The Secretary will usually be the member responsible for this.
- 3. Draw:** May need to be circularised to participants in some instances. Participants may draw for team position on a prepared master chart on day of play if conditions allow.
- 4. Play:** Have cards/officials ready before the start of play.
- 5. Records:** Keep master chart up to date for information of players.



## **Championship Play**

Championship play must be strictly in accordance with the Laws of the Game.

### **Bowls Queensland recommends:**

Singles	25 up
Pairs	21 ends
Triples (2 Bowl)	25 ends
Fours	21 ends

### **Other options are available under the Laws of the Game**

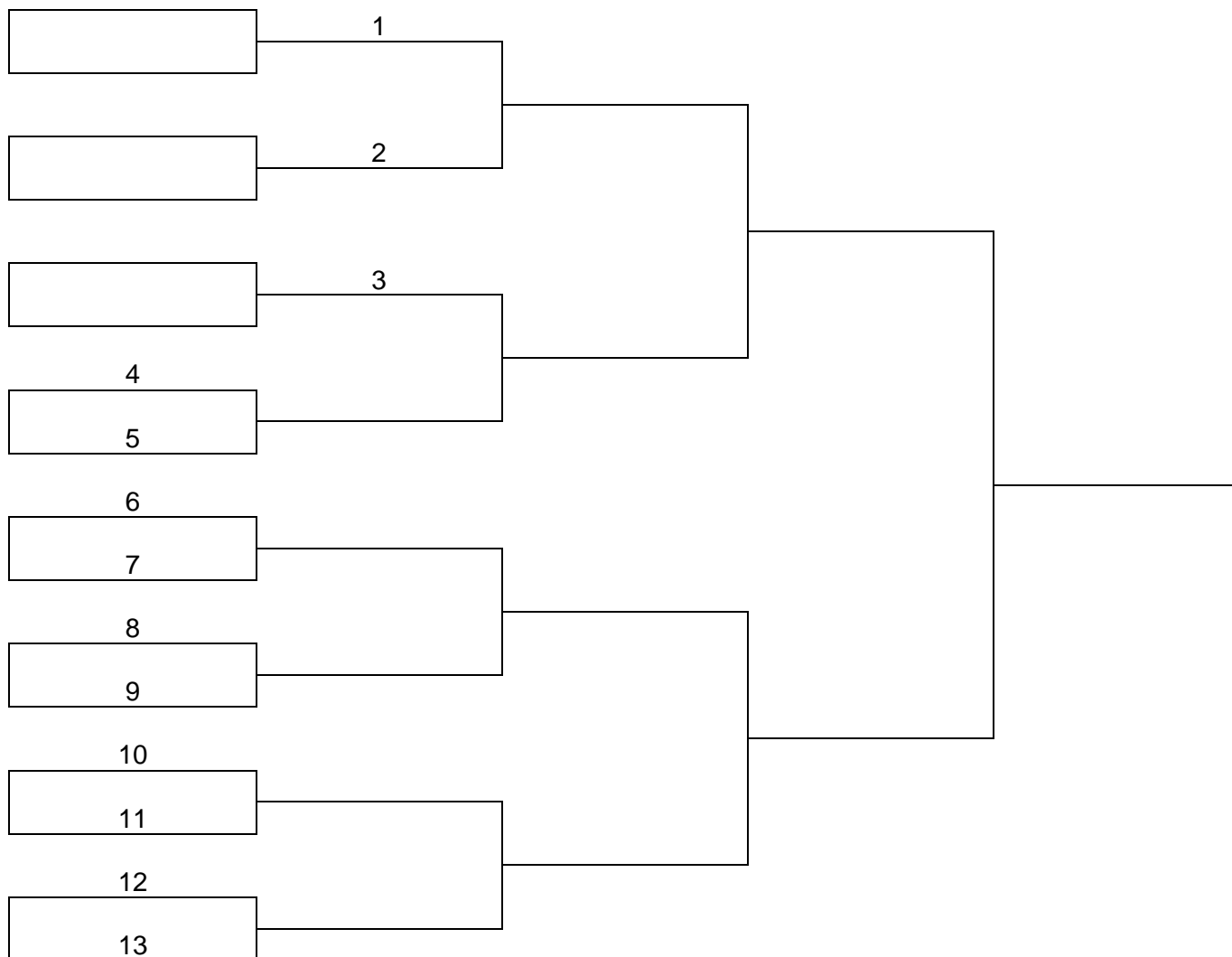
- Nominate closing date and fees.
- Draw in Public on nominated date.
- Give required notice for play.
- Arrange Umpire – Markers.
- Have available a list of members eligible to substitute if required.
- Day of Play – arrange cards, rinks and draw for markers/rinks.
- Keep record on master sheet and also a book of permanent records.

### **Club Drawn/Graded Play**

These competitions are arranged to enable all members to enter into competition, regardless of the standard of play.

Conditions of play **MUST** be in place before nominations are accepted and **MUST NOT** be altered in the duration of any competition.

**BYTES – EXAMPLE 4**



**Byes:** Number of Byes = Number of entries subtracted from the next highest multiple of two (2).

For Example:

1. 56 entries (64 – 56 = 8 byes)  
Round 1 = 48 entrants play 24 games + 8 byes  
Round 2 = 32 entrants etc.
2. 41 entries (64 – 41 = 23 byes)  
Round 1 = 18 entrants play 9 games + 23 byes  
Round 2 = 32 entrants etc.
3. 29 entries (32 – 29 = 3 byes)  
Round 1 = 26 entrants play 13 games + 3 byes  
Round 2 = 16 entrants etc.
4. 13 entries (16 – 13 = 3 byes)  
Round 1 = 10 entrants play 5 games + 3 byes  
Round 2 = 8 entrants etc.

See diagram

There are no rules about the distribution of byes. BE CONSISTENT. Byes may be distributed top and bottom or all at the top. Do the draw in public to exclude any doubts about fairness.

# CLUB RULES

The following rules apply for Club affiliation.

Club constitutions must contain rules which comply with the following if they are to retain affiliation with Bowls Queensland and its District Bowls Association.

**(a) Objects:**

- (i) To advance and promote the Game of Bowls.
- (ii) To provide the best possible standard of playing facilities for members in accordance with the Laws of the Game prescribed by Bowls Australia.
- (iii) To provide, develop and promote activities that are from time to time deemed appropriate to provide good fellowship between members of the Club.
- (iv) To promote and enhance the game of bowls in the local community.

**(b) Affiliation:**

**The Club shall:**

- (i) Affiliate with Bowls Queensland and accept and abide by the Rules and By-laws of Bowls Queensland in so far as they apply to the game of bowls.
- (ii) Must be a member of a District Bowls Association and accept and abide by the Rules and By-laws of the District Bowls Association in so far as they apply to the game of bowls.
- (iii) Renew its affiliation with Bowls Queensland each year in accordance with the Constitution of Bowls Queensland and forward the annual affiliation fee direct to Bowls Queensland. The Company to notify District Bowls Associations of payments.
- (iv) Renew its membership with the District Bowls Association each year in accordance with the Rules of the District Bowls Association and pay annual membership fees to the District Bowls Association.
- (v) Elect a delegate(s) to the District Bowls Association in accordance with the Rules and By-laws of the District Bowls Association.
- (vi) Provide to Bowls Queensland and to the District Bowls Association the returns that are required by those bodies.
- (vii) Provide advice to Bowls Queensland and to the District Bowls Association within thirty (30) days of any event which would affect the status of the Club's affiliation with Bowls Queensland, the legal status of the Club and/or any changes or amendments to the Club's constitution.
- (viii) Not make, amend or repeal a Rule or By-law in relation to the playing of the game of bowls that conflicts with the Rules and By-laws of Bowls Australia, Bowls Queensland or the District Bowls Association.

**(c) Qualifications for Membership:**

**To qualify for membership, a person must be:**

- (i) Prepared to support and promote the welfare of the Club and the game of bowls;
- (ii) Of good character and compatible with other members; and
- (iii) Free of indebtedness to any District Bowls Association or any State Bowls Authority and not under an order or notice of suspension or expulsion from any State Association.

**(d) Junior Membership:**

- (i) Persons under the age of eighteen (18) years may apply for Junior membership of a Club;
- (ii) They shall not be entitled to vote, nor to nominate members for office nor to
- (iii) Nominate other persons to membership of the Club;
- (iv) Junior members shall be entitled to play bowls in any State, District, or Club competition according to the conditions laid down for the playing of the event.
- (v) On attaining the age of eighteen (18) years a junior member shall apply in writing for ordinary membership which application will be dealt with in the same manner as any application for ordinary membership.
- (vi) They shall not be allowed, under any circumstances, to be served, to obtain or to consume liquor from, or on the Club premises, or engage in any form of gambling on the premises.

**(e) In particularly note the following Disciplinary Provisions:**

- (i) Any member of the Club who fails to observe any of the Rules or By-Laws of the Club or who is deemed guilty of an act, practice, or conduct calculated to bring discredit on the game of bowls, or to the Club, District Bowls Association or Bowls Queensland or its members, or who on any Club, District Bowls Association or Bowls Queensland premises engages in illegal gambling, betting or uses obscene or abusive language renders themselves liable to expulsion or suspension.
- (ii) In the case of a Junior Member being called before the Management Committee on a charge or complaint such member shall be entitled to be accompanied by a Parent or Guardian.
- (iii) Pending determination of such appeal, the appellant shall be allowed all membership privileges.

**(f) Resignation:**

- (i) A resignation from membership shall not be valid unless it has been received and acknowledged in writing by the Secretary of the Club. A member shall not be deemed to have resigned from the Club unless the resignation is in writing and is delivered, emailed or posted to the Secretary of the Club and is acknowledged as aforesaid. Where the date of resignation is not stipulated by the member, the resignation will become effective as from the date of receipt of the letter of resignation by the Secretary of the Club.
- (ii) No such resignation shall relieve any person from the payment of any subscription or other money due or payable by them at the time of resignation. The resignation of any member shall involve automatic forfeiture of all rights and privileges in respect to all Club matters.

**(g) Player Commitments:**

When a member of a Club has been called to fulfil a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which they have been drawn to play in a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment, the onus shall be on the player to notify Bowls Australia, Bowls Queensland, the District Bowls Association or Club, as the case may be.

The Controlling Body may define circumstances which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player vacant and the provisions of DR 2.4 shall apply. Provisions consistent with this clause shall be included in all Club rules and shall be deemed to be a condition of competitions conducted by the Club.

**(h) Activities shall be Lawful:**

The Club shall comply with all lawful requirements of the Commonwealth, State and Local Government and other Statutory Authorities having jurisdiction over any activity of the Club.

## **The following matters must also be provided in the rules:**

### **Mandatory Rules for Licensed Clubs**

Refer to relevant Government departments for guidelines.

### **The Following Matters must also be provided for in the Rules**

1. In relation to general meetings of the incorporated association;
  - the requisite basis necessary for convening such meetings;
  - the procedure to be adopted at such meetings and the size of the quorums thereof; and
  - the manner of calling such meetings.
2. The form, custody and the use of the Common Seal of the incorporated association.
3. The manner in which the income and property of the incorporated association is to be managed and, in particular, the mode of drawing and signing cheques for and on behalf of the incorporated association.
4. The preparation of a statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the incorporated association for each financial year and the presentation of same, after audit, to the members.
5. The frequency at which the financial affairs of the incorporated association are to be audited and the presentation of an auditor's report to the members.
6. The custody of the books, documents, instruments of title securities of the incorporated association.
7. The closing date of the financial year of the incorporated association.
8. Distribution of surplus assets on winding up.
9. The name of the incorporated association.
10. The objects of the incorporated association.
11. The classes of membership of the incorporated association, the manner of determining admission to each class of membership and whether such membership is limited or unlimited in numbers.
12. The membership or other fees (if any) to be paid by the members of each class of membership of the incorporated association.
13. Whether or not there is a right of rejection or termination of membership and if so, the manner of determining same.
14. Whether or not there is a right of appeal against rejection or termination of membership and if so, the manner of such appeals.
15. The manner in which the Register of Members shall be kept.

### **In relation to the Management Committee:**

- the designation of the positions which shall comprise the Management Committee and the manner of election or appointment of members to such positions;
- the term of office of the members of the Management Committee;
- the resignation of members of the Management Committee;
- the manner of removal from office of members of the Management Committee, whether or not there is a right of appeal there from and if so, the manner of such appeal;
- the manner of filling of casual vacancies occurring on the Management Committee;
- the frequency of meetings of the Management Committee, the manner of calling such meetings and the requisite notices thereof; (Under the Act, Management Committee meetings must be held at least once every four calendar months);
- the procedure to be adopted at meetings of the Management Committee and the size of the quorum thereof; and
- the functions and powers of the Management Committee.

### **Formal Reciprocal arrangements**

- Proof of reciprocal arrangements must be available, in writing, for inspection by Liquor Licensing Division Inspectors.
- Reciprocal Club members must provide proof of membership of a Club.
- Reciprocal Club member can sign in guests on the same basis as members if permitted by the Club.
- Reciprocal Club members can purchase take-away liquor if permitted by the Club.

If a Bowls Club wishes to have reciprocal rights with another licensed Club – a local golf club for instance – it would have to enter into a formal agreement with that Club.

Clubs Queensland maintains a master list of reciprocal Club agreements.

### **Resignation of Members**

Constitutionally a member of a Club has not fulfilled their resignation responsibility until they submit it in writing to the Secretary. The member's status is unchanged until the Management Committee accepts the resignation, which should be conveyed in writing to the member.

A member failing to give written notice prior to the date on which his resignation is intended, is liable for the current year's subscription and any other monies due to the Club.

**A request for an Inter-Club Clearance is not an advice of resignation.**

### **Suspension/Expulsion/Unfinancial Members**

Specific details of the correct procedures to be followed with a Suspension/Expulsion of a member are contained in the Clubs Constitution. These requirements must be followed without exception. Advices should be forwarded to District Secretary and Bowls Queensland on the appropriate Club notification suspension or expulsion form or electronically.

A Club cannot make a suspended member unfinancial or resign them or terminate their membership while under suspension. A member is still a member while under suspension.

A Club can only suspend or expel a member from its own Club. The suspended player may go to another Club to play social bowls only. An expelled Club member may join another Club unless an objection is raised by Bowls Queensland.

A District can only suspend or expel a player from within its own District.

- When a complaint is received, ensure it is in writing and signed by the person lodging the complaint.
- Record the date received.
- Refer the complaint to the Executive Body for immediate investigation.
- If the Executive Body considers that the complaint warrants full investigation, then the method of investigation to be carried out and by whom should be documented and authorised. Refer to Bowls Queensland Disciplinary By-Law. A copy of a Club's membership, of members under suspension/expulsion/resignation must be sent to Bowls Queensland.

## **Non-financial Members**

For the purpose of the membership listing as at 31<sup>st</sup> December of each year, members for whom a fee was due as at 31<sup>st</sup> December and remained unpaid shall be classed as non-financial. They have become “non- financial” members but still may have a period under the Constitution to become financial.

Clubs will not be invoiced for non-financial members provided the information is received by the required date. Clubs must advise Bowls Queensland on a Form 2 or the online database when players are re-instated.

## **Control of Membership records**

A master membership record is maintained by Bowls Queensland through a database. A printed copy of this information is made available to District Associations and affiliated Clubs in the State as at the 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December each year.

Clubs are required upon receipt of their print out to completely check all entries, including dates of birth and advise Bowls Queensland of any errors or omissions by completing a Form 2, effect a reconciliation of members shown on the print out with those recorded in the Clubs register and advise of any errors or omissions on the Form 2 or the online database.

The posting media for the printout throughout the year is a “Membership Return for all Movements of Members” Form 2, the original which is forwarded to Bowls Queensland and a copy to the District Association after each Club Council Management Meeting each month. It is the document that controls all movement of members within the State. It is essential that it records all changes of information in relation to full members, life members and junior members and shall also show “Nil” returns. Clubs can process all membership movement by using the online database. The online database takes place of a Form 2.

## **REGISTERED – PLAYERS - MEMBERS**

1. All players within Queensland must be registered with at least one (1) Club as a result of their being a financial member of an affiliated Club/s.
2. Only registered players may use BQ, BA and WB Intellectual Property. Usage of the **LAWS OF THE SPORT OF BOWLS**.

## **MEMBER REGISTRATION – DECLARATION OF REGISTERED/ NOMINATED CLUB**

1. All players in Queensland must be registered with at least one (1) Club.
2. A player may be a member of more than one (1) affiliated Club.
3. A player must declare only one (1) of those Clubs as their registered/nominated Club for the purpose of playing in State Champion of Club Champion and other events conducted by BQ or District during a bowling season (all to be defined by the relevant BQ or District conditions of play).
4. Playing in a Pennant competition conducted by a District shall not constitute a declaration of a player’s registered/nominated Club requiring a change to their nominated Club. For clarity, Pennant is not a championship event.

## ELIGIBILITY – PENNANT

### 1. Interstate:

- (i) A player may play Pennant in more than one (1) STA within the same bowling season.
- (ii) The player must be registered with each of the STAs in which they play.
- (iii) The player must complete and submit an Interstate Pennant Declaration to BQ prior to being permitted to play Pennant in Qld.
- (iv) An Interstate Pennant Declaration is only valid for the current Pennant Season
- (v) **An Interstate clearance is required for a player who intends to join a club in Queensland or play in championship events.**

### 2. Intrastate:

- (i) A player shall not be permitted to play Pennant for two (2) or more Clubs which are each affiliated with BQ unless specifically permitted under the conditions of play applicable to the event.
- (ii) Pennant Permit. A player may be approved by their District to play Pennant with another Club, other than their registered Club by submitting an intra club Pennant Permit Request Form. The form is to be submitted to their District prior to the Pennant Competition in which they wish to play. No application will be considered after commencement of a Pennant competition unless agreed by the District. This Form must be endorsed by both Clubs (Pennant Permit).

### Interclub Clearances

A member may seek an Interclub Clearance:

- (a) If a member resigns from their Club and seeks membership at another Club; or
- (b) If a member resigns from their Club and is unsure which Club, they will join; or
- (c) If a member remains a member of their current Club and seeks membership of another Club.

In cases (a) and (c) the name of the new Club will be indicated. In case (b) an “Open Clearance” would be issued. A member’s resignation must be in writing. An Interclub Clearance is not a resignation. A nomination form from an intending member of a Club must be supported with the Interclub Clearance issued by his former Club. **An interclub clearance is only valid for three months.**

**A member transferring to a Club must produce a clearance.**

**A Club must not accept a member “subject to receipt of their interclub clearance”.**

**A copy of the clearance should be handed to the Secretary.**

**An interclub clearance is only valid for three months.**

### Interstate clearances - Outgoing

If a member of a Club wishes to transfer to another State, and an Interstate Clearance is required, Club Secretaries will forward an application for Interstate Clearance to Bowls Queensland. Bowls Queensland will advise the appropriate State Association accordingly.

### Interstate Clearances - Incoming

If a member makes an application to join a Club in Queensland and indicates that the member is from another State, the following applies:

- an Interstate Clearance is not required if the member wishes only to play pennant, but an Interstate Pennant Declaration is required. **A Pennant declaration is only valid for the current Pennant season. However,**
- where a player from interstate wishes to join a Club in Queensland and play Club Championships, District or State Events, they are not eligible for membership until an Interstate Clearance has been provided from the appropriate State Association. Upon receipt of this Interstate Clearance Bowls Queensland will advise the District, who will then advise the affiliated Club accordingly
- if a clearance is not provided the member would not be eligible to play Club, District or State Championships in Queensland. See By-Law 11

Secretaries must make this clear to interstate applicants.

- If a clearance is not provided, and is required, the Club Secretary will request the player to complete an Interstate Clearance application and get it signed by the interstate Club Secretary. The member must arrange for the application to be sent to their State Association for processing.
- On receipt of the Interstate Clearance notification will be forwarded to the Club through the District Association.



## **Fees**

Each Club pays an affiliation fee to Bowls Australia, Bowls Queensland and a membership fee to the District Association based on each member (Life, Ordinary, Junior Members and such other classifications as the Council of Bowls Queensland and/or District Bowls Association from time to time may decide). The fee is based on Club membership as at close of business on December 31 each year.

The administration fee is for every new member to bowls, Interstate Transfer In and a member on an Interstate Pennant Declaration (except junior), unless such amount has been paid through previous membership of another Club affiliated with Bowls Queensland. The primary responsibility for payment of fees to Bowls Queensland shall rest upon the respective Club. All notifications to be on a Form 2 or the online database and clubs will be invoiced by Bowls Queensland. **(Do not send payment unless invoiced)**

## **Blue Cards**

New laws were introduced effective 1<sup>st</sup> July 2008 that affect blue card obligations for employers, paid employees and volunteers engaged in child-related activities.

Bowls Queensland strongly recommends in accordance with State Law, that anyone who holds a position in office at District, Division and Club level as well as committee members at these levels obtain a Blue Card. There is no cost for volunteers to obtain a Blue Card.

Further information regarding Blue Cards can be obtained from the Commission for Children & Young People & Child Guardian at:

PO Box 12671

Brisbane George Street Qld 4003

Telephone: (07) 3247 5145

Freecall: 1800 113 611 (Blue Card Contact Centre)

Fax: (07) 3247 5200

Email: [bluecard@ccypcg.qld.gov.au](mailto:bluecard@ccypcg.qld.gov.au)

Website: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

## **MEETINGS:**

### **The Handling and Correction of Minutes**

#### **General Rules:**

1. If the motion `that the minutes be taken as read' is passed, then the minutes are not read.
2. Any correction of a mistake in, or omission from, the minutes is made before the motion for `confirmation' has been moved and seconded and put to the vote.
3. The full text of the motion is: `That the minutes be confirmed as a correct record of the meeting'. This is usually shortened to: `That the minutes be confirmed as correct' or `that the minutes be signed as correct'.
4. If anyone notes a mistake and it is accepted, then the correction is made. If, however there is a disagreement about a suggested correction, a motion is moved giving the exact wording of the change to be made. This is seconded and put to the vote. The decision of the meeting prevails on whether the correction is to be made.
5. Corrections to minutes are made immediately. The correction is made in the margin of the minutes, directly opposite the place where the error occurs, and this correction is initialed by the President and the Secretary. The original minutes must not be mutilated by erasures or blotting out the mistake. A single line is drawn through the mistake, or a caret indicates the place where words have been omitted.
6. Immediately after the meeting confirms the minutes as correct the President signs and dates the minutes. If a correction has been made to the minutes, the motion put to the meeting is `that the minutes, as amended, be confirmed as correct'.
7. The Minutes of meetings of an organisation are a legal document. Therefore, decisions made must be clearly and concisely recorded. In most organisations, the names of the movers and seconders may be clearly stated and underlined, preferably at the right-hand margin of the page. Refer Incorporation Act.
8. The Minutes provide the authority and legal protection for members, and for office bearers carrying out the wishes of the Club, e.g. The expenditure of funds.
9. A copy of standing orders is available from the Bowls Queensland website or on request from the administration office.

#### **Rules – General Business**

1. Business deferred from an earlier section of the meeting is dealt with as the first item of general business. It takes priority over all other general business.
2. In general business, matters are brought forward for decision and debate by the members in the body of the meeting.
3. Matters on which decisions are to be made are expressed in the form of a motion.
4. Any proposition that is moved, seconded, and debated is known as a `motion'. If that motion is carried by the meeting, it is known as a `resolution'.
5. Any motion may be amended by adding words, deleting words or by deleting words to substitute others.
6. When an amendment is made, the debate is confined solely to the change that is being made to the original motion i.e. The debate is on the amendment only. The amendment placed before the meeting must be stated in a form to clearly show the exact change being proposed, Example: "That the words `\$10.00' be deleted and `\$20.00 be substituted"
7. Amendments are taken in sequence from the beginning of the motion. Therefore, once any part of the motion has been amended (even if the amendment is defeated), no part of the motion before that amendment can be altered.
8. An amendment cannot be moved or seconded by any person who has spoken for or against the original motion or a previous amendment.
9. If an amendment is `carried' by the meeting, it is incorporated in the original wording of the motion, which is then known as the `substantive motion'

10. If there are no amendments, the right of reply is taken by the mover of the motion, as the last speaker in the debate, before the motion is put to the vote.
11. If an amendment has been proposed to the motion, the mover of the motion takes his right of reply before the vote is taken on the first amendment.
12. Once the right of reply has been taken, no further speakers are allowed. If the right of reply is taken before the first amendment is put to the vote, this does not prevent further amendments being made to the original motion.

### **Dealing with Correspondence General Rules**

The agenda for the meeting lists the correspondence to be dealt with in two columns: The Inward and The Outward.

The Secretary need only indicate the substance of the letter, to give a précis of the contents. However, any member may ask the Secretary for more detailed information about a letter or may even ask for the letter to be read in full.

After the Secretary has read the correspondence, the Chairman requests a motion: 'That the Inward Correspondence be received and the Outward Correspondence be endorsed' This is seconded and put to the vote, followed by 'Business Arising from the Correspondence'.

The Club is not obliged to 'receive' all letters. If the contents of a letter are outside the objects of the Club, (eg; a political or religious letter from an organisation which is nonparty – political, or non-secretariat) it is allowed to 'lie on the table'. It is not read, but members may read it privately if they wish. Frequently, when referred to unsolicited and unwelcome correspondence, the motion 'to lie on the table' really means to 'lie under the table' in the wastepaper basket. In another circumstance, the term 'to lie on the table' may mean that the matter will be taken up from the table and discussed at a later stage of the meeting.

A Club is not obliged to 'endorse' all outward correspondence. The Secretary should write all correspondence at the direction of the Club. Should the contents of an outward letter go beyond the Club's expressed wishes, e.g., be unnecessarily aggressive, or contain expressions of opinion not shared by the club, etc., the Club may refuse to 'endorse' that section of outward correspondence.

If any item of inward correspondence requires lengthy discussion or has potentially controversial issues involved, or requires subsequent planning for further action, the Chairman may wish to have a discussion on the matter adjourned to 'General Business'. If discussion on a letter is adjourned to General Business, it takes priority over all other items of General Business.

### **Other Extraneous Matters**

Australian Performing Rights Association: Clubs should comply with the "Copyright and the Music Performing Right", a copy of which is available from:

Australian Performing Rights Association 25 Albany Street, Crow's Nest, NSW 2065.

A Club should apply for a license if it provides entertainment or background music derived from music, etc., under copyright. Whether the performance is live or recorded or received by radio or television, the club is still liable except that where the Club uses radio or television exclusively for sporting purposes a license may not be required.

### **Safety**

The Club should comply with the Workplace Health & Safety Act. For guidelines consult the relevant Government Department.

### **Industrial Relations**

All Bowls Clubs are required by law to comply with the provisions of Industrial Awards, such as the Greenkeepers Award and the relevant Club Employees Award whenever employing staff.

Should Clubs require assistance with industrial and staffing matters the following organisations can be consulted:

Clubs Queensland  
PO Box 93, Northgate 4013  
Ph: 3252 0770  
Email: [clubs@clubsqld.com.au](mailto:clubs@clubsqld.com.au)  
Website: [www.clubsqld.com.au](http://www.clubsqld.com.au)

Clubs Queensland is the peak industry association & union of employers of registered & licensed community Clubs in Queensland.

For assistance from Clubs Queensland, Clubs are required to be members. Clubs will need to contact Clubs Queensland for the cost of this membership.

### **Club Health Check**

To ensure the Club remains a viable entity regular health checks should be carried out. Regardless of how your Club is travelling, administrators, boards and committees can produce plans or take action to maintain a healthy Club. Listed are some practices that Clubs should initiate.

- Corporate Governance
- Strategic Planning
- Financial Controls
- Risk Management & Insurances
- Legislative Compliance
- Operational Plan

Bowls Queensland has also secured the services of partner Mullins Lawyers to enable Clubs' access to assistance on matters pertaining to constitution, amalgamation and other like issues. There is no cost for the **initial** consultation.

Clubs wishing to access any of the service on offer must first make contact with Bowls Queensland.

## **CONSTITUTIONS**

Clubs are governed by their Constitution and By-laws. Although many responsibilities and duties are included in these authorities, this section will deal with them, as well as associated practices, procedures and courses of action.

### **Constitutions and By-laws**

Many Clubs are now moving towards restructuring. In earlier days the Men's Club owned the property and the clubhouse. The Liquor License was in the name of the Men's Club. The Ladies had use of the premises and greens with the consent of the Men's Club.

It is important that, to ensure successful restructuring co-operation and consultation is paramount between the existing Men's and Ladies Clubs. It is also important that members of both Clubs are well informed before they are asked to vote on any proposed change to the Club's management structure. All members of both Clubs should be fully conversant with the consequences of any change.

The restructuring process cannot be the unilateral decision of the Men's Club, or of the Ladies Club, or of a minority section of the members. It is essential that all members are happy with the resulting changes to the Club Management in the interests of continuing Club harmony. 'Amalgamation' is not something that can be arbitrarily imposed on either the Men's Club or the Ladies Club in a bowling facility. It can only occur by mutual agreement.

The majority of Clubs use the single tier system (Amalgamated/Unified) - (Parent Club with two bowls sub- committees or sections).

To assist Clubs wishing to move into an amalgamated/unified structure, set out below are some guidelines with achieving the change. This assumes that both bodies are Incorporated entities.

Call separate meetings of the Men's and Ladies Clubs to seek approval in principle to move to an integrated/amalgamated structure. If agreement is reached, elect three members from each of the Men's and Ladies' Clubs to form a steering committee. Steering committees main task will be to formulate a constitution for the new entity. It is suggested that the basis for this would be the Bowls Queensland model rules for amalgamated/unified Clubs. Also, we would suggest that the existing separate constitutions together with perhaps one or two existing amalgamated constitutions be used as a cross reference to assist in the drawing up of a constitution which will be suitable and acceptable to the members. Once the constitution has been drawn up, it should be taken to a joint meeting of the Men's and Ladies Club committees for comment and possible amendment prior to it being submitted to Bowls Queensland and the Department of Fair Trading for approval.

After receiving approval from the above bodies, the steering committee should call a combined meeting of the Men's and Ladies Clubs to have them approve this new constitution. If approved a meeting of one of the entities would then need to be held to adopt the new constitution and a meeting of the other entity held to agree to the winding up of that entity and for their members to join the other entity together with a transfer of all assets to that entity.

It is also suggested that the steering committee be empowered to move into an interim Board mode pending the election of new officers and committee under the terms of the new constitution. The interim Board would then be responsible for calling nominations and appointing a returning officer. They would also be responsible for setting a timetable for the elections, declaration of the poll and calling the General Meeting at which the new officers would assume their positions.

Other matters which will require attention at the General Meeting would be the appointment of a Patron or Patrons. The appointment of auditors, in accordance with procedures laid down by the Office of Fair Trading. Determination as to the status of existing life members of the former entities would also be required. We recommend you always work in close consultation with your Club Solicitor.

## **The Single Tier System**

The procedure for the adoption of this system is exactly as set out. In the single tier system there are bowls sub-committees (Divisions or Sections).

These sub-committees are responsible for the actual conduct of bowls.

All of the preliminary procedures (Special General Meetings of both Clubs, a steering committee and all of the procedures set out earlier in this document) need to be implemented. With this system there is only one Incorporated Club, one administration, one set of returns and one audit.

Under this system all financial members of both the Men's and Ladies Clubs automatically become financial members of the 'Parent' Club with the same classification as previously held.

The day to day affairs of the Club will be controlled by a Management Committee, and the Club will have two sub-committees or sections, a Men's Section and a Ladies Section. These Sections are responsible for the game of bowls within the Club. There will be elected officers in these sections such as President, Secretary, Games Director and Selectors. Officers in the Management Committee may also hold co-operation and positions in the sections.

It cannot be stressed enough that to ensure successful restructuring consultation is so very important between the existing Men's and Ladies Clubs. All members of both Clubs should be fully conversant with the consequences of any change, and make sure that it is in the best interests of the Club and game of lawn bowls.

## **PROMOTIONS**

### **Membership Recruitment**

#### **Club Support:**

Regional Bowls Managers contact details, grants, membership and participation information.

Website: [www.bowls.com.au/club-support/](http://www.bowls.com.au/club-support/)

#### **Community Bowls/School Programs:**

Bowls Queensland can provide you with a bowls program for the opportunity to establish a next step approach into the sport of lawn bowls from the grass roots level.

#### **Secondary Schools Cup Challenge:**

Bowls Queensland Staff, Match Committee & Bowls Australia Regional Bowls Managers co-ordinate a State based championships for secondary school students aged between 12 and 18 years open to bowlers and non-bowlers.

#### **Come and Try Month:**

October is BQ's "Come and Try Month" where we encourage Clubs to host a day to attract new people to try the sport. BQ offers promotional material to Clubs and have promoted this campaign through TV, radio and Facebook in the past.

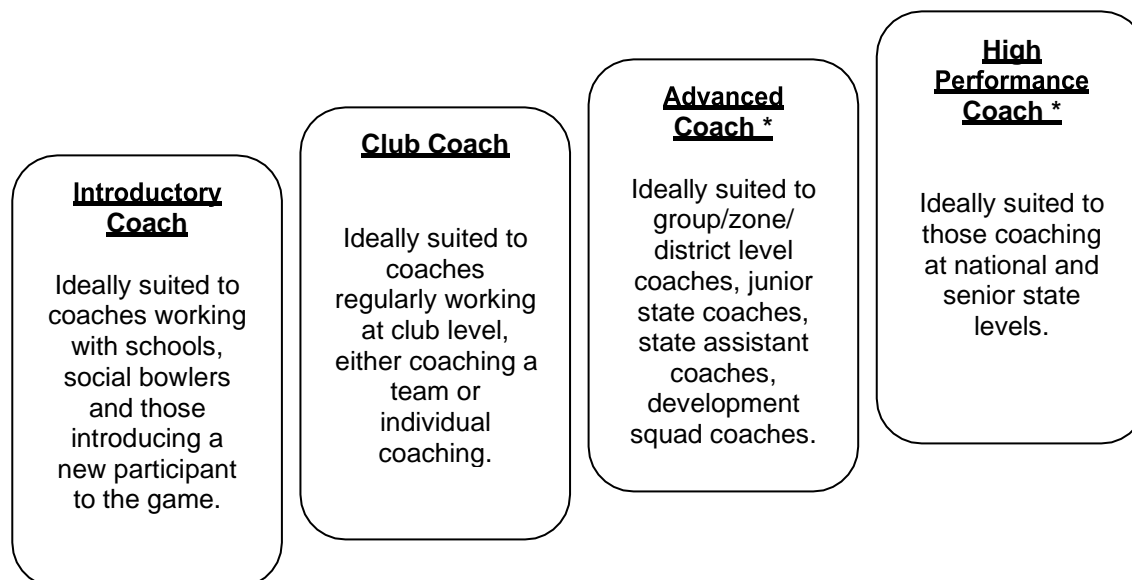
#### **TV Commercial**

Bowls Queensland produced a 15 and 30 second TV Commercial which has been used to promote the game throughout Queensland on the 7 network and social media. This is available for clubs to utilise along with "Come and Try Month" promotional material via USB upon request.

# **COACHING ACCREDITATION COURSE**

In 2009, Bowls Australia in conjunction with the Australian Sports Commission released the new National Coaching Accreditation Scheme (NCAS). This scheme now ensures that Australia has a National standard that is recognised by the Australian Sports Commission.

There are four (4) levels of coaches (outlined below). Bowls Queensland highly recommends that anyone wishing to become a coach start at the Introductory Coach level and work their way up to Club Coach and Advanced Coach.



Accreditations are valid for four (4) years and successful applicants receive an identification card (supplied to their District Association for presentation). All coaches are to re-accredit prior to their expiry date to ensure their skills and knowledge are up to date with any new advancements in the coaching arena.

## **Accreditation Process – How To**

1. Interested applicant contacts their District office (coaching panel if applicable).
2. District (coaching panel or secretary) to inform District/Club members when their accreditation is due and to locate new coaches/suitable candidates.
3. District Association to liaise with their State Coaching Committee representative to organise suggestions for a date and venue for the course/s to be conducted which would be suitable for all candidates. Please note that these are only suggested dates and venues and will be confirmed by Bowls Queensland in writing. We recommend a date at least one month from contacting Bowls Queensland.
4. District completes the coaches course form (located in the Forms section of this manual) and forwards it to Bowls Queensland.
5. Bowls Queensland will then organise and confirm the venue in writing.
6. Once a venue has been confirmed, relevant application form/s shall be forwarded to the District for candidates to complete and return to Bowls Queensland with payment.
7. Course calendar shall be updated on the Bowls Queensland website and poster and relevant application form/s sent to Clubs in the District, so other candidates can complete and return to Bowls Queensland with payment.

### **CANDIDATES MUST REGISTER VIA ONE OF THE ABOVE PROCESSES**

**Although places are not limited, Bowls Queensland will need to know numbers attending for the host Club.**

8. Upon receipt of form and payment, a coaching Pack shall be forwarded directly to the candidate. This pack will include further information on the course (i.e. what to bring), resource manual, worksheets and on green assessments, code of ethics and volunteer blue card form.
9. Candidate is to: familiarise themselves with the resource manual
  - Complete the worksheet to the best of their ability (assistance will also be given on the day to complete worksheet) read and sign the code of ethics form.
  - Complete the volunteer blue card form and lodge with Blue Card Services

Districts will be strongly encouraged to apply for a grant to assist with the costs involved with conducting a course.

Due to the costs involved, it is strongly recommended that the District obtain at least 10 people per course.

- Candidates do not have to attend a course in their District. If they locate a course being conducted elsewhere which suits them better, they are able to register for that course by completing the relevant application form and forwarding payment to Bowls Queensland.
- Districts shall continue to be advised of accredited coaches via the normal method (letter from Bowls Queensland), along with the candidate's identification card. Please note that badges are no longer supplied.

### **Course Information**

Please note that only Bowls Australia approved presenter and assessors are able to present the course and assess the coaching candidates. Should you like to apply to become a presenter and assessor, please contact Bowls Queensland.

#### **Introductory Coach**

- 4-hour course
- \$30 for new applicants
- \$20 for re-accreditations

#### **Club Coach**

- 12-hour course (2 days)
- \$60 for new/upgrading applicants
- \$30 for re-accreditations

#### **Competition and Selection Modules**

- 5-hour course per module
- \$50 per module

#### **Advanced Coach**

- 4-day course
- \$500 for State approved applicants
- \$1000 for non-State approved applicant
- Bowls Australia pre-requisite must be met prior to attendance (refer to BQ website under Coaches)

**Note: Candidates may be responsible for their own lunch and refreshments.**

### **Role of the District Coaching Panels**

- to give approval to and nominate a person as a coaching candidate based on the objective methods established by the State Coaching Committee
- to implement the procedure as directed by the State Coaching Committee
- to provide ongoing feedback to the State Coaching Committee regarding the practical application of the coaching structures.



## **FAQ's**

### **How long until I am registered?**

Once you have sat your assessment (and if you are successful), you shall receive a letter from Bowls Queensland once the paperwork has been received by the office. Allow approx. 1 month for your identification/registration card to be forwarded to your District Association for presentation.

### **Am I only allowed to coach at my Club?**

No, as this is a National accreditation scheme your accreditation is recognised Nationally and you are therefore able to coach anywhere in Australia.

### **Am I covered by Bowls Queensland for insurance purposes?**

No, Bowls Queensland only has insurance to cover State and District. Your Club should have their own insurance policy. Check with your Club Secretary to see if their insurance covers coaches.

### **I've lost my identification/registration card, how do I get a new one?**

You will need to contact Bowls Queensland directly to obtain a new card. There is also a cost for the reproduction and postage.

### **Do I need to re-accredit every four (4) years?**

Yes. If you wish to remain a coach, you are required to re-accredit every four (4) years. This ensures that you are kept up to date with any new developments in the coaching arena.

### **What happens if I do not re-accredit before my expiry date?**

If you do not re-accredit before your expiry date, your coaching registration is removed from Bowls Queensland, Bowls Australia and the Australian Sports Commission and you will no longer be recognised as a Nationally accredited coach. Bowls Queensland do allow an approximately 6 month leeway before this occurs.

### **Can I re-accredit before my expiry date?**

Yes. You are able to re-accredit at any stage, however, keep in mind that your registration will be for four (4) years from the date the assessment takes place. Four (4) years are not added to your existing expiry date.

### **I would like to further my coaching knowledge. Who/where can I go?**

There are numerous resources available to people who wish to further their knowledge. Here are a few:

#### **Department of Sport and Recreation (Queensland Government).**

Often run workshops across Queensland which are generally free. These range from Beginning Coaching General Principles, Sports Medicine Awareness Course to Sports Psychology. Keep an eye out on the Bowls Queensland website (Club Development/Coaching), or visit [www.qld.gov.au/recreation/sports/volunteers-coaches](http://www.qld.gov.au/recreation/sports/volunteers-coaches)

#### **Australian Sports Commission**

Offer an online course through their website and have worksheets available. Visit [www.sportaus.gov.au](http://www.sportaus.gov.au)

#### **Sports Medicine Australia**

Run various workshops ranging from Sports First Aid to Sports Trainer. Keep an eye out on the Bowls Queensland website (**Resource Locker/Workshops**), or visit [www.sma.org.au](http://www.sma.org.au)

Don't forget to try your local library as there are numerous publications out there on coaching. The internet is also a good resource to research.

# UMPIRES

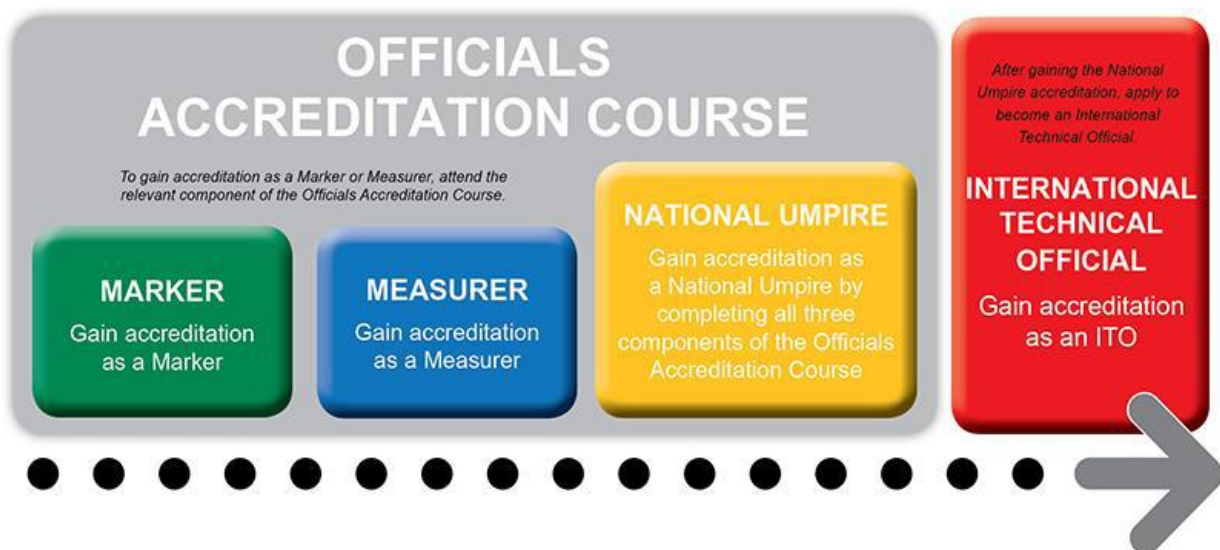
## Eligibility to Become an Umpire/Measurer/Marker

To be eligible for training and examination to become an Umpire/Measurer/Marker a candidate must:

- Demonstrate the competencies required of an Umpire/Measurer/Marker.
- Be signed off by the Club Secretary as competent to perform the duties of an Umpire/Measurer/Marker.
- Have two or more years bowling experience.
- Hold a current Blue Card.

Applicants must submit the relevant application form (Marker/Measurer/Umpire) with the requisite fee to BQ. To obtain the application form go to the BQ website, Coach/Umpire tab and scroll down to Umpire forms. Obtain the relevant form and submit the completed form to BQ,

The officiating structure in Australia is shown in the diagram below and allows progression through sets of competencies.



To gain accreditation as a Marker, Measurer or National Umpire, participants must satisfy the required competencies as set down in Bowls Australia's Officials accreditation programme. Accreditation lasts for four years. Officials may wish to only be Markers or Measurers or on the other hand, interested and competent officials can become umpires or develop their skills and become International Technical Officials. Qualified Presenters and Assessors are endorsed by the State bodies and are responsible for conducting training courses and reaccrediting officials every four years.

Officials at all levels are expected to have skills and be able to perform relevant duties competently.

### Markers must be competent in all aspects of marking. The Markers Course will cover:

- Preparation
- Marker's equipment
- On green activity and role play
- Duties performed before, during and after the game
- The Marker's duties (Laws of the Sport of Bowls) – interpretation of the Laws relating to marking
- Use of shot indicators
- Communication

### Measurers must be competent in all aspects of measuring. The Measurers Course will cover:

- Preparation for measuring
- Knowledge of correct and appropriate use of measuring equipment
- General procedures for measuring
- On green measuring tasks
- Communication of decisions

A National Umpire accreditation includes the Marker's, Measurer's and 'National Umpire' components. A National Umpire must be competent in all components. The National Umpire's Course will cover:

- The Marker's component (as stated above)
- The Measurer's component (as stated above)
- The National Umpire's component which covers:
  - Preparation for umpiring
  - Duties before, during and after the game
  - The Umpire's duties (Laws of the Sport of Bowls)
  - Structure of the Law Book
  - Interpreting the laws;
  - Additional responsibilities of an Umpire
  - Legal obligations and risk management

The International Technical Official (ITO) accreditation is a World Bowls accreditation which lasts five years. Applications for first-time accreditation and re-accreditation as International Technical Officials will be administered by World Bowls. The frequency of and locations for the assessments will be decided by World Bowls.

When open, National Umpires can submit their application for an ITO accreditation to Bowls Australia (BA). BA will then submit this application to World Bowls for assessment.

### **How are Umpires recredited?**

1. In summary, the Officiating Reaccreditation model is BQ;
2. Answer questions related to the relevant officiating component;
3. Answer questions related to Manage Self Module;
4. Complete an on green Assessment.

Please see below for the requirements for each specific reaccreditation.

### **Marker**

1. Complete the application form 'Reaccreditation as a Marker' and return with payment to BQ;
2. Have your Club Secretary/President complete and return the 'Recognition of performance as an Official' form;
3. Answer the 5 questions relating to Markers in Part 1 (questions 6 – 10);
4. Complete Part 2 – On green segment;
5. Answer the 3 questions in Part 3 (Managing Self);
6. Prior to undertaking the assessment practise the marking tasks in preparation for Part 2 the 'On green assessment' by an assessor;
7. Show the approved assessor you have the most current copy of the Laws of the Sport of Bowls;
8. Submit to the assessor your signed Sport Australia Code of Ethics/Bowls Australia – Official's Code of Behaviour form.

### **Measurer**

1. Complete the reaccreditation application form and return with payment to BQ;
2. Have your Club Secretary/President complete and return the 'Recognition of performance as an Official' form;
3. Answer the 5 questions relating to Measuring in Part 1 (questions 11 – 15);
4. Answer the 3 questions in Part 3 (Managing Self);
5. Prior to undertaking the assessment, practise the measuring assessments in preparation for Part 4 the 'On green assessment' by an approved assessor;
6. Show the approved assessor you have the most current copy of the Laws of the Sport of Bowls;
7. Submit to the assessor your signed Sport Australia Code of Ethics/Bowls Australia – Official's Code of Behaviour form

### **National Umpire**

1. Complete the reaccreditation application form and return with payment to BQ;
2. Have your Club Secretary/President complete and return the 'Recognition of performance as an Official' form;
3. Answer all 15 questions in Part 1 (National Umpire x5, Marker x5 and Measurer x5);
4. Complete Part 2 - the On-green segment;
5. Answer the 3 questions in Part 3 (Managing Self);
6. Prior to undertaking the assessment, practise the measuring assessments in preparation for Part 4 the 'On green assessment' by an approved assessor;
7. Show the approved assessor you have the most current copy of the Laws of the Sport of Bowls;
8. Submit to the assessor your signed Sport Australia Code of Ethics/Bowls Australia – Official's Code of Behaviour form.

### **International Technical Official**

The International Technical Official is a World Bowls accreditation. Reaccreditation is required every five years. Applicants seeking re-accreditation because their existing ITO certificate has either expired or is about to expire must go through the same process completed to gain the initial ITO accreditation.

## AGE BADGES

Age badges are available for purchase from the Bowls Queensland Administration office (using the stock requisition form).

The badges available are:

- Veterans badge – 70 years
- Super Veteran badge – 80 years
- Matriarch/Patriarch badge – 90 years

**100 Year Medallion:** Application should be made by Club Secretaries in writing to Bowls Queensland for a member turning 100. If a representative is required, please use the official representation form and send to your District to endorse. The District will forward onto Bowls Queensland. This complimentary badge will be presented by a Bowls Queensland representative where practicable or a nominee.

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## BOWLS QUEENSLAND AWARDS

The order of Awards in seniority are:

1. Life Membership.
2. Distinguished Service Member Award.
3. Meritorious Service Award.

**Bowls Queensland Life Membership:** May be conferred on Ordinary or Life members of an Affiliated Club who have been awarded the Distinguished Service Award and who have continued to give outstanding service to the Association over a long period. A vote, by secret ballot, of not less than 75% of Members present, and entitled to vote, shall be required to approve such recommendation/s.

**Distinguished Service Member Award:** May be conferred on Ordinary or Life Members of a Club affiliated with Bowls Queensland who have given outstanding and distinguished service in administrative positions at either Club, District and or State level. A minimum period of fifteen (15) years (not necessarily concurrent) at State and or District level is required in addition to any Club service. A vote, or secret ballot of not less than 75% of members present and entitled to vote, shall be required to approve such recommendation/s.

**Meritorious Service Award:** May be conferred on Ordinary or Life members of a Club affiliated with Bowls Queensland in recognition of service for a period of 25 years or more (not necessarily concurrent) at any level of bowls administration.

**Meritorious Service Award shall be determined by the Bowls Queensland Board and forwarded directly to the District Bowls Association for presentation to the recipient.**

**Explanation:** Administrative level refers to elected committee level. Service refers to service in Queensland.

**Bowls Queensland Life Membership and Distinguished Service Award shall be on the recommendations of the Board to Council.**

Life Membership shall only be conferred at the Annual General Meeting. Distinguished Service Member Award shall be conferred at any Council meeting of the Association.

**The submission should be originated by the Club and/or District Association with complete details of the positions held and their respective years.**

**NOTE: Clubs and Districts should review the member's service and history in reasonable detail. Eligibility of a member is difficult to assess if insufficient details are not provided.**

## PROTOCOL

The following procedure for official functions attended by Bowls Queensland officials or representative is a guideline only.

### 1. Purpose

The purpose of these notes is to inform Clubs of the correct procedure and protocol to be observed on official days when the Board President of Bowls Queensland (or representative), or District Association President (or representative) is present at the Club.

On all such occasions it is emphasized that the Bowls Queensland President or representative takes precedence over all other guests. Clubs please note that the District President should be substituted for Bowls Queensland President when either of the latter are not present.

### 2. Notice

As much notice as practicable should be given of the proposed official function so that arrangements can be made by Bowls Queensland representative to be present, having regard to the heavy commitments and calls made on the time of the Executive Officers of the Association in this regard.

Bearing in mind the travelling distance and time involved for Bowls Queensland representative/s, it is especially requested that Clubs advise the Secretary of forthcoming functions at least eight weeks prior to the event so that where possible, appropriate dates could be allotted to allow for several functions in adjoining areas to be covered during the one visit.

### 3. Restrictions on Invitations

Official invitations for Bowls Queensland representation should be restricted to such important days as:

- President's (At Home) Days for Districts
- Special Club Anniversaries e.g. 25, 50, 60, 75 years, etc.
- Opening of new greens
- 100 Year Medallions presentation
- New Clubhouse Extensions to Clubhouse
- Opening of Bowls Carnivals
- Other extraordinary official functions

Invitations to Bowls Queensland should state whether partners of the officials are included in the party. All invitations by a Club for Bowls Queensland representation shall be through the District Association who in turn shall forward its approval, together with Clubs invitation to Bowls Queensland who shall return the appropriate reply to the District.

As a general rule priority for Bowls Queensland representation to attend Club Anniversaries or open a new green, clubhouse or clubhouse extension will be that of the Board President.

### 4. Organisation

Attention to the many organisational details well in advance of the 'day' is a necessary pre-requisite to ensure the success of any function.

The best means of ensuring success is to appoint a "Special" committee for the purpose of the organising and arranging of details of the function at least four to six weeks in advance of the date.

This committee should consider appointing members to control such matters as:

- Reserved parking space for Association or District Representatives and local VIP's.
- Reception and recording of visitors on arrival and introduction to President.
- Program of day's activities including Spider (if any) Bowls programmed and official speeches.
- Catering.
- Appointment of Officers for various duties. Method of award of trophies (if any).
- Time for the whole function.

### 5. The Day of the Function

The Chairman of the "Special" Committee should be at the Club early to ensure that all preliminary arrangements are running smoothly prior to the arrival of visitors.

## **6. Parking**

Special parking reservations should be provided for the Bowls Queensland representative and accompanying party and the President of the District Bowls Association and party.

## **7. Reception of Visitors**

Club should endeavor to arrange for members of its Committee to meet representatives of visiting Clubs at the parking area or other approach to the Clubhouse, welcome them to the Club, then escort them to the Presidents Reception Area. The Bowls Queensland representative should be met at the reserving parking area by a Vice President of the Club and escorted to the Clubhouse where they will be introduced to the Club President at the reception area.

## **8. Recording of Representatives**

It would also be most helpful if a form was drawn up by the Committee with four columns based on the accepted invitation.

- The name of the Club.
- The name of the person representing that Club.
- The office of the person representing his Club.
- The playing position of the Officer representing the Club.

The information form can be confirmed as each representative arrives on the day and handed to the Selectors. Such form, when completed, will be most helpful to the persons proposing the Toast to the Visitors and will also serve as a record for future invitations.

## **9. Bowls Queensland Flag**

Arrangements should be made for the official flag of Bowls Queensland to be flown on the Club's flagpole. The Bowls Queensland flag should be flown below the Australian Flag, if a single flagpole only is provided, otherwise it should be flown on the yardarm or jack staff. If two flagpoles only with yardarm or jack staff are provided the Australian flag should be flown on the most prominent pole and the Bowls Queensland flag raised on the other and flown so that its level is not greater than that of the Australian flag. In the case of two poles being provided of equal prominence and height on each end of the Clubhouse, the Australian flag shall be flown on the pole which is on the left hand when facing the front of the Clubhouse, and the Bowls Queensland flag shall be flown on the right. The Bowls Queensland flag will fly above the Club's flag should the Club possess one. The same proceedings will apply in relation to the flying of the District President's flag.

## **10. Master of Ceremonies**

The Master of Ceremonies (or Toastmaster) plays an important part in the day's proceedings and their responsibilities are as follows: To present to the Official Representative a copy of the day's program and to ascertain from them if there is anything (other than their standard procedure) they would like carried out during the afternoon or during the official function. This would give the opportunity for the Associations Representative to offer a suggestion, if so invited.

## **11. Calling of Cards and Method of Play**

In calling the cards for play, that of the Official Representatives and their opponents should be called first and etiquette requires that their match should be played on a central rink except when Interstate or other official matches are being played; it is usual for the Club President to play opposite the Bowls Queensland representative. The privilege of the mat is usually given to the Official Four without the formality of tossing. Balance of cards for play are called in accordance with the Club's rules and the rules of play for that day, explained at the conclusion of calling the cards.

## **12. Timing**

Punctuality is an important factor and the most successful functions are those where a strict time schedule is laid down and observed. It should be remembered that Officials of the Association may have other commitments on the same evening and that those later engagements must also be kept.

### 13. The Official Function and Table Setting

The representative of Bowls Queensland on the day shall take precedence over all local Officials, Parliamentary and Civic Representatives.

It will be appreciated that with the variety of occasions being celebrated which call for Association representation, it would be difficult to lay down a fixed set of guidelines. However, the following will guide Clubs in correct procedure, protocol and precedence. When the occasion involves Vice-Regal patronage (Governor General, State Governor or other representative) it would be advisable to seek from Bowls Queensland, special advice for the case. The rules of Protocol and Precedence in these matters are of a quite involved nature and could not be covered adequately in these notes.

All Officials of the host Club and Association Official Visitors should present themselves at the Official Table dressed in appropriate attire and it is an advantage if place cards for seating are previously arranged. The usual layout for the Official Table is shown below. All members at the Official Table will remain standing until the host President and Association Representatives are seated. Should non bowlers, Government, local Council etc., be invited, they should be seated at a semi-official table with a club executive.

#### OFFICIAL TABLE LAYOUT



### 14. Table Seating Precedence

The diagram shown is given as a lead to the table arrangements for functions to which distinguished guests may be invited and is based on precedence as observed in the State table of Precedence. This example of arrangement shown may serve to cover the normal extent of the needs in most Bowls Clubs. It will be noted that the Bowls Queensland President having first guest precedence is seated on the right of the Club President. Depending on space available it is desirable to include at the Official Table members of the Club Presidents team and other Club Executives to assist in entertaining the guests interspersing these as in the manner similar to that indicated in the arrangement as with the Bowls Queensland team members.

When the President of Bowls Queensland is in attendance, the President will have first guest precedence.

### 15. Toasts

- The first toast of day is that of “The Queen” – Advance Australia, usually proposed by the Club President or Toast Master or other Senior Officer of the Club.
- The second toast is that of “Bowls Queensland” and is usually proposed by the Club President or the Association Representative who is introduced by the senior member of his team, after being called on by the MC during the progress of which he introduces his Official Team and makes suitable presentations to the Club President etc., the Association badge, or any other presentations.
- From this point onwards it is competent to have further toasts of choice in order of precedence and in accordance with Club policy, bearing in mind that too many speeches at functions which are primarily designed to be bowling days tend to lose the interest of happy, but tired bowlers.



## 16. Opening of New Club Houses

In the case of opening a new Clubhouse or extensions to Clubhouses the procedure previously outlined will generally be followed, together with the following additions:

### Preliminary Procedure:

- (a) A fixed time should be made for the ceremony and Bowls Queensland representative advised. Arrangements are then made to assemble Club members and guests from the entrance to Clubhouse door. At the time set down, the Bowls Queensland representative would be met at the entrance by the Senior Vice President and conducted through assembled members and guests to the Clubhouse door and introduced to the Club President who will, in turn introduce the members of the committee and other officials present to the Bowls Queensland representative/s.
- (b) On arrival, the Bowls Queensland representative/s should be met at the reserved parking area by a Vice President and conducted to the Clubhouse, where he is introduced to the Club President, usually on the Club steps or patio.
- (c) In a short address in which the Club President welcomes the Official Association Representative and party and other guests, he invites the Association Representative to perform the appropriate ceremony of either opening the new clubhouse or extensions to the clubhouse.
- (d) The Clubhouse is inspected.  
Should this procedure not be practicable, the following is suggested:
  - Bowls Queensland representative/s to remain inside the Clubhouse with the Club President whilst Club members and guests are assembled near the door where ceremony is to be performed.
  - Inform Bowls Queensland representative that all is ready.

### Introduction of Bowls Queensland Representative

- Club President introduces Bowls Queensland representative/s and invites them to perform the ceremony
- Function preformed
- Clubhouse inspected

### Game of Bowls

- Cards are called and conditions of play stated.
- Play commences immediately or after conducting 'spider' if such desired.

## 17. Opening of New Greens

In the case of the opening of a new green, or greens, all personnel should assemble on or adjacent to same, as desired, whilst the ceremony of rolling the jack by a selected person and the delivering of the first bowl is carried out by the Associations representative.

In detail the following procedure is recommended:

### Reception of Visitors

- Club Officials meet visitors, conduct and introduce to Club President.

### Preliminary procedure for function:

- (a) Call cards for game and state conditions of play.
- (b) The Bowls Queensland representative will remain in the Clubhouse with the Club President whilst cards are called and until advised players are assembled.
- (c) Assemble players and guests near green on which opening is to be performed.
- (d) Inform Bowls Queensland representative that all is ready.

### Introduction of Bowls Queensland Representative

- (a) Club President introduces Bowls Queensland representative and invites him/her to open the green.
- (b) VIP throws the Jack.
- (c) Bowls Queensland representative rolls the bowl and opens the green.

### Game of Bowls

- (a) Play to commence immediately after calling of the cards.
- (b) Club President plays against Bowls Queensland representative

## **18. Official Function:**

As on President's Days.

## **19. Unveiling of Plaque, Fountain etc. Reception of visitors:**

Club Officials meet visitors, conduct and introduce to the Club President.

Preliminary procedure of function:

- (a) Call the cards for the game and state the conditions for play.
- (b) The Bowls Queensland representative will remain inside the clubhouse with the Club President whilst the cards are being called.
- (c) Assemble players and guests near plaque, fountain etc., on which unveiling is to be performed.
- (d) Bowls Queensland representative is informed that all is ready.

### **Introduction of Bowls Queensland Representative:**

- (a) Club President introduces Bowls Queensland representative and VIP and invites appropriate person to perform ceremony.
- (b) Plaques, etc., unveiled.

### **Game Of Bowls**

- (a) Play to commence immediately after calling of the cards.
- (b) Club President plays against Bowls Queensland representative.

## **20. Official Function**

As on President's Days.

## **21. Flying the Australian National Flag**

The following guidelines apply to the Australian National Flag and to flags generally around the world:

- The flag should be raised briskly and lowered ceremonially.
- The flag should be treated with the respect and dignity it deserves as the National emblem.
- The flag should not normally be flown in a position inferior to that of any other flag or ensign. Nor should its size be smaller than that of any other flag or ensign. (See the next section for rules about flying the Australian national flag with other flags).
- When flown in Australia, the Australian National flag takes precedence over all other National flags. The flag should always be flown aloft and free and not allowed to fall or lie on the ground.
- The flag should not be used to cover a statue, monument or plaque for an unveiling ceremony; to cover a table or seat; or to mask boxes, barriers or the space between floor and ground level on a dais or platform.
- When the flag is raised or lowered, or when it is carried past in a parade or review, all present should face the flag and remain silent. Those in uniform should salute.
- Two flags should not be flown on the same flagpole.
- The flag should not be flown upside down, not even as a signal of distress.
- When the flag is represented, for example, as an illustration for commercial or advertising purposes:
  - it should be used in a dignified manner and reproduced accurately;
  - it should not be defaced (that is, have superimposed on it printing or illustration);
  - it should not be covered by other objects;
  - and all symbolic parts of it should be identifiable.

### **Flying the Australian National Flag at half-mast:**

Flags are flown in the half-mast position as a sign of mourning.

To bring the flag to the half-mast position, the flag must first be raised to the top of the mast (the peak) then immediately lowered slowly to the half-mast position. (This position is estimated by imagining another flag flying above the half-masted flag – in European mythology, the flag flying above is the flag of death). The flag must be lowered to at least a position recognisably half-mast so that it does not appear simply to have slipped down from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.

Flags should be flown at half-mast when directed by the responsible Commonwealth Government Minister. The following are examples of occasions when the flag would be flown thus:

- on the death of the Sovereign (King or Queen) – the flag should be flown from the time of announcement of the death up to and including the funeral. On the day the accession of the new Sovereign is proclaimed, it is customary to raise the flag to the top of the mast from 11am until the usual time for closure of business.
- on the death of a member of the Royal Family – by special command of the Sovereign and/or by direction of the responsible Commonwealth Government Minister.
- on the death of the Governor-General or a former Governor-General.
- on the death of a distinguished Australian citizen, in accordance with protocol.
- on the death of the Head of State of another Country with which Australia has diplomatic relations – the flag would be flown on the day of the funeral or as directed.
- on the death of a distinguished local citizen, as decided by authorities in a city or town – the flag would be flown on the day, or part of the day, of the funeral, in that locality only.
- as a rule, the death of a Club member does not normally qualify for the National flag to be flown at half-mast. This does not preclude the Club flag from being flown at half-mast.

SOURCE: Awards and National Symbols Branch, Department of Administrative Services.

## District Association Functions

### 22. Official Visit by Bowls Queensland Representative/s

Club President, or representative, accompanied by District President or representative meet Bowls Queensland Official at entrance to Club, meets visitors also.

#### General instructions follow:

If morning visit, visitors are guests at morning tea, preferably prior to play. All players assemble on the bank and a brief welcome is given by Club President (or representative) supported by District President (or representative).

Suitable response by Bowls Queensland representative.

Games Director call the cards.

Morning game terminates in sufficient time for luncheon. If this is to be the official luncheon, the following procedure is to be adopted:

- Loyal Toast by Club President.
- Club President welcomes Bowls Queensland and District Visitors on behalf of the Club.
- District President gives the Official Welcome to Bowls Queensland representative/s and District players. Presents badges or gifts.
- Reply to welcome by Bowls Queensland representative. Club President thanks ladies.
- Reply by President.
- Where only an afternoon game is played, morning tea and brief welcome on green are eliminated.

#### Procedure would then be:

- Welcome at entrance to Club.
- Official lunch if required or
- Afternoon Tea following the game.

### 23. Official Visit by District President

Reception of senior guests and visitors.

Club President meets and welcomes District President.

Preparation for Function.

Club Official assembles players, call cards for game and states conditions for play.

Introduction of District President (and other VIP'S):

Club President introduces District President (and all other VIP's). District President plays Club President on center rink of green.

Game of Bowls:

Play commences immediately.

#### Official Function:

- Loyal toast proposed by President.
- Toast to Bowls Queensland proposed by Club President and response by Bowls Queensland representative.
- Toast to visitors and response.
- Toast to ladies, if applicable – and response.
- Announcement of results and presentation of trophies, if appropriate.

On occasions when afternoon tea only is served, speeches should be kept to a minimum and presentations would be made at conclusion of game.

### 24. Official Visit by Inter-District Associations

#### Reception of senior guests and visitors

Club President meets and welcomes District President (or representative)

#### Preparation for function:

Club Official assembles players, calls cards for game and states conditions for play.

#### Introduction of District President (And all other VIP's)

Club President introduces District President who then welcomes visiting District President (or representative). NB – Local District President or his representative plays Senior Visitor.

**Game of Bowls:**

Play commences immediately (bowls cloths if any given to visitors at commencement of play)

**Official function:**

- Loyal Toast by President.
- Club President gives brief welcome to visitors and then hands over to District Association President (or representative).
- Official welcomes Visiting Party Response by leader of Visiting party
- Thanks to – (District President, or his representative, Visiting Leader)
- District President thanks Clubs and hands back to Club President.  
(If function at afternoon tea, Club Officials invites players to proceed with game).

**25. Club as Host for Special Event**

Prior to commencement of event the Club President/Chairman will offer the use of the club greens to the District President for the duration of the event.

Should it be a Bowls Queensland event the President/Chairman will offer the use of the greens to the Bowls Queensland official for the duration of the event. Upon completion of the event this procedure is then placed in reverse and the President/Chairman receives the greens back.